



CARIBBEAN PRIMATE RESEARCH CENTER
CAYO SANTIAGO
UNIVERSITY OF PUERTO RICO MEDICAL SCIENCES CAMPUS
P.O. BOX 906
PUNTA SANTIAGO, PUERTO RICO 00741
TEL/FAX 787-852-0690



Punta Santiago and Cayo Santiago Rules

All new and returning investigators, research assistants and visitors must complete all necessary paperwork and obtain clearance to go to Cayo Santiago. If you would like to visit the island you must have obtained clearance from the Cayo Santiago Associate Director (CSAD), the Institutional Animal Care and Use Committee (IACUC), and the Occupational Health Clinic (OHC) at the Medical Sciences Campus. To enter Cayo Santiago you must report to the Occupational Health Coordinator at the office in Punta Santiago during work hours (Monday to Friday 6:30 am- 3:00 pm) the day prior to your visit to the island.

You will not be taken to the island if you show up at the dock the day you wish to go to the island, without having followed the procedure above.

MEDICAL CLEARANCE AND DOCUMENTS REQUIRED

1. All persons must complete the liability Waivers, The Herpes B Waiver and The Biosafety Standard Operating Procedure.
2. All persons must submit a complete Medical History Package to the Occupational Health Clinic (OHC) at the UPR Medical Sciences Campus (contact information below). You must include in the package the following documents:
 - Completed medical history form
 - Completed Medical Health Screening Questionnaire
 - Evidence of fecal exam for ova parasites
 - Evidence of fecal culture for Salmonella and Shigella
 - Results for measles titers (IgG)
 - Negative tuberculin skin test (PPD) obtained within six months, or a negative chest x-ray obtained within one year prior to entry on the island (XRAY only if skin test is positive), or evidence of Quantiferon testing obtained within one year *
 - Evidence of Diphtheria Tetanus vaccination (DT vaccine), which is required due to the high prevalence of Tetanus disease on Cayo Santiago

*Only the tuberculin test must be repeated if the extent of your stay is beyond six months of the initial skin test or 1 year when submitting an X-ray. All other documents submitted to OHC are to be submitted once.

IMPORTANT: Submit all documentation with at least 4 weeks prior date of arrival; if for any reason you do not comply with this term you will not be allowed entry to the facility. The revision of all medical documents is time consuming, and may need for you to re-submit some documents, thus the OHC needs sufficient time to review each record in detail.

Submit the aforementioned list of documents to:

Juanita Rivera Lozano RN, MSN, OHN
Enfermera Especialista Salud Ocupacional
Clínica de Salud Ocupacional
Oficina CASSO
Decanato de Administración
P.O. Box 365067
San Juan, P.R. 00936-5067
R.C.M- UPR
Tel: [\(787\) 758-2525 Ext. 2913](tel:(787)758-2525)- 2910
EMail: juanita.rivera1@upr.edu

3. All persons are required to provide CPRC with personal contact information and emergency contact information.
4. All persons must provide proof of being over 18 years of age.
5. All investigators and associated persons named on a study protocol must provide evidence of having the IACUC General Session and Nonhuman Primate Lecture. These may be done online: www.citiprogram.org (Select "New User" and under "Participating Institutions scroll down and select "University of Puerto Rico Medical Sciences Campus". You will need to sign up for the "Working with the IACUC Course" and be sure to check off that you work with non-human primates (NHP) for the "Working with Non-Human Primates" course).
6. All investigators and associated persons named on a study protocol must agree to adhere to the rules and guidelines of Cayo Santiago.

RESEARCH CLEARANCE

Primary investigators are responsible for informing the Cayo Santiago Administrative Staff of arrival date to Punta Santiago and start date on Cayo Santiago.

1. A study cannot begin until the investigators receive official documentation from both the CPRC Staff, and the Institutional Animal Care and Use Committee (IACUC), that the study has been approved. Any changes to your existing protocol need to be approved by the IACUC before you implement them within your data collection. Please notify the Associate Director that these changes are being submitted and of your communications with the IACUC. It is your responsibility to contact IACUC and verify the paper work was received and that your petition is being processed. If an individual would like to go to Cayo Santiago prior to the official approval, it will be with visitor status

only. Below is the contact information for the IACUC at the University of Puerto Rico, Medical Science Campus.

Dr. Elizabeth Rivera IACUC Chairperson (elizabeth.rivera11@upr.edu), Frances Candelas IACUC Administrator (frances.candelas@upr.edu), and Carmen Ramos IACUC Administrative Secretary (carmen.ramos8@upr.edu) P.O. Box 365067 San Juan, PR 00936-5067 Phone: 787-282-0031.

2. All primary investigators will sign a Bench Fee Contract and a Collaborative Agreement (for CPRC data sharing) with the Caribbean Primate Research Center and shall abide by the terms therein.

3. All entry to the facility (including investigators, assistants, and visitors) will be granted only upon clearance of the Director of the Caribbean Primate Research Center, Research the Associate Director of Cayo Santiago.

Rules and Guidelines of Cayo Santiago and Punta Santiago Office Space:

1. A request to conduct research or visit Cayo Santiago is considered an acknowledgement of the inherent risks involved in working with and closely observing or handling free-ranging monkeys. While every effort is made to prevent persons from being attacked or bitten by rhesus monkeys, the CPRC, University of Puerto Rico, or the funding agencies for this colony cannot assume any liability in the event of such an incident. (See Waiver and Assumption of Risk Form).

2. You must follow safety regulations at all times while at Cayo Santiago. Proper working attire includes long pants, shirts with sleeves (no tank tops or string shirts), closed shoes, protective glasses, and a hat. These measures are done in order to prevent contact with monkey fluids and to prevent bites or scratches by monkeys.

3. Visiting scientists will conduct themselves in a professional ethical manner so as not to interfere with other ongoing research projects and not to jeopardize the maintenance or value of the Center's animal population nor the good relations that exist between the Center and the local community, the U.P. R., and the agencies, institutions and individual scientists who support the Center. Any behavior deemed inappropriate in our facility will be grounds for expulsion and termination of the research project at the CPRC.

4. Video or audio recordings as well as photography need to be previously approved by the CPRC and can only be utilized for scientific and educational purposes. Public postings of this material on the internet or in private forums are prohibited without permission from the CPRC. Any unapproved usage of this media or CPRC imagery can result in the termination of the approved protocol as well as any possible legal action.

5. Users will not feed the monkeys, unless it is a part of an IACUC approved protocol. Provisioning is confined to the three feeding / trapping corrals. Ad libitum feeding by observers or visitors quickly biases the orientation of the animals from one of neutral interaction with investigators to that of a random food source where monkeys can expect to receive food from humans. This makes observational work difficult and introduces significant bias into behavioral data. It is also extremely

dangerous and may result in personal injury. Unauthorized feeding is grounds for immediate dismissal.

6. Transportation to and from Cayo Santiago is **only** permitted by CPRC boat. Unauthorized trips to Cayo Santiago for personnel, investigators, assistants and visitors are prohibited. Do not ask the captains for additional boat trips. All boat trips are to be coordinated and approved by the Colony Manager. The captains will determine if the weather conditions are suitable to go out to the island, or if it is advised to leave the island because conditions are becoming unsafe. Swimming to and from Cayo Santiago is prohibited.

7. Users will abide by the existing boat schedule: Weekdays (except holidays) 7:00am - 2:30pm, weekends and holidays 7:00 am - 2:00 pm to and from the island. The boat will depart promptly as scheduled. Please arrive at the dock **10 minutes** prior to scheduled departure (weekdays & non holidays: 6:50 am from Punta Santiago, and 2:20 pm from Cayo Santiago; weekends & holidays: 6:50 am from Punta Santiago and 1:50 from Cayo Santiago). For safety and legal reasons, only staff of the Caribbean Primate Research Center will operate boats. Passengers on CPRC boats must be aware that life jackets are located under the sitting area of the boat and are supplied by the CPRC.

8. Be advised that Puerto Rico celebrates both local and USA holidays, in addition, to other days which may be included as part of the University of Puerto Rico, Medical Campus policy. During these days the Cayo Santiago schedule is from 7:00 am to 2:00 pm. Cayo Santiago is closed on December 25th and January 1st. Prepare ahead of time so that your data collection schedule is least affected. The holiday calendar is posted on the office bulletin board with colors depicting all the holidays.

9. On regular working days our staff has a lunch boat leaving Cayo Santiago at 11:30 am. This boat schedule is for the staff, if there is space available, you may be included in the trip, but you need to verify this with the captain at the earliest convenience (i.e. 6:50 am). Therefore, prepare sufficient water and food as if to stay from 7:00 am until 2:30 pm from Monday through Friday, and from 7:00 am until 2:00 pm weekends & holidays.

10. No one can stay alone at the island. If you would like to stay at the island while the CPRC employees leave for their lunch break (11:30 to 1:00) you should be sure that another investigator or the guard is there with you. If you foresee that no other investigator is available, you should remind the captain you are the only person on the island collecting data, and the guard should remain to accompany you. The arrangements need to be made with anticipation, if for some reason there is not someone available to accompany you, you will be obliged to leave Cayo Santiago with the staff members at 11:30 am and return at 1:00 pm.

11. Hurricane season starts in June and ends in December, be advised that during these months weather conditions are erratic and dangerous and there may be days when you will not be able to go to Cayo Santiago or may be required to leave at an earlier time. Do program your weekly/monthly schedule in a matter such that you can maximize your data collection days at the island, in anticipation to these months when you may be unable to take data. In addition, after a hurricane, investigators will not have access to the island until the CPRC staff determines that conditions on the island are safe.

12. During emergency situations such as bad weather conditions, all persons on Cayo Santiago are required to cooperate with the direction of CPRC staff. Decisions made by CPRC are not negotiable. Noncompliance with this rule may be grounds for termination of research.
13. In emergency situations where evacuation from the island is necessary, a siren will be sounded on Cayo Santiago and you may also be informed to your cellphone if you carry one on the island. In such cases, all persons on Cayo Santiago should **immediately** report to the dock for evacuation.
14. Emergency transportation may be provided by the CPRC in case of injury during working hours with the use of the official vehicle of the CPRC-Cayo Santiago Station.
15. All Cayo Santiago visitors are responsible for recording their names at arrival in the passenger log kept in the wooden warehouse. Investigators must sign the logbook during their first visit on Cayo Santiago or when returning to the facility on a yearly basis.
16. All potentially dangerous incidents that occur on Cayo Santiago should be reported to our Occupational Health Coordinator (Nahiri Rivera) or to the Colony Manager (Giselle Caraballo) and/or to any staff member, if neither of the above mentioned are available. All incidents must be documented accordingly.
17. If a dead monkey or bones are found, please do not disturb the area, and report the location to CPRC staff for proper removal. Only census takers or in the presence of this personnel, can corpses or samples be removed. Corpse or sample removal cannot be done in the weekend since the qualified personnel is only available during regular non-holiday weekdays.
18. One (1) two-way radio connected to CPRC staff is provided by CPRC. The radio is located in the "employee lunch cage" on Cayo Santiago so people may communicate with CPRC staff in case of emergency.
19. The use of personal two-way radios and cell phones on Cayo Santiago is encouraged for communication among staff, investigators and research assistants, especially in case of emergencies.
20. Use of controlled substances and alcoholic beverages is strictly forbidden on all facilities of the CPRC. Smoking and expectorating is prohibited on Cayo Santiago because of the potential for disease. (Reminder: during the winter dry season smoking also poses a serious fire hazard.)
21. Eating and drinking (other than water) is restricted to the 'lunch cages'. Keep this area securely closed to avoid the monkeys from entering. Please maintain this area clean and the trash can lid secure, thus to avoid any rats or monkeys having access to the garbage. Hand washing stations are available in all 'lunch cages'. This water should be used only for washing hands and not drinking. Please advise staff if water or soap runs low, or if trashcan is full. Please bring a filled reusable water bottle to drink and if necessary, additional drinking water is available in the employee shop for refilling.

22. Due to habitat changes on the island, the creation of new paths on the island is not allowed, only the clearing of previously used pathways. Please notify the Operations Supervisor (Julio Resto) if you would like a path to be cleared.
23. Investigators are expected to supply all equipment required to conduct their field work including, binoculars, cameras, tape recorders, data collectors, clipboards, etc. and are responsible for learning the identities of their study animals. All monkeys are identifiable by tattoo on the chest and inner thigh as well as by ear notches.
24. As a reminder, all supplies and materials brought to Cayo Santiago are the responsibility of the investigators, research assistants and visitors. When leaving valuables at the shop, lab or 'lunch cage' remember to adequately close the doors to avoid the monkeys from accessing these. CPRC encourages the use of waterproof containers and bags for electronic items such as radios, cell phones, cameras and video equipment.
25. Investigators and research assistants may store supplies in designated areas on Cayo Santiago or Punta Santiago. However, **all storage areas must be emptied and cleaned out at completion of a study interval**. Any materials remaining may be discarded at the discretion of CPRC staff.
26. All persons on Cayo Santiago are responsible for maintaining CPRC facilities in good condition. We appreciate your cooperation.
27. The bathroom on Cayo Santiago is located inside the laboratory. It is mandatory that all personal discharge is done in the bathroom, and NEVER out in the field. We kindly request that you do not flush the toilet paper; instead dispose all paper inside the bathroom trashcan. PLEASE review the instructions located inside the bathroom on how to properly work the water valve on the toilet tank.
28. All investigators and persons using the laboratory on Cayo Santiago and in Punta Santiago are responsible for maintaining these facilities in accordance with USDA guidelines. Latex gloves, masks, gauzes and other laboratory supplies should be properly disposed only in biohazard containers provided by CPRC. Blades, needles and glass should be disposed in biohazard sharp containers. For guidelines on use of the laboratory facilities, please contact the Occupational Health Coordinator or the Colony Manager.
29. Be aware that our Secretary has working responsibilities that include going to Sabana Seca or the Medical Science Campus, making her unavailable during certain hours or days of the week. If you are expecting a package at the office be sure to ask her if she will be there to receive it, otherwise it is your responsibility to make the necessary adjustments to your schedule so you may receive the package.
30. Laundry access is not covered in the bench fees, it is a privilege offered to our investigators. Please do not leave clothing unattended. Inadequate use of our facilities terminates any privileges previously conferred. The laundry area for researchers is located besides the ice machine and -80 freezer in the Punta Santiago shop.
31. Please do not bring stray dogs and cats or your pets into the Punta Santiago office.

32. You are not allowed with your field shoes inside the office. Please bring additional shoes or change prior entering the office in Punta Santiago.
33. Use of our office space and computers at Punta Santiago will be from 6:00 am until 9:00 pm. The security system in the shop and office activates at 9:30 pm, thus you must leave at least 10 minutes prior to its activation.
34. The CPRC is not responsible for any information you save in our computers. Please don't store personal information or data on them. Make multiple copies and keep any valuable information in your personal laptops, pen drives, CD's or external hard drives. Remember these computers are public and everybody using our facility has access to them. Computers are available to investigators on a time available basis. Investigators and research assistants are expected to negotiate and schedule computer use amongst each other. The computers will be periodically checked and any non-current information will be deleted. In addition, please don't tamper or attempt to adjust the system, we have a computer technician on staff, thus, any problems with the computers should be informed to our secretary so she can address the issue with the technician. Accessing pornographic sites or downloading any material is prohibited and will terminate indefinitely any access to the CPRC computers. Researchers may ask for the wireless internet password to the Secretary, Colony Manager or Associate Director and our staff will gladly enter it on your device. For security reasons this password will not be shared.
35. Keys for office and shop facilities are distributed to Principal Investigators and their research assistants. There is a \$25 deposit for each set of keys distributed, refunded on completion of study and the return of keys. In the case of keys being lost or stolen, please contact the secretary immediately and note: your deposit will not be returned.
36. Everybody is responsible for maintaining the safety of office facilities. Please remember to lock all doors and gates behind you when leaving the office, shop or laboratory areas. For safety reasons, make sure the door is locked from the inside while using office facilities during non business hours. The last person to leave the office should turn off lights, air conditioner and photocopy machine.
37. The use of Cayo Santiago files is restricted to the office facilities in Punta Santiago. None of these documents or any CPRC data are to be removed from the office under any circumstances.
38. Use of fax machine, photocopier and scanner are available only for research purposes. Please notify the Secretary if paper, print cartridges or other resources are low.
39. Suggestions requests or complaints about aspects of the operation or management policy are to be directed **strictly** to the Associate Director, please do not address any issues with the census department staff or the captains or maintenance employees.
40. Mail is picked up from the post office Monday through Friday and left on the main table in the office. Individuals are responsible for collecting their mail from this area. Please coordinate with the postal office in order to forward all your mail upon your departure from Puerto Rico. All mail sent to investigators through the US Postal Service should be addressed as: Name c/o Cayo Santiago Caribbean Primate Research Center P.O. Box 906 Punta Santiago, PR 00741.

41. NIH SUPPORT: Cayo Santiago is supported by the University of Puerto Rico and the Office of Research Infrastructure Programs (ORIP). As such, we must abide the following guidelines established by ORIP:

For each publication that results from grant support provided by the National Institutes of Health (NIH), grantees must include an acknowledgment of support and a disclaimer stating the following: "The Cayo Santiago population is currently supported by the Office of Research Infrastructure Programs (ORIP) of the National Institutes of Health, grant number 2P40 OD012217. The content of the publication is solely the responsibility of the authors and does not necessarily represent the official views of the ORIP."

The CPRC-RCM-UPR appreciates your cooperation and compliance with these above regulations. If you have further questions, please, do not hesitate to contact the administration.

I _____ have read thoroughly and understood the items above, regarding the rules of usage of the CPRC facilities at Punta Santiago and Cayo Santiago, and agree to abide with them during the time I will be conducting research or serving as an assistant at the facilities.

Print Name

Signature

Date