



Ames Procedural Requirements

APR 8715.1

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COMPLIANCE IS MANDATORY

Subject: Chapter 41 – Animals in the Workplace

Responsible Office: Code QH/Occupational Safety, Health and Medical Service Division

DOCUMENT CHANGE LOG

| Status [Baseline /Revision /Cancelled] | Document Revision | Date of Change | Description |
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| Revision | 2 | 2/25/2019 | Changed format to comply with the AMS requirements and added "Document Change Log" and Preface. Changed Moffett Federal Airfield to NASA Research Park (NRP) and NRP Housing throughout the document. 41.2.3 b. changed shall to should in regards to tagging service animals Added 41.2.3 d. Section on service animals in-training Added 41.2.3 e. Section on Emotional support animals. |
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PREFACE

P.1 PURPOSE

a. This chapter establishes the Ames Research Center Policy regarding all domestic, feral and wild animals. The purpose of this policy is to protect people and the environment at the NASA Ames Research Center, including NASA Research Park (NRP) and NRP Housing Areas from hazards associated with or caused by animals in the workplace. Guidance on accommodating animals supporting airfield management, research activity, or assistive duties, as allowed by this policy, is also provided.

P.2 APPLICABILITY

- a. This directive applies to all Ames employees, Ames contractors and grantees as specified in their contracts or grants; and to other organizations (i.e., commercial partners, other Federal agencies, international parties, and Ames tenants) as specified and described in written operating agreements.
- b. In this chapter, all mandatory actions (i.e., requirements) are denoted by statements containing the term "shall." The terms: "may" or "can" denote discretionary privilege or permission, "should" denotes a good practice and is recommended, but not required, "will" denotes expected outcome, and "are/is" denotes descriptive material.
- c. In this chapter, all document citations are assumed to be the latest version unless otherwise noted.

P.3 AUTHORITY

NPR 8715.1A, NASA Occupational Safety and Health Program

NPR 8715.3 NASA General Safety Program Requirements

P.4 APPLICABLE DOCUMENTS

- a. California Civil Code Sections 54.1 and 54.2.
- b. Americans with Disabilities Act

P.5 MEASUREMENT/VERIFICATION

- a. Verification of conformance to requirements in this directive are measured through Center and Responsible Organizational management reviews, self-assessments, and subsequent analysis and reports of conformance to requirements, as well as periodic internal audits.
- b. Verification and measurement for compliance to this directive will be tracked through Agency triennial audit.

P.6 CANCELLATION

APR 8715.1 Chapter 41, Animals in the Workplace expiration date 12/31/18.

Eugene Tu
Director

DISTRIBUTION STATEMENT:

APR 8715.1 Ames Health and Safety Manual Chapters shall be made available via procurement website to anyone bidding a job here at Ames. The exceptions are Chapter 7 – Ames Radiation Safety Guide, Chapter 10 – Pressure Systems Safety, Chapter 12 – Explosives Safety and Chapter 23 – Control of Narcotics and Other Controlled Drugs including Alcohol, which shall not to be made public but can be viewed onsite.

CHAPTER 41 - ANIMALS IN THE WORKPLACE

41.1 Responsibilities

All members of the ARC, NRP and NRP housing area community are required to comply with all aspects of this policy and are responsible for reporting incidents of non-compliance.

Note: The abandonment of animals on ARC, NRP or NRP housing grounds is strictly forbidden.

41.1.1 Occupational Safety, Health and Medical Service Division shall:

- a. Establish policy for the control of Animals in the workplace at Ames Research Center in order to provide employees with a safe and healthy work environment, and to ensure protection of the environment.
- b. Review and evaluate all requests for on-site working animals and provide the final determination on the risk, potential hazard, potential for property damage, or potential for public nuisance of any animal on campus grounds.
- c. Educate members of the campus community by informing them of the key aspects of this policy.

41.1.2 Managers and Supervisors shall:

Ensure the ARC Animals in the Workplace Policy is followed in their organization.

41.1.2.1 In situations where it is not obvious that a dog is a service animal, only two specific questions shall be asked:

- a. Is the dog a service animal required because of a disability?
- b. What work or task(s) has the dog been trained to perform?

NOTE: An individual with a disability is defined by the ADA as a person who has a physical or mental impairment that substantially limits one or more major life activities. The ADA does not specifically name all of the impairments that are covered.

41.1.3 Employees shall:

Comply with the ARC policy concerning animals in the workplace.

41.2 Animal Control

41.2.1 Domestic Animals

Dogs, cats, and other domestic animals are not allowed in the ARC workplace, NRP, NRP Housing or any other area within the confines of this campus. In this context, workplace is defined as buildings, parking lots and grounds this includes any parks or recreational areas.

41.2.2 Feral Animals

- a. Feral animals that are not a risk and do not represent a hazard, cause property damage, or create a public nuisance, shall be allowed to inhabit ARC, NRP and NRP Housing grounds.
- b. Feral animals that are a potential risk, represent a hazard, cause property damage, create a public nuisance, or otherwise pose a potential conflict for humans or protected wildlife species shall be regulated, controlled, or humanely relocated when possible in accordance with all applicable laws and regulations.

41.2.3 Service Animals

- a. Service animals are permitted in all ARC, NRP, and NRP Housing area buildings, and must be on a leash unless that interferes with the service animal's work, but remain under the control of the owner at all times through other effective controls.
- b. A service animal should be tagged as such by identification tag issued by the county clerk, animal control department or other agency with the authority to determine the animal's status as a service animal.
- c. The task(s) performed by the dog must be directly related to the person's disability.
- d. Service animals in –training are not considered service animals and are not permitted at ARC, NRP or NRP Housing area buildings and grounds including parking lots, unless otherwise approved by a Director.
- e. Emotional support, therapy, comfort, or companion animals are not considered service animals and are not permitted at ARC, NRP or NRP housing area buildings and grounds including parking lots.
- f. Owners of service animals are liable for any damage done to the premises or facilities by his or her animal as per California Civil Code Sections 54.1 and 54.2.
- g. Fecal matter deposited by any service animal brought on-site must be removed immediately and properly disposed of by the owner or responsible person.

41.2.4 Wild Animals

- a. Wild animals that are not a risk and do not represent a hazard, cause property damage, or create a public nuisance shall be allowed to inhabit ARC, NRP and NRP Housing area.
- b. Wild animals that are a potential risk, represent a hazard, cause property damage, create a public nuisance, or otherwise pose a potential conflict for humans or protected wildlife species shall be

regulated, controlled, or humanely relocated when possible in accordance with all applicable laws and regulations and under guidance and approval of the Environmental Management Division.

41.2.5 Working Animals

- a. All on-site working animals shall be approved by the Safety and Mission Assurance Directorate under the guidance of the Environmental Management Division.
- b. All working animals must be under the direct control of a responsible person at all times while working within the Ames Research Center, NRP and NRP Housing.
- c. When a working animal is not in direct performance of assigned duties, it shall be restrained by either a leash that does not exceed 6 feet in length or in an appropriate animal carrier, crate, cage or kennel.
- d. Any working animal brought on-site must be professionally trained, licensed and fully inoculated, with the burden of proof on the owner.
- e. Fecal matter deposited by any working animal brought on-site must be removed immediately and properly disposed of by the responsible person.

APPENDIX A. DEFINITIONS

Domestic Animal: An animal that has been trained or adapted to living in a human environment; a pet

Feral Animal: A once –domestic animal that has reverted to an untamed state.

Service Animal: Is defined as a dog that has been individually trained to do work or perform tasks for an individual with a disability.

Wild Animal: A non-domesticated animal living in its natural habitat.

Working Animal: An animal hired or used by the Center that has been trained to accomplish specific tasks such as but not limited to airfield inspections; search and rescue; or policing activities.

APPENDIX B. ACRONYMS

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| ARC | Ames Research Center |
| EIS | Environmental Impact Statement |
| NRP | NASA Research Park |
| USDA | US Department of Agriculture |