



**Failure to follow the designated procedures listed in this SOP may result in loss of entry privileges. All incidents will be documented.**

**Entry Requirements:**

- EHSO's biosafety web page details the UH's policy on Minors, Volunteers, Pets and Working Alone. It summarizes that "individuals must be at least 14 years old to tour (enter) lab space and at least 16 years old to work in lab space. Federal OSHA requirements prohibit minors 16 years of age and under from working in hazardous areas.
- Authorized entry only is permitted. Do not share unique access codes with others, and do not allow tailgaters into the vivarium. Authorized access to Kaka'ako facilities is for activities specifically related to one's employment, or specific business at Kaka'ako, and for no other reason. Access cards and codes will not be used to permit other individuals to gain access, be lent out to others, or be used for "piggybacking" other authorized persons in. Privileges may be suspended or terminated for engaging in any of the above-listed activities or compromising security at the facility (propping doors open at critical access points).
- To request access, complete the AVS Security Access form found at <https://www.hawaii.edu/researchcompliance/new-animal-user> > AVS Security Access Request form. Upon receipt of this form, AVS veterinary staff will schedule a vivarium orientation needed before access is granted.
- Lockers for storage of personal items will be assigned after the researcher's initial orientation, upon request. AVS will not be responsible for the contents stored in lockers. Items abandoned in lockers for more than six months will be discarded.
- All visitors must obtain approval prior to entry. Requests may be made at <http://hawaii.edu/LAS/visitorsinthevivarium.html> >Visitors to the Vivarium. All visitors, vendors, service, and delivery people must be escorted and wear PPE, and follow traffic flow patterns.

**Traffic Flow:**

- Follow all traffic patterns to prevent contamination of the vivarium. Research personnel do not use the clean corridor, which is dedicated for clean supplies only.
- All work in suite 1 must be completed before entering suites 2 or 3, quarantine, or the ABSL3 suites. Access to suite 1 after entering other areas of the vivarium is prohibited unless otherwise arranged with AVS. Access to suites 2 and 3 after entering quarantine or the ABSL3 is prohibited.  
*(Do not use emergency exit doors for entry into or exit out of the vivarium. This is a serious breach of biocontainment and security of the vivarium.)*

**Vivarium Entry and PPE:**

- Main entry and exit for all personnel is through UH room 100G. Individuals are not allowed entry into the vivarium if they visited another animal facility prior to arriving at vivarium. For individuals with rodent or rabbit pets at home, it is highly recommended that they not handle the pets prior to entry into the vivarium. If handling is necessary, showering, washing your hair, and changing your clothes are required prior to entry.
- All personnel must enter through the locker rooms (UH room 125 men's and UH room 124 women's).
- Investigators must don a lab coat or dedicated vivarium scrubs, which do not leave the vivarium, and shoe covers over closed-toed shoes before entering the vivarium. AVS staff must don scrubs, dedicated, closed-toed shoes, and shoe covers before entering the vivarium. As required by risk assessment, eye protection, face coverings and/or respiratory protection (e.g. N95) may be used.
- Those handling animals must wear gloves. Those working with sterile housed animals or performing aseptic procedures must also wear hair bonnets and surgical masks.  
**(\*\*If approved to reenter suite one after having worked in other areas of the vivarium, don new shoe covers at the suite one entry door\*\*)**
- AVS staff will doff scrubs and change to street clothes when leaving the Research Building. No lab coats or scrubs are to be worn in the Medical Education Building.
- Additional PPE or modified traffic flow patterns will be required for special activities and are protocol dependent.

**Transporting Equipment to and From the Vivarium:**

- If transporting small pieces of equipment or packages into the vivarium, items are to be brought to the airlock, UH 100H, on researcher transport carts and then transferred to a dedicated, black, vivarium cart,

which are kept in the airlock for researcher use. Decontaminate the items in airlock with the provided disinfectant (clidox 1:18:1) or quat ammonium. This does not apply to phones, notebooks, or pens, as decontaminating spray may damage these items. All items are to follow EHSO transport guidelines below. Items that do not have a function in the vivarium are not permitted. Cloth//cardboard/absorbent material cannot be brought in – only solid, leak proof containment can be used.

- If delivering large items into the vivarium, arrange a time with AVS management at least 24 hours in advance to enter through vivarium loading dock and UH room 126A, Loading Airlock. Arrangements can be made by emailing [halljn@hawaii.edu](mailto:halljn@hawaii.edu), or [rgpost@hawaii.edu](mailto:rgpost@hawaii.edu). Decontaminate items before entering the vivarium with the provided disinfectant (clidox 1:18:1 or quat ammonium).

EHSO Guidelines:

1. When moving material through the common areas/non-BSL2 areas (e.g. lobbies, elevators, stairwells, etc.) on each floor or between floors, ALL chemical and biological material MUST be packed to prevent spill or release, i.e. in a lidded primary container, placed in secondary leak proof containment (e.g. plastic bucket, a 4L solvent bottle carrier, a tray), secured during transport, etc. In these common/non-lab areas of the building, you may be exposing others (students, visitors, security, etc.) to your material so it MUST be properly contained. If materials are spilled, you must notify others in the area, prevent others from contacting the spilled material, it must be properly cleaned and decontaminated IMMEDIATELY. If materials spilled cause irreparable damage to the facility (floors or carpets), the responsible individual may burden the cost of replacement.
2. When moving hazardous materials throughout the BSB, you must have access to an appropriate spill kit (biological, chemical, radiological) and be trained in how to respond to a spill. Notify JABSOM EHSO if you must transport highly hazardous materials or materials that pose a greater risk if spilled or released (e.g. corrosive or toxic chemicals, etc.). All spills, minor or major, must be reported to JABSOM EHSO.
3. PPE Policy Remove (gloves, lab coats, booties, bonnets, etc.) prior to entering common/non-BSL2 areas (lobbies, break rooms, office spaces, bathrooms, elevators, stairwells, etc.) and before contacting communal items (doorknobs, phones, elevator buttons, etc.). If the materials you are transporting are properly contained (as described in section 1 above), no PPE should be necessary while in these areas. If you must handle a container with gloves, you must use an ungloved hand to contact doorknobs or use a cart to transport the container(s).

**Transporting Animals:**

- Arrangements to import animals from approved vendors and outside institutions are made through the AVS office. Transfers to and from outside institutions must also be coordinated through AVS. Imports must follow current AVS quarantine procedures and yield “clean” sentinel screening before the animals can be moved to the regular colony.
- Animals may only be brought to outside labs within the Bioscience Building if the procedure is terminal and approved by the IACUC to take place out of the vivarium. (See Terminal Animal Procedures Outside the Vivarium SOP)

**Working in the ABSL2 Vivarium:**

- All investigators and research staff must be listed as personnel on an approved IACUC protocol (and IBC protocol if applicable). In addition, all animal manipulations performed in the vivarium must also be listed on an approval IACUC protocol (and IBC protocol if applicable). Violators will be reported to the IACUC (and IBC if applicable), which may result in suspension of protocol activities.
- While working with animals, any time a cage is opened within the animal holding rooms, cages must be opened either in an animal transfer station or a biosafety cabinet. Within the procedure rooms, it is recommended that cages are opened under the Biosafety cabinets, fume hoods, or on down draft tables. Clean cages or cages containing animals must never be placed on the floor.
- Loud music (other than head phones), food, drink, and handling of cosmetics are not permitted.
- When filling out new cage cards, it is critical that certain fields on the temporary cards are filled out. If there is no date indicated, AVS will assume that the cage may have existed since the last weekly scan and that cage will be charged for since that date. This could result in unnecessary charges. The “Protocol #” and “Animal Count” fields must be filled out as well. If needed information is missing, researchers will be charged back for the time it takes to contact staff for the information.
- When cages are no longer in use, for example when animals are euthanized or animals are combined for breeding, the cage card that is no longer needed is turned in. The date the cage is terminated must be written on the back of the Granite/Topaz or temporary card if the permanent card has not been made yet and placed in the **cage card drop box**. If no stop census date is indicated, AVS will stop census on the day the card is collected from the drop box which may not be the day the cage was terminated.

**Exiting the Vivarium:** (See Laundry SOP if you require laundering services)

- Personnel and equipment exit the animal suites through the Soiled Corridor. Doff gloves before exiting animal holding and procedure rooms. Doff lab coat and shoe covers before exiting the vivarium.
- Exit the vivarium through the locker rooms via UH room 100K. Do not exit through airlock 100H, this room is only for decontaminating small items being brought into or out of the vivarium.