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Rules of Behavior  
Division of Global Migration Health  
System for **Animal Facility Electronic Tracking of**  
**Quarantine (SAFE TraQ)**

Revised  
1/08/2024

Public reporting burden of this collection of information is estimated to average 5 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. An agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a currently valid OMB Control Number. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to CDC/ATSDR Reports Clearance Officer, 1600 Clifton Road NE, MS D-74, Atlanta, Georgia 30333; ATTN: PRA 0920-1383

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**Rules of Behavior Agreement for Access to  
Centers for Disease Control and Prevention (CDC)  
Division of Global Migration Health (DGMH)  
System for Animal Facility Electronic Tracking of Quarantine (SAFE TraQ)**

## **I. Introduction**

The System for Animal Facility Electronic Tracking of Quarantine (SAFE TraQ) is a secure electronic system to record the animal importation activities carried out by the CDC-registered Animal Care Facility (ACF) on behalf of the CDC. The information contained on this electronic system includes personally identifiable information and other sensitive information that requires protection from unauthorized access, disclosure, or modification.

Persons authorized by CDC to have access to SAFE TraQ must comply with the user rules governing the use of this system, the CDC Non-Disclosure Agreement Policy, and all other applicable rules, regulations, and policies. Failure to comply with these rules, regulations, or policies may result in termination of user access and other sanctions, including revocation of a facility's registration to operate as an ACF.

## **II. User Rules**

- The CDC-registered Animal Care Facility (ACF) should only request access to SAFE TraQ for ACF employees or ACF veterinarians whose official duties include examination or treatment of imported animals, or management of their records. CDC reserves the right to limit the number of users and deny access to any unrelated person whose access is not for the purpose of official duties as described above.
- SAFE TraQ may not be used for any unauthorized purpose. SAFE TraQ may be accessed and used for official government purposes only.
- Users must not attempt to access any data or programs on SAFE TraQ for which they do not have authorization from CDC. ACF personnel will only be able to access and modify reports for their ACF.
- Users must not engage in, encourage, or conceal any “hacking” or “cracking,” unauthorized tampering, or unauthorized attempted use of (or deliberate disruption of) any SAFE TraQ web application or database.

- Users may not share any information obtained through SAFE TraQ with unauthorized persons.
- SAFE TraQ data must not be downloaded to any server, hard drive, or portable device unless authorized for an approved project/research as described below.
- Research or other projects using SAFE TraQ data must conform to requirements outlined in the Standard Operating Procedures for SAFE TraQ data use and all CDC policies and procedures for research/non-research, IACUC, and human subjects determinations.
- Users may not knowingly engage in any activity that:
  - Degrades the performance of the system.
  - Deprives an authorized user access to a resource.
  - Obtains or attempts to obtain extra resources beyond those allocated.
  - Circumvents security measures in order to gain access to any automated system for which proper authorization has not been granted.
- Users are also responsible for reporting security incidents and suspected fraud, waste, or misuse of SAFE TraQ to the CDC Point of Contact: Zoonoses Prevention and Import Regulations Team, [CDCimports@cdc.gov](mailto:CDCimports@cdc.gov)

**Security:**

Information in SAFE TraQ must be kept safe and confidential at all times.

System access:

- CDC will limit access to those whose official duties include animal care or uploading data to SAFE TraQ.
  - o CDC may require justification from ACF outlining why an individual needs access to SAFE TraQ.

As a reminder:

- When leaving a session unattended for a short period of time, lock the keyboard with a password-protected screen saver so that confidential information is not accessible to others.
- Use the automatic password/screen saver option feature offered by the operating system.

**III. SIGNATURE**

I acknowledge receipt of these rules. I understand my responsibilities and agree to comply with the user rules for the SAFE TraQ system.

\_\_\_\_\_  
Signature of User

See E-Signature  
\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

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Animal Care Facility

Please electronically sign and email the signed copy to SAFE TRaQ at [CDCAanimalimports@cdc.gov](mailto:CDCAanimalimports@cdc.gov) with a cc to your supervisor.

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