



THE UNIVERSITY of EDINBURGH

Bioresearch & Veterinary Services

CODE OF PRACTICE

Version 9 1/1/2018

Revision History:

Version #	Effective date	Discard date	Description of major changes compared to previous versions
V1-V4	08/09/2014	23/10/2014	Amalgamation of IGMM, SBS and BRR Codes of Practice into single document, draft versions. (EH, VR, JV)
V5	23/10/2014	20/04/2015	Issued version. (EH, VR, JV, LP, GLT)
V6	N/A	17/04/2015	Draft version only
V7	29/04/2015	8/11/2017	Rewording of sections 1.6, Inclusion of section 2.1-2.3 to expand definitions of Barrier and 48 hours rule. 20/04/2015 ((EH, VR, JV, GLT)
V8	9/11/2017	31/12/2017	Draft version only
V9	01/01/2018		Changes to unit entry procedures (appendix 1). Addition of Recording Devices (Point 17) information.

Introduction

CBS operates these facilities under the Animals [Scientific Procedures] Act 1986 and EU Directive 2010/63 to maintain the highest possible standards of animal welfare. It is the responsibility of all staff and researchers to abide by these and all other relevant regulatory organisations, e.g. the Health and Safety Executive and Edinburgh University's policies, regulations and guidelines.

All personnel who have access to the animal facility have a duty to maintain the health and welfare of animals therein, and to maintain a safe and secure working environment for themselves and other users. This **Code of Practice** outlines the key policies with which staff and users must comply to protect the health, welfare and safety of animals and personnel in the Unit. These policies take into account the design and management of the facility, and the desirable level of control of the microbial environment.

1) Access to Unit and Security

1. Entry into the Unit is restricted to registered staff and users. Any visitors to the Unit must gain consent from the Unit Manager or deputy in advance of the visit.
2. All staff/users need register via the COSHH Health Passport System if they want to access the unit. Prior to access being granted, all staff and users must attend an induction session, read and sign the Code of Practice, and complete mandatory *on-line* training in Laboratory Animal Allergens and Respiratory Protective Equipment.
3. When working with animals or animal tissues in designated rooms out with the animal facilities the codes of practice and wearing of PPE relevant to these units and rooms should be followed.
4. Where access to the Unit outside normal working hours is unavoidable then this must be agreed in advance with the Unit Manager or Deputy and University Security and/or Site Security should be notified (contact Unit Manager for additional details) with your arrival and estimated departure time for your own safety.
5. Users must provide the Unit Manager with emergency out-of hours contact detail
6. It is strongly advised that members of staff and users refrain from keeping rodent pets at home. If accidental contact with pet or wild rodents occurs then contact the Unit Manager who will advise on the measures required to permit access to the Unit.

2) Barrier Procedures

1. All CBS units operate a **Barrier** entry system. The **Barrier** in the context of an animal Unit consist of a combination of physical and mechanical systems that together minimize the risk of transferring pathogens from one facility to another. They are in operation to safeguard the animals and research requirement of all the CBS Units.
2. Signage posted at key entry points to the unit will denote where the **Barrier** begins and no member of staff or user may enter the animal unit if, within the past **48 hours**, he/she has entered another rodent unit, or has been in contact with rodent tissues or primary cell lines from another unit.
3. For all intents and purposes "**48 hours**" is considered to be no less than 2 overnight periods and to incorporate several showers and changes of street clothes. While limited movement within the 48 hours may be permissible from units of lower pathogen load to one of higher. It is not for the individual to alter this rule. Any alterations to these rules may only be permitted in exceptional circumstances and will require detailed discussion and final approval from CBS senior management.

3) Entry Procedure (Appendix 1)

1. All persons entering the CBS Animal Units must sign the visitor's book
2. All persons entering the CBS Animal Units must adhere to the local codes of practice for entry procedures and follow unit entry signage.
3. All persons using a pass-through shower facility should follow detailed instructions on the procedure are posted in the exterior "dirty" side of the shower.
4. Wearing of unit Personal Protective Equipment (PPE) is mandatory. PPE will include (except for Aquatics/CTC lab – LF campus), either all-in-one boiler suits or two piece scrubs, protective footwear and mob cap.
5. All personnel must wash/clean hands on entry, particularly those in non-showering unit.
6. Wearing of additional/specific PPE such as, laboratory coat, disposable nitrile gloves and Respiratory Protective Equipment (RPE) is risk assessed and dictated by local health and safety policies.
7. No personal items (eg, Pens, notebooks, mobile phones, watches and pagers) may be brought into the unit, except for glasses and jewellery that cannot be removed; these should be cleaned with disinfectant wipes or washed in the shower, if used. Pens and notebooks are provided within the unit and tissues will be provided on the clean side to dry glasses.
8. Registration and attendance of appointments with Occupational Health (OH) for annual OH surveillance is mandatory.
9. Users who must be contactable (e.g. on call) may be reached through the Unit Manager or deputy.
10. If equipment, disposables, reagents or biological materials* must be brought into the unit arrangements must be made in advance with Unit Manager / NACWO / NVS in order for the pathogen risk to be assessed or for sterilisation.

***Biological Materials:** *(see Appendix 2)*

- a. Biological materials include cell lines (including ES cells), serum, tissue, ascites fluid, or other materials generated in rodents.
- b. Use of any biological materials must be discussed in advance with the Unit Manager.
- c. For any material generated in rodents, or passaged through rodents, proof of screening for rodent pathogens will be required (see Appendix 2).

4) Use of animal rooms and procedure rooms

1. Users should enter only those rooms (stock and procedure) necessary for them to conduct their work. Users must avoid moving between animal rooms unless absolutely necessary. If so, disposable gloves and, where applicable, over gowns should be changed between rooms
2. Procedure rooms or operating theatres are often heavily used and must be booked in advance using the booking forms provided (contact Unit Manager for additional details).

3. Instructions on operation of equipment in procedure rooms may be obtained from those trained staff listed on the procedure room info point.
4. Procedure rooms and operating theatres must be left clean and tidy after use.
5. If equipment, disposables or reagents must be brought into the facility, arrangements for sterilisation must be made in advance.
6. All items (e.g. reagents) not normally kept in the Unit must be removed immediately after use.
7. Equipment or reagents may be stored in the Unit only by advance arrangement with the Unit Manager or deputy. Unlabelled or unidentified reagents will be disposed of by unit staff at regular intervals.
8. All reagents stored in the Unit must be stored appropriately and must be included on COSHH risk assessments (see also “**Drugs and Hazardous Agents**”)
9. Doors on procedure and animal rooms must be kept closed at all times, to ensure efficient operation of heating and ventilation systems. Rodent barriers, where fitted, must be kept in place at all times.
10. Consumption of food and drink in the Unit is permitted only in the Staff Break Room.

5) Sourcing of animals

No animal may be brought into the Unit without the permission of the Unit Manager

A. Purchase of animals from commercial sources

1. Animals obtained from a commercial source must be barrier-raised and may be purchased only from designated breeding/supplying establishments approved by the Unit Manager and the NVS.
2. Animal orders may be placed only by the Unit Manager, Senior Technician, or by other authorised member of staff.
3. Provision of animals will depend on available space, which will normally be allocated on a “first come first served” basis.
4. Animals purchased for experimental use must be accompanied by an Experimental Request Form (contact Unit Manager for additional details).
5. Animals from non-approved commercial sources will be isolated and tested to confirm health status.
6. Wherever possible, animals should undergo a one-week acclimatisation period before undergoing an experimental procedure.

B. Acquisition of animals from non-commercial sources

1. Animals from non-commercial sources must be pre-approved by the NVS and must be of a health status compatible with that of the unit.
2. The Unit Manager will arrange, in close consultation with the requesting PPL holder, all aspects of animal acquisition, including application for import licence, transportation, and quarantine in an appropriate animal unit on arrival
3. On arrival, animals may be housed in isolators and tested for rodent pathogens shortly thereafter.

4. Animals will be released from isolators only on receipt of a clean health screen, and with approval from NVS.
5. Animals from other units within The University of Edinburgh will only be accepted if the health status is compatible, and may be isolated and tested for rodent pathogens.
6. Animals may be purchased from internal breeding colonies within the individual CBS Units (contact Unit Manager for additional details).

C. Acquisition of animals for use in designated rooms out with the Units

1. If animals are obtained from a CBS unit of lower health status for use in designated areas or laboratories, the end-user will obey a self-imposed 48h quarantine period before re-entering a unit with a higher health status. Please refer to flow diagram on unit entry notice board for the movement of staff/users/animals between units of different health status

6) **Animal Health and Welfare**

1. The health status of animals in the Unit will be checked regularly by means of a rodent health-screening programme. Results of health screens are available from the Unit Manager (contact Unit Manager for additional details re screening programs).
2. Any animal which appears ill, either because of experimental procedures or natural causes, should be reported to the NACWO / Unit Manager, who will contact the NVS if appropriate. Veterinary contact details for 'on call' at weekends are available within each Unit.
3. Users may contact the NVS directly for advice, or if health or experimental problems arise, but should inform the NACWO / Unit Manager that he/she has done so.
4. All staff involved in animal experiments within the University are encouraged to obey the spirit of the Law as well as the letter. All Licence holders must pay scrupulous attention to the terms and conditions of their licence so that neither the welfare of animals nor the reputation of the Institute is jeopardized.
5. All staff should have a compassionate and patient attitude towards their animals at all times. All animals should be handled as quietly and gently as possible. Any health or husbandry problems should be drawn to the attention of the NACWO and NVS immediately.
6. Any willful mistreatment of any animal will be taken very seriously by the University and will result in disciplinary action.

7) **Compliance with Home Office Legislation**

1. Electronic copies of current users' project and personal licences will be securely stored on the Veterinary Services database and must be available to the NACWO and senior technical staff.
2. Licensees must inform the NACWO and, where under a supervision clause, the Supervisor named on their personal licence:
 - i. When they intend to conduct a procedure they have not previously conducted
 - ii. If an experimental procedure is likely to be associated with adverse effects
 - iii. If animals in their care have special requirements or require additional monitoring
 - iv. If they require assistance from the Unit's technical staff

- v. If they are moving animals to a designated procedure room outwith the unit. (N.B. If an animal is moved to a designated procedure room in another building, the NACWO responsible for that procedure room must be informed)
3. Licensees must maintain up-to-date records of procedures conducted, including Schedule 1 terminations, in the format required by the Unit (contact Unit Manager for additional details). These records must be available for inspection at any time, and should be retained for at least 5 years.
4. Only trained and competent staff may carry out Schedule 1 termination and must be on the Schedule 1 register which is electronically maintained within the unit (see Unit Manager). Training and assessment in these methods is available through the Unit Manager.
5. Staff performing non Schedule 1 termination as authorised by a Project Licence and with appropriate training records and PIL authority must also be on the non-Schedule 1 register maintained within the unit (contact Unit Manager).

8) Labelling of cages

1. All cages must carry a standard University of Edinburgh cage card.
2. Specific cage cards are available for:
 - a. Holding/stock animals:
 - “Normal” (not genetically altered)
 - Genetically altered animals that require genotyping
 - Genetically-altered animals that do not require genotyping
 - b. Breeding animals:
 - “Normal” (not genetically altered)
 - Genetically altered animals or harmful mutants
 - c. Animals on experimentation
 - d. Stud males.
3. It is the responsibility of the **personal licensee** to ensure that cages holding animals undergoing licenced procedures (including breeding and maintenance of genetically altered animals) are **correctly labelled with all relevant information** i.e. PPL number, protocol number (PPL sect 19b/E), severity banding, PIL number.

9) Drugs and hazardous agents

1. All drugs used for treatment of animals, including anaesthetic agents, must be obtained through the NACWO under the authority of the veterinary staff. These agents must be kept in a designated locked cupboard, and usage must be recorded.
2. A stock of commonly used agents is held in the animal unit and may be issued to users by the NACWO, for administration under the authority of the Project Licence.
3. Recommended dosages for anaesthetic and other drugs may be obtained from the veterinary staff.
4. All reagents stored in the Unit must be stored appropriately and a COSHH risk assessment must be held by the Unit Manager.

5. Organisms that are potentially hazardous to humans or animals (including Genetically modified micro-organisms) may not be brought into the Unit without consultation.
6. Where work involves the use of carcinogens or radioactive material, the Unit Manager must be informed and a risk assessment form must be completed, including provision of a safe scheme of work in the Unit. Cages must be labelled appropriately.
7. Genetically modified micro-organisms (GMMs) may be used in the Unit only after discussion with the Unit Manager and provision of a completed GM risk assessment. Cages must be labelled appropriately and infected carcasses and associated materials must be autoclaved (see below)

10) Disposal of animals

1. Disposal of all carcasses must be in accordance with the local waste disposal regulations (contact Unit Manager for additional details).
2. Animals found dead in cages must be brought to the attention of the NACWO or a senior Technical Officer. He/she, in consultation with the licensee and the veterinary staff, will decide whether further investigation is required (e.g. post mortem examination) or if a report should be made to the Home Office where severity has been exceeded
3. Any carcasses or materials contaminated with GMMs must be autoclaved prior to leaving the facility for incineration. Users must therefore notify Unit staff that their work involves GMMs and label cages appropriately.
4. Any carcasses or material contaminated with Containment Level 2 organisms (non GMM) must be autoclaved prior to leaving the facility for incineration. Users must therefore Unit staff that their work involves GMMs and label cages appropriately

11) Waste Disposal

1. All users of the unit must be familiar with the local rules for clinical waste disposal.
2. Prescription only medicines (POMs) and other toxins are classified as “special waste”, and must be disposed of in accordance with SEPA regulations
3. All staff involved in the handling and transport of Clinical Waste must receive appropriate training, including how to deal with spillages, accidents and incidents.
4. Chemicals should be disposed of, as per the instructions on the relevant COSHH sheet (contact the Unit Manager if you do not have access to these) and no chemicals should be washed down the sink, unless this is the COSHH recommended method of disposal.
5. There are recycling and general waste facilities available in all CBS units, although in some cases they may be situated in break areas, or corridor areas outside the main lab area (contact Unit Manager for additional information).

12) Spillages

1. Each laboratory and service area must have ready access to a *Spillage Kit* to be held by School Waste Co-ordinator(s), technicians or other designated persons.
2. In the event of a spill, instructions posted in laboratory/service area must be followed.

13) Disposal of Sharps

1. All sharps (needles, scalpel blades) must be placed in an appropriate sharps container.
2. Sharps that have been in contact with GMM's, or HG2 or 3 organisms must be placed in a labelled sharps container and autoclaved before being sent for disposal.
3. Sharps must never be re-sheathed.
4. Sharps must not be removed from the unit. If material is required for further analysis, it should be dispensed into a suitable container for safe transport out of the facility.
5. Syringes that have contained POM's or other toxic substances must be fully discharged before placing into a sharps container.

14) Sustainability

In accordance with the University's commitment to become zero carbon by 2040, CBS are participants in the Lab Sustainability Awards.

- 1) Energy – where appropriate equipment such as computer screens, fume cupboards/BSCs and lighting should be turned off (or left in low flow) when not in use (if unsure contact Unit Manager for local rules).
- 2) Water – taps should be turned off when not in use and not left running and any leaks/floods should be reported to the Unit Manager immediately.
- 3) Any Heating, ventilation and air conditioning (HVAC) problems should be reported to the unit manager immediately and where possible, doors should be kept closed to allow systems to function at full efficiency.

17) Recording Devices

1. Recording devices in animal facilities and designated rooms
 - i. Barrier Facilities- recording devices including mobile phones must not be taken into animal facilities and this is detailed in the unit induction form. Phones and cameras are supplied within the facilities and any additional requirements for recording devices must be agreed with the unit manager following completion of CBS0109 Photographic policy.
 - ii. Non-barrier facilities/designated rooms – It is accepted that mobile phones and other recording devices e.g. tablets may be present in these rooms. Their use should be limited to justifiable purposes as described below and Health and Safety and biosecurity rules adhered to in relation to potential contamination of devices with animal allergens and pathogens.
2. Justification for use of recording devices
 - i. Scientific Purpose – the creation of digital images is a vital and accepted part of scientific outputs. The requirement for images should be agreed with the Project Licence Holder and supervisor and, in the case of barrier facilities, the relevant Unit Manager. This agreement can be for as long as is reasonable relative to the length of the project. Images should be stored securely – please consult I.S. for advice if needed.

- ii. Images for communications purposes/press – where images are being created for press communications, public events or external public access journals (e.g. JOVE) permission should be requested from Veterinary Scientific Services and the local Media/Communications Manager as well as to the PPL holder and Unit Manager. Common sense should be used to assess how any images might appear if separated from any explanation or their potential for deliberate misuse.
 - iii. Health/welfare – there are occasions when digital images are very useful for recording unusual clinical signs or where the vets cannot get into the unit. This should be done with the prior agreement of the NACWO or Unit Manager who should be informed that this has a veterinary purpose. In non-barrier rooms/designated rooms please inform the PPL holder.
3. Personal use of images
- i. Social media - No images of animals, people or rooms used in research should be posted on personal social media. Failure in this area will result in disciplinary action.
 - ii. Activism– the recording of any images with the purpose of sharing with animal rights or anti-research groups will result in disciplinary action. Welfare concerns - If you have concerns regarding animal welfare, you should use the appropriate channels described here <https://www.ed.ac.uk/veterinary-scientific>

Compliance with this Code of Practice is a requirement along with the signed return of the Declaration page (page 17) to a CBS Unit Manager for gaining access to this animal unit. Non-compliance will be dealt with through your line-manager, and may result in exclusion from the unit.

VR/JV/EH October 2014

CBS Unit Entry/Exit Procedures**ALL UNITS: General**

1. Access to the internal break areas should be controlled
 - no disposal PPE worn (including RPE)
 - no contaminated/soiled boiler suits/scrubs
 - hands should be washed prior to/upon entry
 - break area door should remain closed
2. Prior to exit,
 - all disposable PPE/RPE should be discarded
 - launder unit clothing or store for re-use.
 - clean and return to clean storage, half mask respirators or powered hoods.
 - wash/clean hands

Central Areas**CBS-BRR, GSQ**

1. All persons entering the BRF-GSQ must walk on the Dycem protective mats in the entry foyer before stepping over the barrier and entering the unit.
2. Change clothing as per entry signage in designated changing room.

CBS-BRR, HRB

1. BRF-HRB operates 3 containment zones: Zone 1, Zone 2 and an ancillary service area for both zones. Personnel working in these areas will be denoted by the colour-coded uniforms worn.
2. All persons entering the BRF-HRB must step through footbaths inside the entry foyer before stepping on the Dycem mats where indicated e.g. at the entrances / exits of changing rooms; or transition between zones.

Little France Campus**CBS-BRR, LF1**

1. All persons entering the BRF at Chancellor's Building must step through the disinfectant footbaths located at the entrances to facility then across the Cleanzone mats provided between the entry doors to the facility and the entrance to the Phase 1 changing rooms.

CBS-BRR, LF2

1. All persons entering the BRF at Chancellor's Building must step through the disinfectant footbaths located at the entrances to facility then proceed across the Cleanzone mats provided between the entry doors to the facility and the entrance to the Unit

CBS-SBS, SCRM

1. Entry to the SCRM unit is only permitted by entering the correct code on the door reader.
2. Upon entry, coats/jackets should be left in one of the lockers in the area outside the change rooms.

CBS-BRR, ZEB

1. Entry to the zebrafish facility may only be obtained through User QMRI swipe card access, approved by the unit manager.
2. On entry, hands will be disinfected with methanol spray from the hand sterilizers installed at the entrance of each fish stock holding room.
3. Disposable nitrile gloves MUST be worn at all times when handling fish and water, this is to protect the fish from injury and damage and protect the user from zoonoses (see relevant Unit SOP).

Western General Campus

CBS-IGMM, Evans

3. Entry to the Evans is only permitted by pressing the intercom.
4. Upon entry, coats/jackets should be left in one of the lockers in the lobby.

CBS-IGMM, BRF

1. All persons must step in foot bath in lobby prior to entering WGH and stepping on the Dycem mat in reception.
2. Outdoor jackets must be left on hooks in reception area.
3. All persons entering the main colony or room 22 must enter the external or “dirty” side of the changing room
4. All persons using a laboratory within Zone C (room numbers 20 & 23 to 26) must follow entry signage

King Buildings Campus

CBS-SBS, ASH3

1. All persons entering ASH3 Level 5 must step on the Cleanzone mats provided between the entry doors to the facility and the entrance to the ASH3 changing rooms.

CBS-SBS, AWB

1. All persons entering AWB must step on the Cleanzone mats provided between the entry doors to the facility and the entrance to the changing rooms.

CBS-SBS, MARCH

1. All persons enter through the designated changing areas.

Risks to health status of animals

Biological materials can be contaminated with animal pathogens and are a potential risk to the health status of laboratory animals by two main means:

- **Direct introduction** of biological material into a recipient animal, e.g.. by injection or implantation
- Introduction of pathogens to a unit via **contamination of other materials** or personnel through contact with biological materials

Biological materials:

Biological materials that are a potential risk include any materials that originated in the same species as the animals at risk, for example:

- Carcasses
- Fresh tissues
- Primary cell cultures, immortalised cell lines(including ES cells)
- Serum
- Parasite samples collected from animals
- etc

Identifying the risks:

To identify the risks associated with using any biological material the following information may be relevant:

- Origin of the material – species and location
- Health status of the animal/s of origin
- Passage in-vivo thereafter
- Co-culture with primary cell lines
- Results of testing for presence of animal pathogens available. For example, IMPACT PCR testing (see appendix 3).

Controlling the risks:

- **Direct introduction** of biological material into a recipient animal is controlled as follows:
 - All introductions of biological materials into animals must be first discussed with the Unit Manager. The information required will include that listed above.
 - No biological materials will be introduced into animals unless they come from a known, clean source or have been tested and found to be clean.

- Introduction of pathogens to a unit via **contamination of other materials** or personnel:
 - Wear appropriate Personal Protective Equipment (PPE) (minimum gloves and gown/lab coat) when working with biological materials in the laboratory
 - After working with biological material of unknown or suspect status with respect to animal pathogens, sterilise any other materials or equipment that came into contact and personally observe a 48 hour quarantine period before entering an animal unit.
 - Always wear the required PPE in the animal units.

Further advice is available from the Unit Managers and Biological Services' veterinary staff.

BS/Guidelines/Use of Biological Materials/ Sept. 05 updated July 07

V9 Issued 01/01/2018

UNIVERSITY OF EDINBURGH**SCREENING OF CELL LINES AND TISSUE FOR RODENT PATHOGENS**

- Before cell lines or tissues are introduced into live rodents, the potential risks of introduction of rodent pathogens must be considered. Contamination may derive from the original source of the cells, subsequent passage in rodents, or co-culture with primary culture cells prepared from rodents.
- Consistent with the Codes of Practice for rodent units within CBS at The University of Edinburgh, cell lines and tissues that have not previously been tested for rodent pathogens must be screened before inoculation or transplantation into recipient rodents.
- The recommended method for testing tissues or cell lines for rodent pathogens is by PCR. This is performed at the Research Animal Diagnostic Laboratory (RADIL) at the University of Missouri. Please contact Veterinary Services for information on sending biological materials for testing to RADIL
- For **testing of cell lines**, two 2ml cryovials of each sample with 1×10^7 cells per ml are required. Cells may be in the form of a pellet or in growth media, freeze media or phosphate-buffered saline. For **liquid samples**, two 2ml cryovials containing 0.5ml of sample should be sent. Material should be collected in an aseptic manner to prevent inadvertent contamination
- Samples should be shipped by overnight courier with sufficient dry ice to maintain the samples during transit
- For mouse samples, the IMPACT II profile should be requested. This covers 15 agents and is compatible with the routine health screening of live animals carried out at the University of Edinburgh.
- For rats, the IMPACT VI should be requested
- Confirmation of testing of biological material must be demonstrated to the NACWO in the animal unit prior to use in animals
- For further information, please contact Veterinary Services or NACWO in your animal unit



THE UNIVERSITY of EDINBURGH

Central Bioresearch Services Induction Declaration

By signing below I confirm that:

A. CBS CODE OF PRACTICE

I have received, read and understood the CBS Code of Practice and agree to adhere to all of the policies outlined within it.

B. OHU LAA GUIDELINES

I have received information about the risk of exposure to Laboratory Animal Allergens (LAA). I understand the associated risks and that it is my responsibility under COSHH to report any health issues or concerns related to 'rodent' work to my Line Manager, obey all CBS Facility rules, including requirements for use of PPE/RPE, and to attend regular Occupation Health Surveillance as required for the protection of my health.

C. CBS INDUCTION

I have received a CBS unit induction and agree to comply with all policies (both local and CBS-wide) outlined during the induction by CBS unit managers.

Name: _____ Date: _____

Signature: _____

Compliance with the regulations imparted to you via the above, along with the signed return of the Declaration page to a CBS Unit Manager is a requirement for gaining access to the animal units. Non-compliance will be dealt with through your line-manager and may result in exclusion from the unit.