

**Public Access Tour and Guest 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 and the entry of Guests** to aquatic animal facilities (AAF). The attending veterinarian and chair of the Aquatic Vertebrate Organisms (AVO) Committee should be notified of any non-compliance with these rules. They will investigate to determine if a formal report should be submitted to the Dean of SFS. 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 or provide entry of Guests** to any individual who has received 3 or more formal complaints.

**Definitions:**

**Authorized User** means a Principal Investigator (PI) with an active IACUC approved protocol for a designated AAF, including a PI listed on an active IACUC approved protocol. The following are NOT considered Authorized Users: 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

**Authorized Staff** means 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 permission from an **Authorized User**

**Authorized SFS Facilities Staff** mean persons employed by the School of Freshwater Sciences and under the direct supervision of either the Dean of the School or the Assistant Dean of Facilities and Marine Operations.

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

**Public Access Tour** means any person or group of persons who is not an **Authorized User** or **Authorized Staff** 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 **their designee** of said AAF.

**Maintenance and Emergency Access:**

Maintenance Access: Authorized SFS Facilities Staff are permitted access to aquatic animal facilities only for the purposes of maintenance and repair activities that are necessary for the operation of the AAF. Authorized SFS facilities staff will follow all posted biological control rules,

but are not required to notify the Authorized Users. Should the repair or maintenance work potentially affect fish or require moving tanks, the SFS facilities staff must coordinate the work directly with the Authorized User and will assist as needed.

In the event that UWM Facilities Services staff are required to conduct maintenance or repair work in an AAF, their work will be scheduled and coordinated with the SFS facilities staff. Authorized SFS facilities staff will accompany the UWM Facilities Staff into the AAF and assure that they follow the posted biological control rules, after which the UWM Facility Services staff may work unaccompanied. UWM Facility Services staff will notify SFS facilities staff when they have completed their work.

Emergency Access: Should the need arise for non-authorized personnel to enter an AAF to address a facilities and/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.

#### **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 notification to the attending veterinarian and the chair of the AVO Committee. They will in turn investigate the complaint and determine whether the Dean of SFS should be notified.
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 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 inside 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.

### **General Rules for Guest Access to an AAF:**

1. All **Authorized Users** working in a designated AAF will be notified via email if a **Guest** will be brought into the facility by another **Authorized User** or **their designee**. **Authorized Staff** are prohibited from bringing guests into the animal facilities.
2. It is the responsibility of the **Authorized User** or their designee to supervise the activities of their **Guests** for the duration of their visit, to ensure that no unauthorized access to animal research spaces occurs and that the guests do not engage in any behavior disruptive to the animals.
3. **Guests** accompanying an **Authorized User** are prohibited from entering any animal rooms except those assigned to the supervising **Authorized User**.
4. All AAF **Guests** must adhere to the Biological Control Rules developed for the specific AAF they are visiting, and it is the responsibility of the individual escorting the **Guest(s)** to inform his/her visitors of these rules. Copies of the rules will be posted inside each AAF facility.
5. It is the responsibility of the **Authorized Users** and **Authorized Staff** to ask for identification from any individual they see in the AAF and not known to them. Individuals without proper authorization for entry into an AAF will be asked to leave immediately. Instances of unauthorized access or any violation of this policy must be promptly reported to the attending veterinarian and the chair of the

AVO Committee. After further investigation, they will determine whether the Dean of the School of Freshwater Sciences should be notified.

6. **Guests** whose entry is based on safety or regulatory need (e.g. IACUC members, UWM Health and Safety representatives, etc.) must be granted immediate entry and be escorted by an **Authorized User** or **their designee**. While notification of all **Authorized Users** prior to entry is not required, it is strongly preferred.

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