

BSF 10 VISITOR APPLICATION

(To reach TAD 48hr before visit)

DETAILS OF VISITOR: fill all the highlighted sections (please print)

NAME AND SURNAME: _____

ID (with a copy of the ID attached) _____

COMPANY: _____

ADDRESS: _____

TEL: _____ **CELL:** _____

EMAIL: _____

PURPOSE OF VISIT:

SITE VISIT: RFQ NO OR TENDER NO. _____

REPAIRS/MAINTENANCE/DELIVERY: PSO NO: _____

RESEARCH VISIT: PROJECT CONNECTED TO THIS VISIT: _____

DATE: (FROM) _____ **(TO)** _____

AREAS TO BE VISITED: _____

RESPONSIBLE / INVITING PERSON FROM TAD FOR VISITORS:

NAME: _____ **EXT:** _____

SIGNATURE: _____ **DATE:** _____

APPROVED BY:

NAME: _____ **EXT:** _____

SIGNATURE: _____ **DATE:** _____

Clothing size needed:

OVERALL: _____

GUMBOOTS: _____ **(UK SIZES)**

UNDERWEAR: _____

BRA: _____

SAFETY AND SECURITY INFORMATION FOR VISITORS

AUTHORIZATION

All visitors to the TAD premises must complete the first two sections of the Visitors application Form (BSF 10) **at least 48 hours** prior to their arrival. The completed form, together with a **copy of identification**, must be returned, via email, to the responsible person (person being visited). The responsible person will complete the rest of the form and obtain approval for the visit. **No visitors will be allowed onto the premises without prior approval.** All visitors must give a written undertaking to observe the personal quarantine restrictions applicable to the relevant area of the TAD premises, Visitors Agreement Form BSF 02 – available at the administration building. This form must be completed and signed by all visitors after a biosafety and biosecurity briefing provided by a senior staff member. The senior staff member will sign the form after providing the briefing.

ESCORTS

Visitors shall at all times be under escort while on the TAD site.

PERSONAL QUARANTINE

All visitors to the High Security Virus Areas (Block H – Vaccine production section, Block G – Research and Diagnostics section, Block F – Animal Stables and the Basement sections of these areas) must observe a five (5) day quarantine avoiding domestic and wild cloven-hoofed animals (cattle, sheep, goats, pigs, antelope, camels, e.t.c.) Quarantine may be extended to include birds, if visits include sections where avian pathogens are being used. A 12-hour quarantine will be applicable to all visitors that pass through the security checkpoint. For visits to the Administration building outside of the Disease Security Area, no restrictions on contact with animals will be required after leaving the premises, unless otherwise instructed.

THE FOLLOWING ARE PROHIBITED ON THE TAD SITE

- Firearms of any kind
- Pets
- Cameras without permits

FOOD AND MEDICATION

Visitors may not remove unused food, medication and/or beverages from inside the high security areas. Disposable food containers may be used and discarded in these areas.

MATERIALS AND EQUIPMENT ENTERING HIGH SECURITY VIRUS AREA (HSVA)

All material or equipment taken into the HSVA must be autoclaved or biologically decontaminated before being removed from the building. The procedure may take up to 2 hours. Before bringing material and equipment into the HSVA, visitors **must** consult with the Biological Safety Officer.

SAFETY QUESTIONS

In the event of any questions on biological safety, please call the Biological Safety Office at extension 109550.

EMERGENCIES

Report fire, spill, injury or other emergencies by phoning **109550/109579** immediately. Be prepared to give your name, location and a description of the emergency.

ENTRY AND EXIT PROCEDURE INTO THE HIGH SECURITY VIRUS AREA (HSVA)

Entry Procedure

1. Valuable items e.g. jewellery including, rings, watches, earrings, necklaces, wallets and phones should be left in the car or handed over to the Biological Safety Office for safety keeping.
2. Completely disrobe in the outside dressing room.
3. Open bag of clothes provided, remove towel and hang it on a hook. Dress in the provided laboratory clothes and hang the bag of clothes over your arm.
4. Open the shower door by pulling the lever, get into the shower cubicle and close the door behind you.
5. Press the pressure button on the wall of the shower to deflate the door gasket leading into the HSVA.
6. As soon as the deflation noise stops (± 20 seconds), open the door by pushing against it with your shoulder while keeping your finger on the pressure button, walk into the inside dressing room and close the door behind you.
7. Hang the bag on a hook, open the door and walk into the working area of the laboratory.

Exit procedure

1. Completely disrobe in the inside dressing room. Remove all laboratory clothes and place all items in the laundry bag.
2. Press the pressure button on the wall and allow for the gasket to deflate (± 20 seconds) and wait for the pressure gauge needle to drop to 0. Open the shower door, enter the shower and close the door.
3. As you enter, the hot water will automatically come on; adjust the temperature by turning the cold-water tap until you reach a temperature that is suitable for your personal comfort.
4. Wash your entire body with soap and shampoo. If you have spectacles, ensure that you wash them thoroughly with soap and rinse them.
5. After ± 4 minutes, the hot water will automatically shut off, close the cold water tap.
6. Push the door lever to open the door and walk into the outside dressing room.
7. Close the shower door behind you. Use your towel to dry yourself and hang it on a hook.
8. Put your clothes on, open the exit door and walk out of the dressing room.
9. **REMEMBER TO COLLECT ITEMS THAT MAY HAVE BEEN LEFT AT THE BIOLOGICAL SAFETY OFFICE.**

BSF 01	Compiled by: Quality Officer	Issued by: N. Cassim
Revision 3	Authorized by: Research Team Manager	Issue date: June 2017



**AGRICULTURAL RESEARCH COUNCIL
ONDERSTEPSPOORT VETERINARY RESEARCH
*Transboundary Animal Diseases (TAD)***

INDEMNIFICATION TO BE SIGNED BY VISITORS, AND VARIOUS STUDENTS AND/OR OTHER PERSONS ATTENDING PRACTICAL TRAINING AT THE ARC

I, the undersigned [redacted]; ID no [redacted]

whose address is:

[redacted]
.....
.....
.....
.....

Hereby declare that I have been informed, understand and agree to the following terms and conditions, which shall apply in respect of and during my visit at the Agricultural Research Council (hereinafter referred to as ARC).

1. I shall indemnify, hold harmless and defend at my own costs, the ARC from and against:
 - (a) all claims, demands, losses, damages, costs, actions, suits or other proceedings, in any manner based upon, arising out of, related to, occasioned by or attributable to, any acts or conduct of the undersigned whether by reason of negligence or otherwise, in the performance of my activities at the ARC or any activity undertaken or purported to be undertaken under the authority or pursuant to the terms of such visit at the ARC.

2. I shall indemnify the ARC for any damage, loss and/or destruction to the premises or any other movable and/or immovable property of the ARC, caused by any wrongful acts and/or omissions committed by me within or without the course and scope of my visit at the ARC and in respect of damage, loss and/or destruction to any movable or immovable property, belonging to third parties directly or indirectly caused by me.

3. I shall indemnify the ARC in respect of injury, death or assault and/or unlawful arrest of any person caused by any acts or omissions committed or omitted by me.
4. I shall indemnify the ARC against any liability for legal expenses or other expenditure in connection with any actions or claims emanating from the above.
5. I shall not:
 - (a) have any claim of any nature against the ARC for any loss, damage or injury which I may directly or indirectly suffer, whether or not such loss, damage or injury is caused through the negligence of the ARC or the ARC's servants or employees, by reason of any latent or patent defect in the vehicle, or fire in the vehicle, or theft from the vehicle or by reason of vehicle or any part thereof being in a defective condition or state of disrepair or any particular repair not being effected by the ARC timeously or at all, or arising from *vis major* or *casus fortuitus* or any other cause either wholly or partly beyond the ARC's control, or arising from any other cause whatsoever;
 - (b) have a claim of any nature whatsoever whether damages, or otherwise, against the ARC, for any failure of or interruption in the training and services provided by the ARC notwithstanding the cause of such failure or interruption;
6. All equipment, goods and other possessions brought by me onto the premises of the ARC in terms of my visit at the ARC shall be placed there at the sole risk of myself and no responsibility whatsoever is undertaken by the ARC.
7. The ARC shall not be responsible for any damages caused by the elements such as wind, hail, rain, snow or lightning or any other cause whatsoever.

THUS SIGNED AT PRETORIA ON THEDAY OF.....20.....

.....

SIGNATURE



**CONFIDENTIALITY AND NON-DISCLOSURE AGREEMENT
WITH THE AGRICULTURAL RESEARCH COUNCIL**

PREAMBLE

The ARC possesses valuable proprietary technology, technical and economic information at its own sites or facilities of operation, the ARC needs to protect this with a confidentiality and non-disclosure agreement when the sites or facilities are visited by a non-employee.

Site or facility to be visited:

Campus or business division to which the site or facility belongs:

Period of time the visitor/collaborator will be exposed to the ARC information:

1. Definitions:

- 1.1 "Agreement" means this Confidentiality and Non-Disclosure Agreement;
- 1.2 "ARC" shall refer to Agricultural Research Council where the Visitor/Collaborator is hosted;
- 1.3 "Secret and Confidential" means, without limiting the generality thereof, any Secret and Confidential information, including (but not limited to) information relating to:
 - 1.3.1 marketing and business plans and strategies;
 - 1.3.2 research and development strategies and techniques of each party;
 - 1.3.3 customers, potential customers and business associates;
 - 1.3.4 Secret and Confidential intellectual property including discoveries, inventions, designs, processes, know-how, research, works of authorship, computer software, databases, trade or business names, domain names, patents and patent applications, trademarks and trade mark applications, plant breeder's rights (pending applications and registered rights), rights (registered or unregistered and applications for same) in any design, copyright (including rights in computer software and typography rights), Secret and Confidential proprietary knowledge and information and any rights protecting same;
 - 1.3.5 trade secrets, including but not limited to contractual arrangements between each party and its business associates, financial details between each party and its business associates; and
 - 1.3.6 matters which relate to the business of either party and in respect of which, information is not readily available in the ordinary course of business to a

competitor of the parties, which information may be made or become available to the other party or any other personnel thereof pursuant to this agreement but excluding information which:

1.3.6.1 is lawfully in the public domain at the time of disclosure or communication to the other party; or

1.3.6.2 subsequently becomes lawfully part of the public domain by publication or otherwise other than by the negligence or default of such other party; or

1.3.6.3 is subsequently provided to either party by a person who has not obtained such information from the other party, provided that in any case, such information was not obtained illegally or disclosed by any person in breach of any undertaking or duty as to confidentiality whether express or implied; or

1.3.6.4 is obliged to be produced under an order of a court or government agency of competent jurisdiction;

1.3.6.5 provided that Secret and Confidential Information disclosed pursuant to this agreement shall not be deemed to be within the foregoing merely because such Secret and Confidential Information is embraced by more general information in the public domain.

1.4 "Parties" means the Visitor/Collaborator and the ARC (hereinafter Referred to as the "Parties" and the visitor/collaborator individually referred to as the "Party").

1.5 "Project" means a research project where the Parties are involved.

2. The Party acknowledges that by virtue of his/her involvement or association with the ARC or visiting the ARC; have access to Secret and Confidential information, and as thus the Party hereby undertakes:

2.1 to keep the Secret and Confidential information secret and confidential;

2.2 to make use of the Secret and Confidential information acquired therein, only for the purpose which it is communicated to the Party and for so long as the ARC so authorises for the use of such work by the Party;

2.3 not to disclose to any person, firm or company any part of the Secret and Confidential information acquired by the Party, except to the limited extent that it may be necessary and only as required or authorised by the ARC to disclose;

2.4 not to remove from the premises of customers, suppliers and financiers involved in the Project any papers, tables, computations, formulae, work books, reports, memoranda, correspondence, and the like, relating to the business of the customer, supplier or financier involved in the Project except with prior written permission of the ARC;

2.5 not to photograph, videotape, or otherwise make any record of or preserve any Secret and Confidential Information to which he/she may be given access during the visit without the ARC's consent;

2.6 to use any information relating to the outcome from the visit/collaboration with consent from the Parties; and

2.7 to render every assistance and to execute promptly all papers, forms or documents required to secure the filing of patent and/or design and/or copyright applications in other countries in the name of the ARC, following any outcome which requires intellectual property protection.

3. No intellectual property rights are granted to the Visitor/Collaborator under this agreement.
4. Any violation of the obligations of this Agreement will be resolved in accordance with the laws of South Africa.
5. The Party acknowledges that he/she has read this Agreement, understands it and agrees to be bound hereby.
6. The obligations in terms of this Agreement are binding during the visit or collaboration and will remain binding thereafter.
7. The Party agrees to the following condition: the ARC cannot be held responsible for any injury or loss sustained by the persons or vehicle/s admitted to the ARC premises.

8. Signatures

VISITOR/COLLABORATOR:

Name: _____

Designation _____ at _____ the
Institution: _____

Institution: _____

Address at the Institution: _____

Signed at _____ on this _____ Day of _____ 20__.

who warrants that he/she is duly
authorized hereto

AS WITNESS: ARC Host Researcher/Representative

Name: _____

Designation: _____

Campus or Programme: _____

Signed at _____ on this _____ Day of _____ 20__.

who warrants that he/she is duly
authorised hereto

Please attach ID (plain copy not certified)