

**DIRECTIVE 2600-043**

<b>TITLE :</b>	<b>Guidelines for visits to the animal facilities at the Université de Sherbrooke</b>		
<b>ADOPTION :</b>	University Executive Committee	Resolution:	CD-2010-09-27-08
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## **PREAMBLE**

The Université de Sherbrooke welcomes visitors to its animal facilities, provided that such visits do not interfere with the care of the animals or the research and teaching activities taking place there. The University must preserve the integrity of its premises, equipment and research.

**In the event of any discrepancies between the English and French versions of this Policy, the French version shall prevail.**

## **1. OBJECTIVE**

The purpose of the *Guidelines for visits to animal facilities at the Université de Sherbrooke* is to ensure both access to animal facilities for visitors who have legitimate reasons to do so, and the protection of personnel, animals, research, equipment and premises against infection, damage or disturbance.

## **2. VISITOR OBLIGATIONS**

**2.1** At all times during the visit, the visitor must:

- comply with the instructions of the President of the Institutional Animal Care Committee (CIPA) or any other person designated by him or her, in order to prevent risks, respect the safety of people and animals, and preserve the integrity and confidentiality of the research work in progress.

**2.2** At all times during the visit and following the visit, the visitor must not:

- disturb, interfere with or interrupt activities or operations in progress in the animal facilities or the people carrying them out;
- destroy or damage any property of any kind belonging to the University or to any other person or institution;
- touch, modify or remove any object involved in or used for activities and operations;
- use or distribute, in any way whatsoever, without the express permission of the University:
  - the title and nature of any research project, experiment, treatment or test;
  - the names and contact details of University staff, students and funding organizations;
  - the name of any institution involved in any research project, experiment, treatment or test;
  - any confidential information or information acquired during the visit.

**2.3** University prerogative

The University may require any visitor who fails to observe or comply with this directive to leave its animal facilities. It may also prohibit the entry of such persons to the premises, either permanently or for a period to be specified in a letter addressed to them.

## **3. VISIT REQUEST**

The person requesting a visit must send the form reproduced in Appendix 1 to the CIPA President.

The University reserves the right to refuse entry to the animal facilities to any person if it has reasonable grounds to believe that such person may transmit an infection or cause damage or disturbance. The University also reserves the right to limit the number of visitors admitted at any one time, and the number of visits any one person may make.

#### **4. FILM, VIDEO OR PHOTOGRAPHY**

It is forbidden to film or photograph animals in animal facilities. Exceptionally, for educational purposes, the CIPA President may authorize a request to film or photograph in a neutral environment determined at his or her discretion. No requests to photograph or film for commercial purposes will be accepted.

The request to photograph or film must be accompanied by the following information, which must be sent to the CIPA President ([CIPA@USherbrooke.ca](mailto:CIPA@USherbrooke.ca)) at least two weeks before the planned visit:

- a description of the project, including the film script and background narration for the segment of the film shot at the University;
- a description of how the photos, films or videos will be distributed;
- a statement indicating whether the photographs, films or videos (in whole or in part) will be incorporated into a publication, other video or computer program;
- a list of all the people who will be taking part in the photography or filming;
- a description of how and where photos, films or videos will be archived or stored;
- an assessment of the time and effort spent by the animal facility staff involved in the photography or filming.

#### **5. LIABILITY**

The member of the University Management Committee responsible for research is responsible for ensuring that this directive is applied, disseminated and updated.

#### **6. ENTRY INTO FORCE**

This directive comes into force on September 27, 2010; the latest amendments were approved by the University Executive Committee on January 10, 2017.

**APPENDIX – REQUEST FORM FOR PERMISSION TO VISIT THE ANIMAL FACILITIES OF THE UNIVERSITÉ DE SHERBROOKE**

**Visitor:**

Last name, first name: \_\_\_\_\_

Title: \_\_\_\_\_

Name of organization: \_\_\_\_\_

Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Reason for visit: \_\_\_\_\_

Preferred dates and times for the visit: \_\_\_\_\_

**Host laboratory:**

Surname and first name of the professor visited: \_\_\_\_\_

Title: \_\_\_\_\_

Phone: \_\_\_\_\_

E-mail : \_\_\_\_\_

Name of attendant from animal facilities: \_\_\_\_\_

I have read the *Guidelines for visits to animal facilities at the Université de Sherbrooke* and agree to abide by it in all respects.

To the best of my knowledge, I certify that:

- I am not a carrier of any infection or disease likely to affect the health of animals housed in the University's animal facilities;
- I took a shower before arriving at the University's animal facilities;
- on the day of my visit, I will wear clean clothes that have never been used in another animal care facility or in contact with rodents or sick animals;
- on the day of my visit, I was not present in any other animal care facility, or in contact with rodents, or sick animals that could affect the health of animals housed in University facilities;
- I undertake not to use or distribute any information, confidential or otherwise, acquired during the visit, without the authorization of the CIPA President.

**I hereby accept the risks to my safety, my health and that of my loved ones that may arise as a result of my visit to the University's animal facilities and I release the University, its directors, officers, representatives and employees from any liability and will hold it harmless, from any claim, suit, expense, loss, damage arising or that may arise from my visit, including without exception any illness, discomfort or injury.**

\_\_\_\_\_  
**Visitor's signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Signature of host laboratory**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Signature of attendant from animal facilities present during the visit**

\_\_\_\_\_  
**Date**

**Please send your completed and signed form to:**

**By e-mail:** [CIPA@USherbrooke.ca](mailto:CIPA@USherbrooke.ca)

**By fax:** 819-821-8053

**By post :**

CIPA

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