**Public Access Tour Policy for the Aquatic Animal Facilities**

# School of Freshwater Sciences

***University of Wisconsin - Milwaukee***

Under Wisconsin law a publicly owned facility is not automatically accessible to any member of the public upon demand. Wisconsin Law UWS 18.07(3) provides:

**Limited Entrance:** The chief administrative officer may, by posting appropriate signs, limit or prohibit entrance to university lands, or portions thereof, in order to maintain or preserve an instruction or research area.

In order to protect the health and well-being of all animals housed in UWM animal facilities and the ongoing research activities, the UW-Milwaukee Institutional Animal Care and Use Committee (IACUC) has recommended the following rules governing **Public Access Tours** of aquatic animal facilities (AAF). Should any individual violate these rules, formal complaints must be made directly to the supervising veterinarian, and forwarded to the chair of the Aquatic Vertebrate Organisms (AVO) Committee as well as the Dean of the School of Freshwater Sciences. The IACUC will be notified if an individual receives 3 formal complaints. The IACUC reserves the right to revoke the ability to lead **Public Access Tours** to any individual who has received 3 or more formal complaints. This policy utilizes the following definitions for personnel:

**Authorized User:** An **Authorized User** is defined as a Principal Investigator (PI) with an active IACUC approved protocol for a designated AAF. A PI with previously active IACUC protocols, a PI with active protocols for other AAFs, non-listed PI collaborators of a PI with an IACUC approved protocol, and UW-Milwaukee administrators are **NOT** considered **Authorized Users**.

**Designated User:** A **Designated User** is defined as a person under the direct supervision of an **Authorized User** who is listed by name on an IACUC approved protocol. **Designated Users** must have received all required animal handling/safety training and be enrolled in the UWM Occupational Health Program for Animal Users. **Designated Users** have been given special permission by an **Authorized User** to escort approved **Guests** andlead/accompany **Public Access Tours** in areas for which they are listed on an IACUC approved protocol.

**Authorized Staff: Authorized Staff** is defined as persons under the direct supervision of an **Authorized User** who have received all required animal handling/safety training and are enrolled in the UWM Occupational Health Program for Animal Users. **Authorized Staff** include, but are not limited to: technicians, animal caretakers, and graduate/undergraduate students. **Authorized Staff** are permitted in AAFs where their supervisors have an active IACUC approved protocol, but are prohibited from bringing **Guests** or **Public Access Tours** into the AAF without an **Authorized User** or **Designated User** present.

**Guest:** A **Guest** is defined as any person who is not an **Authorized User, Authorized Staff** or **Designated User** with a scientific/research/education related need for entering a designated AAF, who will be accompanied at all times by an **Authorized User** or **Designated User** of said AAF.

***Personnel Definitions, cont.***

**Public Access Tour**: A **Public Access Tour** is defined as any person or group of persons who is not an **Authorized User, Authorized Staff** or **Designated User** with a demonstrable non‑research related need for entering a designated AAF, who will not be accompanied at all times by an **Authorized User** or **Designated User** of said AAF.

**Facilities/Emergency Access:** Should the need arise for non-authorized personnel to enter an AAF to address a facilities or safety related issue, either the head of facilities/operations or the Assistant Dean of Facilities and Marine Operations (ADFMO) must be contacted. Contact prior to entry into an AAF is strongly preferred, however notification of emergency access without prior authorization must be made to the ADFMO within 24 hours after entry. **Authorized Users** of the AAF impacted will then be directly notified of the emergency entry by the ADFMO.

**Use of online calendar to facilitate scheduling a tour:** all Authorized users, along with selected staff and administrators, have access to a shared office365 calendar “Aquatic vertebrate facilities”, in which tours can be scheduled ahead of time for approval. Users can access the shared calendar either through the web-based office365 portal, available at <http://uwm.edu/o365/> , or directly through the standalone outlook program, provided it is linked to the university’s outlook servers. An authorized user can enter and edit new events, which will then be available for all other members to review. Please indicate in your event entry all pertinent information, including: a) date and time of the prospective visit, b) room(s) to visit, c) authorized user or designated user to lead tour, c) number of visitors or guests, d)specific accommodations requested. Authorized users may request adding other users to the shared calendar via email to [sepulveo@uwm.edu](mailto:sepulveo@uwm.edu), provided they have a valid @uwm.edu email account. A reduced version of the calendar is available to view at <http://bit.do/SFS-AVO-tours> .

**\*\*The AVO committee shall maintain a list of all approved AAFs and their associated Authorized Users and Designated Users, including contact information. This list will also include the names and contact information for the University Chief Administrative Officer, IACUC Committee members and approved location facilities staff. Updates to this list can be made directly at AVO Committee Meetings or via direct communication with the AVO Committee Chair or Supervising Veterinarian. An updated list will be disseminated with AVO Committee Meeting minutes and should be kept at the point of entry for each AAF.**

## Requests for Public Access Tours:

1. All **Public Access Tours** must be formally requested a *minimum* of 24 hours during the business week prior to entry into the AAF. All **Authorized Users** of the facility to be accessed must be notified and must grant approval for access.
2. All requests for **Public Access Tours** must state the reason for public access, approximate number of persons touring, the approximate time and duration of public access, and the name and contact information of the persons organizing and leading the tour. Public Access will be granted for informational purposes only.
3. **Authorized Users** will have the option to prohibit **Public Access Tours to** protect the integrity of the ongoing research, the well‑being of the animals and the safety of the people touring. **Authorized Users (or a representative thereof)** have the right to supervise any **Public Access Tour**.

## General Rules for Public Access Tours:

1. UW-Milwaukee SFS administrative representatives may only lead tours if prior approval has been granted by all **Authorized Users** of a specified AAF. Any violation of AAF policy by SFS representatives during **Public Access Tours** will result in the filing of a formal complaint to the supervising veterinarian, the chair of the AVO Committee and the Dean of the School of Freshwater Sciences.
2. Persons participating in **Public Access Tours** are not allowed to handle animals.
3. Persons participating in Public Access Tours are not allowed to enter barrier rooms such as quarantine rooms, specific pathogen-free areas or the ABSL3 facilities.
4. Video/audio recording or photography in the facility is prohibited unless specific approval has been granted by all **Authorized Users** of the specified AAF.
5. Children under the age of 16 will not be permitted access to a specified AAF without adequate supervision by a parent, guardian, teacher, **Designated User** or **Authorized User**.
6. The number of guests permitted to enter an AAF for a **Public Access Tour** at one time will be restricted based on the size of the facility and the nature of the visit. This limitation is to be determined by **Authorized Users** of the AAF at the time of the initial tour request. This may require that **Public Access Tours** be broken up into multiple smaller groups.
7. All persons participating in **Public Access Tours** must adhere to the Biological Control Rules developed for the specific AAF they are visiting, and it is the responsibility of the individual leading the **Public Access Tour** to inform his/her visitors of these rules. Copies of the rules will be posted prominently on the door outside each AAF. Violation of these rules by any participant of a **Public Access Tour** will result in that individual or tour group being removed from the AAF, as well as possible restriction of that individual’s further access to other facilities on-site.

Sample **Public Access Tour** Request

To:

Dean of the School of Freshwater Sciences (garmand@uwm.edu) Supervising Veterinarian (berri@uwm.edu)

Authorized Users of Room

RE: Public Access Tour of Room

I would like to formally request access to Room for the purposes of a Public Access Tour. Reason for Public Access:

Tour Date: Tour Time: Tour Duration:

Number of Persons on the Tour (including Tour Leader): Name & Contact Information of Tour Leader:

Name of Accompanying Authorized/Designated User (If Applicable): Alternative Dates/Times for Public Access Tour (If Applicable):