

## DIRECTIVE 2600-043

<b>TITLE:</b>	<b>Guidelines for visits to the animal facilities at the Université de Sherbrooke</b>		
<b>ADOPTION:</b>	Université 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* (Directive 2600-043) 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 deputy general manager – veterinary and animal facilities services of the Research, Innovation and Creation Support Desk (Office of Veterinary and Animal Facilities Services), the supervisor of the animal facilities or any other delegated person in order to prevent risks, respect the safety of people and animals, and preserve the integrity and confidentiality of the research work in progress;
- Be accompanied at all times by a member of the research team who has successfully completed the Université de Sherbrooke's practical training for people handling animals.

### **2.2. At all times during 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 abide by 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 who wishes to visit the animal facilities must complete the form available in this directive's appendix and send it by email to the director of veterinary and animal facilities services at [direction-animaleries@usherbrooke.ca](mailto:direction-animaleries@usherbrooke.ca) at least 5 working days before the date of the planned visit. .

Should it prove impossible for the visiting person to sign the form ahead of the visit, the form can be signed on the day of the visit in the presence of the director of veterinary and animal facilities services, the animal facilities supervisor or any other designated person, provided the visit has already been approved.

Once a request is approved, visit instructions will be communicated by return of email.

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 director of veterinary and animal facilities services 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 sent by email to: [direction-animaleries@usherbrooke.ca](mailto:direction-animaleries@usherbrooke.ca). The request must be accompanied by the following information at least 2 working days before the planned visit:

- The preapproved visit request;
- 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, another video or computer program;
- A list of all the people who will be taking part in the photography or filming;
- The process and location 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. VISIT PROCEDURE**

On the day of the visit, the visitor(s), along with the attendant from animal facilities, must present themselves to the main animal facility's reception desk for a tour of the conventional animal facility located at building Z4.

For other animal facilities, such as the transgenic mice unit (UST) in building Z6, the conventional animal facilities in building Z8, the transgenic mice unit (UST) in building Z8 and the Faculty of Sciences' animal facilities in building D5, detailed information will be included in the visit instructions.

At all times, visits must take place on a workday and during regular working hours (between 8am and 4pm).

#### **6. LIABILITY**

The vice-president research is responsible for ensuring that this directive is applied, disseminated and updated.

#### **7. ENTRY INTO FORCE**

This directive comes into force on September 27, 2010; the latest amendments were approved by the University Executive Committee on January 12, 2026.

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

<b>Visitor:</b>
Last name, first name: _____
Title: _____
Organization: _____
Phone: _____
Email: _____
Facilities to be visited: _____
Reason for visit: _____
Preferred dates and times: _____
<b>Host laboratory:</b>
Last name and first name of the professor visited: _____
Title: _____
Phone: _____
Email: _____
Name of attendant from animal facilities: _____

I have read the *Guidelines for visits to animal facilities at the Université de Sherbrooke* (Directive 2600-043) 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 **between any visit at other facilities housing animals** and my visit at the University's animal facilities in order to prevent any cross-contamination risk;
- On the day of my visit, I will wear clean clothes that have never been used in another animal care facility or been in contact with rodents or sick animals;
- On the date of my visit, I will not have visited any other animal care facility or have been in contact with rodents, or sick animals that could affect the health of animals.

I undertake not to use or distribute any information, whether confidential or otherwise, acquired during the visit, without the authorization of the director of veterinary and animal facilities services.

I hereby accept the risks to my health and that of my loved ones that may arise as a result of my visit to the University's animal facilities. I release the University, its representatives and employees from any liability and will renounce any claims, suit, expense, loss, damage arising or that may arise from my visit, including any illness, discomfort or injury.

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**Visitor's signature**

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**Date**

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**Signature of host laboratory**

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**Date**

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

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**Date**

Please send your completed and signed form by email to [direction-animaleries@usherbrooke.ca](mailto:direction-animaleries@usherbrooke.ca) at least 5 working days before the planned visit.