



Live Animal/Pet Policy and Procedures On University Property, University Buildings, and Veterinary Medicine Facilities

INTRODUCTION:

UAF welcomes individuals and their animals to access land owned by the university in a safe and respectful manner that complies with university rules and regulations. Animals are not allowed in University of Alaska Fairbanks owned and controlled buildings with certain exceptions detailed in UAF policy 05.009.001 linked here: [Animals in University Buildings](#)

The UAF Department of Veterinary Medicine expects all faculty, staff, and students to be familiar with this policy. *As a general rule, pets and animals are not permitted in University of Alaska Fairbanks buildings except for service animals or for approved teaching, research, and/or clinical activities.* This restriction recognizes that animals pose potential risks related to disruption in educational and work environments, health, safety and hygiene. This policy applies to all university controlled, leased, and owned buildings. All individuals bringing animals on to University property are subject to this policy. ***This policy is in effect 7 days a week, 24 hours a day, regardless of whether anyone else is in the building(s).***

The teaching exceptions are subject to approval through the Institutional Animal Care and Use Committee (IACUC) and as such, violations not only jeopardize your future but also that of ongoing classes in the department. The Department of Veterinary Medicine Procedure for Animals Approved for Class/Teaching Activities describes the requirements for bringing an animal into a university building for a departmental class or teaching activity.

**DEPARTMENT OF VETERINARY MEDICINE PROCEDURE FOR APPROVAL OF ANIMALS
TO BE IN BUILDINGS FOR CLASS/TEACHING ACTIVITIES**

(Supplemental to UAF Policy 05.09.001: Animals in University Buildings and on University Property &
UAF Policy 10.07.091: Attending Veterinarian & Veterinary Care)

Procedures are to ensure compliance with IACUC requirements regarding animal care and to provide documentation necessary for IACUC reporting.

Prior Approval Required: No animals are allowed in Department of Veterinary Medicine facilities without prior express faculty request and approval. Animal presence is permitted only for class or teaching activities organized and attended by faculty or their designated representative.

- **Session-Specific Approval:** All class sessions involving the use of animals require prior approval. A distinct request must be submitted for **each individual session** to the Laboratory Manager via email. When submitting your request, please specify the **minimum, specific number of animals** necessary for the session. This number is defined as the amount required to fulfill the stated educational outcomes and achieve statistically valid results. This practice adheres to the IACUC's "**3Rs**" principles:

- **Replacement:** Using non-animal alternatives whenever possible.
- **Reduction:** Using the fewest animals necessary.
- **Refinement:** Minimizing pain and distress for the animals.

You must also confirm that your requested number of animals does not exceed the limit specified in the approved IACUC protocol for your course.

- **Departmental Communication:** Faculty are responsible for communicating this approval and request to the Laboratory Manager via email prior to the class activity. This ensures staff are aware of the animals' presence and can be prepared for their specific needs (e.g., access, waste disposal, security).
- **IACUC Approval:** All teaching activities involving live animals must also have prior approval from the UAF IACUC. This includes specific protocols outlining the nature of the activity, number and species of animals, procedures performed, justification, and humane endpoints.

All animals that enter the facility must be logged in and out indicating the time, identity of the animal, owner and contact information, species, class number and faculty approver. It is each faculty member's responsibility to ensure that participating animals have been appropriately logged for each class session and that staff are aware of faculty approval. Faculty members may designate a staff member to complete log entries, but may not designate a staff member to provide approval for animal participation in a class.

All animals invited by faculty for approved class or learning activities must adhere to the following requirements:

- **Health and Vaccination Records:** Animals must be free from communicable diseases and have current vaccination records on file with the department at least **three days prior to arrival**. A letter of consent from the owner is also required.
- **Vaccine Standards:** All vaccinations must be current and vaccinated in accordance with vaccine manufacturer and veterinarian recommendations. No animal will be permitted into the facility without the proper paperwork and approval.
- **Waiver:** The three-day submission deadline may be waived by the Laboratory Manager in special circumstances, such as when a pre-approved animal is unable to attend.
- **Species-Specific Vaccines:**
 - **Dogs:** 5-way (distemper, adenovirus types 1 & 2, parvovirus, parainfluenza), Bordetella, rabies, and Leptospira.
 - **Cats:** FVRCP (rhinotracheitis, calicivirus, panleukopenia), FeLV (feline leukemia virus), and rabies.
 - **Ferrets:** Distemper (ferret-specific) and rabies.
 - **Horses (on campus):** Negative Coggins test for EIA (Equine Infectious Anemia), Rabies, EHV-1 and EHV-4 (equine herpes virus 1 & 4), and EIV (equine influenza virus).
 - **Other Animals (e.g., rabbits, birds):** Please consult with your veterinarian to determine the required vaccines and provide proof to the department. These cases are also subject to faculty review and approval.
- Upon arrival, animal must be taken directly to the designated kennel area. Be kept in kennels (or similar animal-appropriate containment approved by the department; this does not include common areas, classrooms, kitchen, offices, or student carrels) when not directly involved in the class activity or being walked outside.
 - Animal must be on a lead **at all times** when outside the kennel except during an activity that requires them to be off-leash. Animals must not be in the labs unless required for a class activity.
- Only be in the facility for a maximum of 12 hours as per IACUC regulations, and contingent on availability of departmental persons to care for the animal.
 - If faculty, staff or students caring for an animal must leave the facility, they must designate alternate departmental persons to ensure care.
 - No animal can remain in the space without proper supervision or longer than 12 hours.

Owners of animals brought in for class/teaching purposes must:

- Provide vaccination records and a letter of consent to be kept on file by the department. All animals must be approved and have appropriate paperwork on file 3 days prior to entering the space. The Laboratory Manager holds the authority to grant exceptions to this three-day requirement in rare circumstances, at their sole discretion.
- Drop off and pick up their animal at a pre-determined time with the Laboratory Manager.

- Confirm that departmental person(s) are on hand when the animal is dropped off and picked up, and are aware that the animal is present/has left. At no time is an animal permitted in building without
- Provide food, if it is to be provided during the animal's stay

Responsibilities for Animal Care

Kennel Maintenance: All animals must be housed in a clean, safe, and disinfected kennel. Kennels must be cleaned immediately after use with a 1:64 Rescue solution or an equivalent hospital-grade disinfectant. A kennel must not be re-occupied by another animal until it has been properly cleaned and disinfected.

- **Basic Needs:** All animals must have their basic needs met while in the facility. This includes providing constant access to fresh water and ensuring they receive bathroom breaks at least every 2-4 hours, or more frequently as needed.
- **Designated Caregivers:**
 - **Internally Owned Animals:** The owner of the animal (student, staff, or faculty) is solely responsible for all aspects of its care, including the responsibilities listed above.
 - **Client or Externally Owned Animals:** The individual who recruited the volunteer or a pre-designated department member is responsible for coordinating the animal's care.

Safety and Emergency Procedures

- **Right to Exclude/Remove Animals:** Faculty, the Lab Manager, or the Safety Officer **may immediately remove or ban an animal** from classroom participation or the facility. This action will be taken if the animal poses a threat to the safety and welfare of students, staff, other animals, or the learning environment. Such threats include, but are not limited to, aggression, uncontrolled behavior, or signs of illness.
This decision is final and will be made in the interest of maintaining a safe and productive environment. **Depending on the severity of the incident, this may result in the permanent exclusion of the animal from all future activities.**
- **Risk Assessment:** Each teaching activity involving animals must undergo a risk assessment to identify potential hazards (e.g., bites, scratches, allergic reactions, zoonotic disease transmission). Control measures must be implemented.
- **Allergies:** Instructors must be aware of potential student or staff allergies to animals and make reasonable accommodations. Students with known animal allergies should inform their instructors.
- **Animal Bites/Scratches:** All animal bites or scratches that break the skin must be reported immediately to the Faculty/ Staff member in charge of session, report initiated in Origami and receive medical attention if necessary. Follow UAF's occupational health and safety protocols for animal-related incidents.
- **Emergency Contact:** For client-owned animals, emergency contact information for the owner and their primary veterinarian must be readily available.
- **Animal Escape/Emergency:** Procedures for containing an escaped animal and managing animal-related emergencies (e.g., animal distress, aggression) must be established and communicated.

- **Evacuation:** In the event of a building evacuation, specific plans for the safe removal or securing of animals must be in place and communicated to relevant personnel.

Violations of the Animals in University Buildings and on University Property (UAF Policy 05.09.001)

Such violations would include having animals in a building if they are not present for approved participation in a specific teaching, research, or clinical activity.

Disciplinary action for non-compliance:

- **Students:** Disciplinary actions involving student handlers in noncompliance with this policy will be enforced and violations documented.
 - **First offense:** Verbal warning
 - **Second offense:** Written warning and a mandatory meeting with a policy administrator (e.g., a program manager or academic advisor) to review the policy and compliance requirements.
 - **Third offense:** Violation reported to the CSU Honor Board. The student may also face temporary suspension or a loss of privileges related to their handler status.
- **Employees:** Disciplinary actions are the responsibility of the supervisor of the employee in non-compliance with this policy.
- **Guests and Visitors:** Disciplinary actions are the responsibility of the UAFPD.

Procedures outlined in this policy are to ensure proper animal care and documentation to meet IACUC requirements, including reporting. Non-compliance with IACUC protocols can compromise animal safety and IACUC approval for specific classes. This is a serious matter that could affect not only the individual involved, but also other students, faculty, and the department. Non-compliance is to be corrected as soon as it is identified.

Non-compliance with IACUC protocols and subsequent corrective actions are to be reported to the faculty member who is the PI of the IACUC protocol (class/activity specific) and copied to the Associate Dean. It is the faculty member's responsibility to ensure that an appropriate report is made to the IACUC.


REFERENCES:

- UAF Policy 05.09.001: [Animals in University Buildings and on University Property](#)
- UAF Policy 10.07.091: [Attending Veterinarian & Veterinary Care](#)
- UAF Institutional Animal Care and Use Committee (IACUC) [Guidelines and Protocols](#)
- American Association of Veterinary Medical Colleges' [Use of Animals in Veterinary Education Handbook](#) (as applicable)
- [American Veterinary Association](#)
- [American Association of Equine Practitioners](#)
- Alaska Division of Environmental Health- [Office of the State Veterinarian](#)

REVIEW AND REVISION This procedure will be reviewed annually, or as needed, to ensure compliance with updated UAF policies, regulations, and best practices in veterinary education and animal welfare.

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Approved By:  **Date:** August 8, 2025
Signed by: AC7360DA721049B...