

COMPARATIVE MEDICINE
LAB ANIMAL FACILITIES

STANDARD OPERATING PROCEDURE
for
CARD ACCESS TO LAF FACILITIES

- 1.0 Purpose:
To outline the procedure for obtaining access to the Laboratory Animal Facilities (LAF).
- 2.0 Scope:
This procedure applies to Principal Investigators, graduate students, and technical staff who are engaged in research with laboratory animals as well as to facilities and emergency response personnel.
- 3.0 Procedure:
 - 3.1 A CM-LAF Access Request Form must be completed and sent to the LAF Office, 116 BEB, at the South Campus, cm-laf@research.buffalo.edu, fax # (716) 829-3249, or to RIA, 1021 Main Street, Buffalo, NY 14203, Attn. Mr. James Krygier krygier@buffalo.edu. The Access Request Form is available on the CM-LAF website at cm-laf.buffalo.edu under “forms,” and at the LAF Office.
 - 3.2 All questions must be answered and the form must be signed by the Principal Investigator.
 - 3.3 A photocopy of the UB Card must be attached.
- 4.0 Access Policy:
In order to periodically update the LAF Card Access database, access will be provided according to the following criteria:
 - 4.1 Principal Investigator (P.I. / Faculty):
Three year period or up to appointment expiration date., or grant expiration date.
 - 4.2 Technical Staff:
Three year period or up to appointment expiration date.
 - 4.3 Students / Post Doc’s:
One year period.
 - 4.4 Facilities and Service Personnel:
One year period.

4.5 Visitors:
According to visit conditions.

Access will be renewed upon response to automatic notification email by security program indicating that access is about to expire.

5.0 Deviation:
Requests for access to Park Hall must be approved by Dr. Mark Kristal before they are submitted to CM-LAF.