

University of Alaska Anchorage	Section EHS/RMS
ADMINISTRATIVE SERVICES MANUAL	Statement39
Policies and Procedures	Page 1 of 3
Title <i>Animals in UAA Facilities</i>	Effective Date 05/29/13

1.0 Purpose

This policy outlines provisions for animals in UAA facilities, the extent of authority for this policy, and how to obtain permission to bring an animal to campus.

2.0 Definitions

Pet: also known as a companion animal, is a domestic animal kept for pleasure, companionship, and/or feelings of safety.

Service Animal: as defined by the Americans with Disabilities Act (ADA), is any animal individually trained to do work or perform tasks for the benefit of an individual with a disability, including, but not limited to, guiding individuals with impaired vision, alerting individuals who are hearing impaired to intruders or sounds, providing minimal protection or rescue work, pulling a wheelchair, or fetching dropped items. An animal that meets this definition are considered service animals under the ADA regardless of whether they have been licensed or certified by a state or local government.

Therapy Animal: an animal recommended by a medical professional to aid in the treatment of a documented medical condition. Therapy animals are not service animals under the ADA.

3.0 Policy

I. Authority and Exclusions

- A. This policy applies to pets and therapy animals.
- B. Only Section IV applies to service animals.
- C. This policy applies only to the Anchorage-area, unless separately adopted by other MAU locations.
- D. Student Housing is subject to separate policies of the housing department.
- E. This policy does not apply to animals used for instructional or research purposes, when those animals are confined within a kennel or cage, or otherwise safely contained. Other institutional conditions may apply.

II. Provisions

- A. Provided the provisions of this policy are followed, animals shall be allowed in campus buildings during the following times:
 - 1) Before 7:00 a.m. and after 8:00 p.m. Monday through Thursday
 - 2) Before 7:00 a.m. and after 5:00 p.m. on Friday
 - 3) All hours during weekends and during official UAA holiday closures
 - 4) All hours during the breaks between the end of one semester and the beginning of the next, and during spring break
- B. Animals will not be allowed at any time in any kitchen, food serving or dining area, or any area where classes, meetings, group studying, or social activities are taking place, or in laboratories using chemicals or involving hazardous procedures, as determined by Environmental Health and Safety.
- C. The animal must remain in the control of the handler at all times and be on a lead no longer than three (3) feet, be in a personal office, or be confined within a carrying kennel or cage. The animal shall not cause physical harm, alarm, or distract other individuals in the pursuit of their own lawful business.
- D. Animals may not be tethered to university buildings, structures, motor vehicles, trees, railings, light poles, benches, parking meters, posts, etc.
- E. The animal's handler shall be responsible for the immediate and proper disposal of animal waste.
- F. The University of Alaska Anchorage reserves the right to cancel the privilege of having an animal on campus for any individual; especially should complaints of disruptive or incompatible behavior be made concerning the animal.

III. Registration

- A. Any employee wishing to bring an animal into a facility at any time must have the written permission of his/her supervisor and must register the animal with Environmental Health and Safety.
- B. This registration will consist of:
 - 1) Proof that the animal is inoculated, as required by local, state, and federal regulations and codes; and/or proof that the animal is registered with the municipality (license), when required by municipal ordinance;
 - 2) Assumption of all financial responsibility from any injury or damage to property caused by the animal to other persons or to university facilities or grounds;
 - 3) Proof that the supervisor has approved the animal in the workplace.
- C. Re-issue of approval is required at a frequency dictated by license renewal and/or shot record updates.

IV. Therapy Animals and Service Animals

- A. A student who wants to use a therapy animal on campus or wants to use a service animal in areas aside from those that are generally open to the public must submit a request for accommodation with [Disability Support Services](#).

- B. An employee who wants to use a therapy animal or service animal on campus must submit a request for accommodation with the Office of Diversity and Compliance.
- C. Therapy animals and service animals frequently brought to campus that have been approved by either Disability Support Services or Diversity and Compliance will also be registered with the Environmental Health and Safety department.

V. Notification

- A. With the exception of service animals, the Environmental Health and Safety department must be notified prior to the first time the animal is brought on campus.

VI. Resources

- A. Environmental Health and Safety
- B. Students requiring further information should contact Disability Support Services
- C. Employees requiring further information should contact the Office of Diversity and Compliance.