

Utarbeidet av SE/OL Godkjent av AA	Standard operating procedure Visitors to Comparative Medicine Core Facility	Versjon: 1,0 Utarbeidet: 10.10.13 Revidert: 13.05.15
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1. Purpose

CoMed is to be considered clean compared to the outside world. This is important for our animals, and for the research taking place in the facility. The activity at CoMed can represent a health risk to susceptible individuals, because of exposure to allergens or other biological factors, chemical agents or animal bites. The purpose of this SOP is to keep our facility clean and to protect our visitors.

2. Responsibility

This SOP applies to visiting researchers, students, pupils, journalists or other persons that are not approved users of CoMed. All approved users of CoMed that want to bring visitors into the facility are responsible for following this SOP.

3. General rules

- Every visit must be approved by CoMed's leadership in advance.
 - There must be a definite reason for the visit. This must be explained ahead of the visit.
 - Visits are allowed only when the activity in the facility gives us time to accept visitors.
 - CoMed should have a list with the names of the people entering the facility, and it must be defined what they want to see.
 - Visitors must be guided by CoMed's staff or someone granted authority from CoMed.
 - It is not allowed to take photographs or video tapes inside the facility without permission.
 - It is not allowed to bring objects in or out of the facility without permission.
 - It is not allowed to open animal cages, touch the animals or equipment without permission.
 - People entering the facility cannot have been in contact with rodents or rabbits the last 48 hours before the visit.
 - People with known allergies towards rodents must notify the leadership at CoMed before entering the unit.
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