

LOYOLA HALL ANIMAL FACILITY PROCEDURES

Three Essential Rules:

- 1. The Outside door of the facility MUST REMAIN LOCKED at all times.**
- 2. You should never enter or open the door of any animal holding room other than the one/s containing your animals.**
- 3. Only PIs are allowed to bring “guests” into the facility. Designees who bring guests must have the PI accompany them.**

Other Regulations

1) Facility Usage:

Only animals being used in projects approved in writing by the Institutional Animal Care and Use Committee (IACUC) may be maintained in this facility. All maintenance and research/teaching operations, and the number of animals, must conform to the approved IACUC protocol for the project. All surgery must be performed in the Animal Surgery and Preparation Room (room 028). All students must be certified to work independently in the Animal Facility (<http://academic.uofs.edu/departments/ors/certfrm.pdf>) and all investigators must demonstrate competency in techniques (<http://academic.scranton.edu/departments/ors/iacutraincert.pdf>). Forms for animal care and use protocols, student training certificates, etc. can be found at <http://academic.scranton.edu/departments/ors/animal.htm>.

2) Labeling:

- a) Rooms** - Every room that contains animals MUST HAVE a completed, up-to-date door card that identifies the principal investigator (name, office, student workers, and phone numbers) the IACUC protocol number, the species/variety of animal, and general conditions of maintenance, feeding, photoperiod, and treatment(s). The door card should also indicate whether care and maintenance is being handled by the PI/student(s) or by the Animal Caretaker, Mr. Manning.
- b) Cages** - Every cage or container with animals MUST HAVE a complete, up-to-date cage card. The card should show, at a minimum, the IACUC Protocol #, the species/variety of animal(s), the sex(es) of the animal(s), and the name of the principal investigator and student(s) using the animal(s). In addition, the cage card must contain a record of any treatments that the animal has received involving the feeding or injection of foreign substances, with the date(s) and time(s) of treatment indicated.

3) Daily Log Book:

All animals must be observed daily by the PI (or designee) and some standard observations are to be recorded into a daily log book. Adherence to your moral obligation of daily care is essential. In order to standardize recording of necessary animal information, The IACUC has prepared a form for the daily logging of animal observations. These forms are to be kept in a loose-leaf binder in the animal room for each protocol. At the end of each month, you will need to send a copy of the log page to the Office of Research Services for your protocol file. Use of this form is mandatory.

4) Maintenance:

If maintenance is being done by the individual PI or a student, both water and food must be checked daily and provided so as to maintain the animal's free access at all times. Animals should never be allowed to “dry-out” over weekends or school breaks. Food must be dated and stored in a container with a closed lid at all times. Food is stored not in the same room with the animals, instead in a room designated for storage only. Bedding must be removed and replaced with fresh material twice per week. Soiled bedding can be disposed of in a plastic garbage bag, which should then be sealed and removed to the outside dumpster the same day (see part 5 below). All sharps and glass are placed in their respective disposal or storage site. There should be no mess and it is the PI's responsibility to ensure that the facilities are maintained in the cleanest possible manner. The floor should be swept after bedding changes. Dirty cages must be washed in the cage washer. Leave empty cages and tops stacked neatly under the drain board of the sink in the cage-washing room. The Animal Caretaker will wash dirty cages except at times when he is absent for prolonged periods, in which event, you will be notified. During the animal caretaker's absence, the PI will be responsible for all aspects of animal care and maintenance, including cage washing.

5) Dead Animals :

Any dead animals or animal tissues must be placed in double 3 mil plastic bags tied securely and labeled as to their contents. Labeled bags containing dead animals should be placed immediately in the large chest-freezer located in the animal facility (in alcove at north end of basement hallway). The freezer is locked - Mr. Manning, Biology & Chemistry Stockrooms, and Loyola Hall Maintenance Supervisor all have keys. ***Incident reports** are to be filed with your PI and the Facility Director immediately after an incident. Incidents include unexpected death of animals, injury to an investigator by an animal (bite, scratch, etc.), or unusual events in the facility.*

IMPORTANT: Any animals that die from unknown causes or as a result of the experimental treatment with a foreign chemical are defined as INFECTIOUS WASTE. The animal and all of its bedding must be discarded in double plastic bags, labeled as to the contents AND the cause of death, and placed in the freezer. If dead animals of another principal investigator (PI) are discovered, contact that PI, Mr. Manning or Dr. Kwiecinski immediately.

6) **Temperature and Relative Humidity:**

Three separate temperature/relative humidity (T/RH) regimes are maintained in the facility. The Animal Surgery and Preparation Room (028) has its own regime with controls to the right of the door as you enter. The three small holding rooms on the right side (029, 030, 031) and the large end room (033) are all on one T/RH regime with controls located in room 029. The three small holding rooms on the left (034, 035, 036) are on one T/RH regime with controls located in room 036. T/RH regimes are maintained at levels to accommodate current investigators. **DO NOT** change any temperature or relative humidity settings without first consulting the other PIs or the Animal Facility Director.

7) **Light-Dark Cycles :**

Each animal holding room is set on a photoperiod required by a current investigator. If you need to adjust the photoperiod in your room, instructions are posted above the light control in each room. Check with the Animal Facility Director if you need further instructions. **NEVER** change the photoperiod in someone else's room.

8) **Safety and Chemical Hygiene:** See <http://academic.scranton.edu/departments/ors/SafetyPresentation.ppt> for summary.

Proper attire is required at all times. No sandals, shorts, etc. (minimum amounts of exposed skin is best). Lab coats and other appropriate protective clothing and apparel as necessary should be worn. Gloves should be worn, removed and disposed of before leaving the facility. Lab coats should be "facility-dedicated" and not worn outside the facility. The University of Scranton Policy on Chemical Hazard Communication must be followed at all times. A copy of this policy is on file in the animal facility in the Yellow Binder with information on hazardous materials (MSDS sheets). All users must be familiar with The University of Scranton Chemical Hygiene Plan and copies for reference can be found in the Biology and Chemistry Stockrooms and in the office of the Assistant Director of Environmental Health, Diana Trygar, Parking & Public Safety Pavilion. Three important components of the Chemical Hygiene Plan with respect to the animal facilities are:

- a) Any chemicals brought into the animal facility must have an updated MSDS sheet on file in the animal facility before that chemical is brought into the facility.
- b) Chemicals (including solvents and anesthetics) or radioisotopes are **not** to be stored in the animal facility without the written permission of the IACUC and the Facility Director.
- c) All secondary containers of hazardous materials must have legible labels that include the name of the chemical, the hazard rating, and appropriate precautions.

Any **accident** must be reported immediately to Safety (X7888) and an accident report filed with the PI and Facility Director.

9) **Facility Security:**

The hallway door to the Animal Facility (026) must remain closed and locked at all times. Current investigators who are maintaining animals in the facility will have a key. Interior rooms will not be locked, but doors of animal holding rooms should be kept closed to maintain T/RH regimes.

10) **Reporting:**

- a) **Accidents** – Any **accident** must be reported immediately to Safety (X7888) and an accident report filed with the PI and Facility Director.
- b) **Incidents** – **Incident reports** are to be filed with your PI and the Facility Director immediately after an incident. Incidents include unexpected death of animals, injury to an investigator by an animal (bite, scratch, etc.), or unusual events in the facility. **Injured Animals** must be quarantined and a record maintained to demonstrate their return to good health before being placed back into a research project (<http://academic.scranton.edu/departments/ors/iacucquaranimalrec.pdf>).

11) **Infringements:**

Any infringement of these regulations may result in a citation by the Animal Facility Director or any member of the IACUC. Any citation issued to a single investigator could result in an investigation by the IACUC with possible suspension of animal-use privileges.

12) **Further Information and Details:**

Anyone needing more information should consult the P.H.S. **"Guide"** currently located in the Animal Facility or contact the Facility Director.