VANDERBILT UNIVERSITY

Animals on Vanderbilt University Campus Policy

I. University Policy Statement

A. Animals in Campus Buildings and Facilities

Animals are not permitted inside any Vanderbilt University campus building or facility (on or off site), with limited exceptions as listed below:

Exceptions:

- Service Animals used to assist persons with disabilities, as defined by law;
- Service Animals in training being trained by an employee or puppy raiser from a recognized training agency or school to do work or perform tasks for the benefit of an individual with a disability, whose guide presents for inspection credentials issued by an accredited school for training guide dogs;
- Emotional Support Animals (ESAs) when approved by the Vanderbilt University Equal Opportunity and Access Office (EOA) or Student Access (SA) and restricted to those areas for which they have been approved;
- Animals used in research covered by the Animal Care and Use Program (ACUP) and overseen by the Institutional Animal Care and Use Committee (IACUC);
- On-duty K-9 police dogs under the control of Vanderbilt University Public Safety (VUPS), Metro Nashville Police Department (MNPD), or other law enforcement officers;
- Animals specifically approved under the Vanderbilt University Pet Policy for Live-in Employees;
- Aquarium animals limited to fish, with an established aquarium maintenance program;
- Third party therapy (or other) animal organizations or activity brought to campus for a specific short term special event that has been approved by Risk Management and OEM/VUPS and are accompanied by completed owner/contractual agreements;
- Rare additional exceptions require Vice Chancellor approval.

B. Companion Animals on Campus Grounds

Companion Animals are permitted on campus grounds only if they:

- Are under the control and custody of the owner or their designee;
- Are not aggressive;
- Do not interfere with the use of the grounds by others; and
- Do not defecate on any sidewalks, walking paths, or paved areas.

If Permitted by Exception in a Building and When On Campus Grounds, the Following Applies:

- Dogs must be in compliance with local ordinances requiring dogs to be in the full control of the owner by leash or cord.
- Dogs used to assist persons with disabilities must also be in the full control of the handler and must be on a leash or cord unless either the handler is unable to use the tether because of a disability or being tethered would interfere with safe and effective performance of work or tasks.
- Dogs may urinate or defecate only in dirt and grass areas other than those areas where members of the community may walk or congregate.
- All dogs must be properly licensed and vaccinated and must wear the appropriate tags.
- The dog owner or designee is required to properly dispose of solid waste by bagging it and placing it in an appropriate trash receptacle.

C. Procedures

- Employee Disability Accommodation: Employees should contact the EOA for questions regarding disability accommodations relating to service animals.
- Student Disability Accommodation: Students should contact Student Access to request disability accommodations relating to assistance animals.
- Violations of this Policy with respect to animals in campus buildings may be reported to the employee's supervisor, the Office of Emergency Management, Division of Occupational Safety and Health, the Office of Risk and Insurance Management, or the anonymous compliance reporting hotline.
- Violations of this Policy with respect to animals on campus grounds may be reported to Vanderbilt University Public Safety.
- Visitors with questions about bringing service animals to campus should contact the EOA.
- Animals brought to campus as part of a special event on campus as discussed in the Exceptions section must be approved and contracted with a third party.

Violation of this policy may result in the full range of disciplinary actions set forth in university policies governing students, staff, postdoctoral fellows, and faculty. Owners of Service or Emotional Support animals exhibiting hostile or disruptive behavior in any location may be asked to remove their animal from the building or grounds. Dogs in violation of Metro Nashville Government ordinances may be removed from campus and seized by Metro Health or Police departments and their owners may be subject to fines. Visitors to campus are subject to this policy and may be asked to leave campus for non-compliance.

Owners of any animal are responsible for the conduct and behavior of the animal and may be held financially responsible for any damage, injury or other liability should their animal cause harm to persons or property.

II. Reason for Policy

It is the policy of Vanderbilt University to only allow animals that meet the requirements of this policy on campus grounds or inside University buildings.

It is the policy of Vanderbilt University to comply with all laws, regulations, and local ordinances; to ensure the health and safety of the Vanderbilt community; to prevent disruption to the educational environment and Vanderbilt's research activities; to preserve the integrity of its grounds, buildings, and other property; and to ensure a campus environment that respects the rights of all individuals.

This policy promotes a learning and research environment and workplace that minimizes health and safety risks to members of the campus community. Individuals with certain respiratory diseases or who are allergic to animals can suffer adverse health effects when exposed to animals or animal dander or saliva. Buildings with recirculating ventilation systems may transmit allergens from one area to another and individuals could inadvertently be exposed. Non-research animals can transmit diseases or parasites to research animals. Restriction of companion animals and non-research animals is especially critical in research facilities (e.g., buildings with laboratories) due to the sensitive nature of the operations and the regulatory restrictions imposed on certain research labs. Non-research animals, particularly companion animals, whether trained or untrained, may also be disruptive, pose safety or sanitation risks to visitors and the campus community, and potentially violate local ordinances.

With respect to campus grounds, companion animals may be disruptive or hazardous and violate local ordinances. Waste from animals on campus grounds is unsanitary and disruptive to other visitors and members of the Vanderbilt community.

III. Scope and Audience

This policy applies to all Vanderbilt faculty, staff, students and visitors who enjoy the use of the Vanderbilt campus and its facilities. Vanderbilt faculty, staff, and students using Vanderbilt University Medical Center (VUMC) facilities also are subject to VUMC's Animals in VUMC Buildings Policy, which sets forth similar restrictions.

IV. Definitions

Companion Animal or Pet: Any animal that is not being used in research, used to assist a person with a disability, or a working animal such as a police dog is considered a pet or companion animal for purposes of this policy.

Service Animal: An animal that meets the ADA definition of Service animal in that it is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability.

Emotional Support Animal (ESA): An emotional support animal is any animal that provides emotional support, well-being, or companionship that alleviates or mitigates symptoms of an individual's disability. The animal need not be individually trained. Emotional support animals are not limited to dogs and can be other species of animal. Emotional support animals are not considered service animals.

V. Website (for policy)

This policy will be included in the University's Policy Repository. This is temporarily located in a box folder held by the Office of the Chancellor but will be moved to the policy management system when it is implemented.

VI. Contacts

University Policy Owner: Alex Kohnen

Division/Department: Facilities

Executive Sponsor (Vice Chancellor): Eric Kopstain

Division/Department: Administration

VII. Roles and Responsibilities

- **Vice Chancellor for Administration and Provost & Vice Chancellor for Academic Affairs**: Provide approval authority for the policy and oversight of its implementation.

- **Assistant Vice Chancellor, Maintenance & Operations (VUMO)**:

  - Serves as the Responsible Administrator and Policy Contact.
  - Oversees the administration and enforcement of the policy.

- **VUMO**:

  - Acts as the Responsible Office for the policy.
  - Ensures compliance with the policy across campus grounds and buildings.

- **Equal Opportunity and Access Office (EOA)**:

  - Approves Emotional Support Animals (ESAs) for employees and visitors.

- Handles inquiries and approvals related to service animals for visitors.

- **Student Access (SA)**:

  - Approves Emotional Support Animals (ESAs) for students.
  - Manages student requests for disability accommodations related to assistance animals.

- **Vanderbilt University Public Safety (VUPS)**:

  - Manages on-duty K-9 police dogs.
  - Approves third-party therapy or other animal activities for specific short-term events in collaboration with Risk Management and OEM.
  - Handles violations of the policy with respect to animals on campus grounds.

- **Risk Management and Office of Emergency Management (OEM)**:

  - Collaborates with VUPS to approve third-party therapy or other animal activities for specific short-term events.
  - Addresses violations of the policy with respect to animals in campus buildings.

VIII. Forms and Tools

N/A

IX. Frequently Asked Questions

N/A

X. Related Information

Subject	Contact/Position	Office
Policy Issuance	AVC Maintenance & Operations	Maintenance & Operations: https://www.vanderbilt.edu/vumo
Service or Emotional Support Animal accommodations for non-VU student populations	EOA	Equal Opportunity and Access https://www.vanderbilt.edu/eoa/ or eoa@vanderbilt.edu
Service Animal or ESA Accommodations for Students	Student Access	Student Access https://www.vanderbilt.edu/student-access/ or studentaccess@Vanderbilt.edu
Workplace Safety Concerns	OEM, Division of Occupational Safety & Health	Office of Emergency Management, Occupational Safety & Health https://www.vanderbilt.edu/workplace-safety/
Special Events with Animals	Office of Risk Management	riskandinsurance@vanderbilt.edu

Anonymous Compliance Reporting Hotline	Office of Risk Management	VU Compliance Reporting Hotline www.vanderbiltcompliancehotline. ethicspoint.com;

Americans with Disabilities Act: Commonly asked questions about service animals in places of business.
https://www.ada.gov/regs2010/service_animal_qa.html

Biosafety in Microbiological and Biomedical Laboratories, 5th Edition.
https://www.cdc.gov/labs/pdf/CDC-BiosafetyMicrobiologicalBiomedicalLaboratories-2009-P.PDF

Disability Accommodations Policy
[Policy pending]

Assistance Animal Policy for Vanderbilt Students.
https://vanderbilt.edu/student_handbook/university-policies-and-regulations/

Vanderbilt University Student Handbook: Residential Life.
https://www.vanderbilt.edu/student_handbook/residential-life/

Metro Government of Nashville and Davidson County, TN Code of Ordinances, Chapter 8.04, Dogs.
https://library.municode.com/tn/metro_government_of_nashville_and_davidson_county/codes/code_of_ordinances?nodeId=CD_TIT8AN_CH8.04DO

Vanderbilt University Student Centers Policy for Non-Vanderbilt Affiliated Groups.
https://vanderbilt.edu/studentcenters/policies__trashed/offcampuspolicies/
See also, https://vanderbilt.edu/recreationandwellnesscenter/reservations/specialevents.php

Animals in Vanderbilt University Medical Center Buildings.
https://vanderbilt.policytech.com/dotNet/documents/?docid=10382

XI. Certification Requirements

(Optional: Attach or link to any requirement for employees to certify that they have read and understand the policy, if applicable.)

XII. History

Include information about previous revision dates, whether this is a replacement policy, or other useful background information that would assist in policy interpretation (intent and application).

Date Issued: July 2023

Any violation of this policy may result in disciplinary action.

Original Issue Date:

_____   _____
Month   Year

Next Scheduled Review Date:

_____   _____
Month   Year

Appendix

Policy vs. Procedure

Qualities of a University Policy

University Policies provide the governing framework within which the institution functions. Collectively, University Policies steer focus and resources to critical and priority issues, enabling alignment of efforts to achieve the university's mission. They describe "why" it is necessary to codify a requirement for employees. They provide the university community with the "what" is important, "why" the policy is required and "who" is responsible for its execution. University Policies may also be created to meet requirements of federal and state laws and regulations or of university priorities or commitments.

University Policies must:

- Follow the agreed-upon University Policy Process;
- Have a broad application throughout the university or impact core functions of the university;
- Enhance the university's mission, mitigate institutional risk, and/or promote operational efficiency;
- Contain governing principles or rules that mandate or constrain action or articulate desired outcomes;
- Assist in compliance with applicable laws and regulations;
- Not require frequent change;
- Have a day-to-day policy owner who is responsible for overseeing the University Policy and who may also have responsibility for adopting and/or implementing procedures; and,
- Be sponsored by at least one Vice Chancellor.

Procedures are the operational processes necessary to implement University Policies. They define the specific instructions necessary to perform the task. They detail:

- "Who" performs the necessary actions or processes;
- "What" steps should be taken;
- "When" steps should be taken;
- "Where" steps should be taken; and/or,
- "How" steps should be performed.