Visitor’s Form

All visitors must seek permission prior to entering the Animal Research Facility (ARF). Please complete this form and submit it to Ms Lee Shok Li: Email: shokli@ntu.edu.sg | Tel: 6316 2921. The ARF management must be informed at least 24 hours in advance of the visit.

*The ARF houses mice, rats and fishes, which may pose certain health risks to individuals who may have pre-existing allergies to animals or animal dander, or are immunocompromised. These persons are NOT advised to enter the ARF.*

A VISITOR’S INFORMATION

Visitor’s Name: ___________________________ Contact: ___________________________

Organisation: ___________________________ Designation: ___________________________

Visiting Period: from: ___________________________ to: ___________________________

Purpose of Visit: ___________________________

Activity to be conducted: e.g. procedure / observation / servicing / others

Locations to Visit: ___________________________

Signature: ___________________________

Terms and Conditions:
1. A visitor may only be permitted to enter the ARF at the discretion of a faculty member, and must be under his/her direct supervision at all times while in the facility.
2. A visitor is not permitted to have hands-on contact with the research animals in the ARF, unless credentialed and approved by the NTU Institutional Animal Care and Use Committee (IACUC).
3. Minors, below the age of 18, are not allowed into the ARF.
4. All visitors must adhere to the General Guidelines for Users and Visitors to NTU Animal Research Facility.
5. The visitor may be requested to participate in occupational health screening in advance of the visit.
6. A visitor is not permitted to take photographs or videos in the facility unless granted permission by the ARF management.

B SUPERVISOR’S INFORMATION

Supervisor’s Name: ___________________________ Contact: ___________________________

Principal Investigator: ___________________________ Signature: ___________________________

Terms and Conditions:
1. The supervisor must be a faculty or staff member of the Nanyang Technological University, and must be IACUC-approved.
2. The supervisor must accompany and supervise the visitor at all times while in the ARF.
3. The supervisor is responsible for informing the visitor that the ARF may pose certain health risks to individuals who have pre-existing allergies to animals or animal dander. Individuals who are immunocompromised may also be at risk.
4. If the visitor is invited to have hands-on contact with the research animals in the ARF, the PI is responsible for ensuring that approval is already granted by the IACUC for the visitor before the submission of this form.
5. The supervisor is responsible for ensuring that the visitor participates in the occupational health screening if necessary in advance of the visit.

________________________________________________________________________

OFFICIAL USE ONLY

☐ Approve.

☐ Reject. Reason: ____________________________________________________________

________________________________________________________________________

*Signature of Facility Manager ___________________________ Date ________________

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