

Attachment B

PROPOSAL TO ADD NEW OR CHANGE EXISTING POLICY FORM

Select One: ADD NEW CHANGE EXISTING

POLICY TITLE: ANIMALS ON CAMPUS POLICY

Responsible Office Information

NAME/ TITLE: Roy Takekawa, Director

DEPARTMENT/OFFICE: Environmental Health and Safety Office

TELEPHONE: 956-3200

EMAIL: takekawa@hawaii.edu

Responsible Executive

NAME/TITLE: Kathleen Cutshaw, Vice-Chancellor for Administration, Finance and Operations

TELEPHONE: 956-9190

EMAIL: cutshaw@hawaii.edu

Recommend/Not Recommend

Dean/Director

Date:

Recommended/Not Recommended

Vice Chancellor

Date:

Approve/ Disapprove

Chancellor

Date:

POLICY NO./Date:

Prepared by: Environmental Health and Safety Office (EHSO)
Revision #1
Date: 02/12/08

UNIVERSITY OF HAWAI'I AT MANOA

ANIMALS ON CAMPUS POLICY

I. POLICY

Animals are not permitted on University property and facilities. Exceptions are made for certified service dogs that assist people with disabilities; animals used in research and teaching; and private residences on University property. Animals that fall under these exceptions must be properly attended and restrained.

This policy also restricts the feeding of animals near outside dining facilities or other areas on campus where feeding may result in a potential health hazard, a public nuisance or property damage.

II. PURPOSE

This policy restricts the presence of animals in campus buildings and grounds in order to maintain a safe and healthy environment for students, faculty, staff and visitors.

The policy supplements and does not replace other applicable federal, state, and local laws and regulations governing the presence of animals on public property or in eating establishments. This policy also does not replace existing policies regarding animals on campus that are already established by other departments such as Student Housing and Faculty Housing.

III. APPLICABILITY

This policy applies to the entire university community, including faculty, staff, students and visitors.

IV. DEFINITIONS

A. Attended and Restrained - In the immediate vicinity of an owner, and either on a leash of six (6) feet or shorter, in a cage, or in a case of a certified service animal, may be "voice" controlled. To be considered "attended", an animal may not be left secured to a stationary object.

B. Research and Teaching Animal - Animals that are officially part of the University's teaching, research, and/or clinical programs.

C. Service Animal - A guide dog, signal dog or other 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 with impaired hearing to intruders of sounds, providing minimal protection or rescue work, pulling a wheel chair, or fetching dropped items.

D. University-Controlled Property - Property that is owned, operated, or maintained by the University. This does not include fraternity housing, sorority housing and other space owned by the University that is leased to other entities and not controlled by the University.

V. RESPONSIBILITIES

A. Animal owners are responsible for clean-up of animal droppings; and any damages or injuries caused by the animal(s) under their charge.

B. Deans, Directors and Department Chairs are responsible for communicating this policy to faculty, staff and students and for administrative enforcement.

C. Campus Security is responsible for coordinating medical and other emergency response and law enforcement services, including first aid medical care as necessary. Campus Security will respond if there is a danger to people and property, to handle an animal that is unattended or unrestrained; or if an animal bite/attack occurs.

D. Environmental Health and Safety Office (EHSO) is responsible for assisting with the interpretation and application of this policy with Campus Security, Laboratory Animal Services, the Office of Student Disability Services and other University departments.

VI. PROCEDURES

A. Complaints regarding violations of this policy should be directed to the appropriate Dean, Director or Department Chair. If in doubt, contact Campus Security.

B. When Campus Security captures an unattended animal, a reasonable attempt will be made to locate the animal's owner. If attempts to find the animal's owner are unsuccessful, the animal will be taken to the Hawaiian Humane Society.

VII. References

A. City and County of Honolulu Animal and Fowl Ordinance (Chapter 7)

B. UHM Student Housing Handbook

C. UHM Faculty Housing House Rules

D. City and County of Honolulu Leash Law

E. American with Disabilities Act (ADA)

VIII. History

A. Manoa Business Manual, Policy M-5001, Dogs on Campus, March 7, 1974

ADDITIONAL INFORMATION

Please answer the following questions as thoroughly as possible for user's reference:

1. What impact will this proposal new or revised policy/procedures have on other UHM campus programs/departments/offices?

For the Buildings and Grounds Department, it will help their program in maintaining cleanliness of University facilities and grounds, thus benefitting the individual Departments. From an Environmental Health and Safety standpoint, the absence of animals in buildings reduces indoor air concerns regarding animal allergens and injuries acquired from bites and scratches.

2. What steps were taken to ensure all appropriate constituents were consulted (who was consulted, what concerns were raised, how were these concerns addressed, etc.)?

Draft of the policy was reviewed by Neal Sakamoto, Chief of Campus Security. We received his comments on 2/07/08 and incorporated them in the newly revised draft dated 2/12/08. Campus Security's responsibilities under the policy did not change even after the Chief's review and he was in agreement with what their role would be. EHSO will forward draft policy to the respective Deans, Directors and Chairs for their review and comments.

3. Does this policy/procedure have a financial impact? No
4. Does this policy/procedure affect space (classroom, research, etc.) on campus? No
5. Are there safety measures that need to be implemented prior to execution? No
6. What steps will be taken to ensure that proper clarification and training is provided to the appropriate campus representative?

Final policy will be provided to Deans, Directors and Chairs with contact person for them to call for questions.

7. What steps will be taken to ensure update and compliance of this policy?

Annual re-evaluation/audit by EHSO, with feedback from Campus Security, Deans, Directors and department chairs.

Policy Advisory Committee

Comments and Recommendations: