

SOP #: 201.02Title: SOP - FIU Animal Care Facility – Standard Operating Procedures

Approvals:

Attending Veterinarian

Date:

07/08/20191. Purpose

1.1 The intent of this standard operating procedure (SOP) is to describe policies and guidelines which have been approved by Florida International University Institutional Animal care and Use Committee (IACUC)

2. Responsibility

2.1 All Animal care Facility (ACF) personnel must read and understand the entire SOP's for animal care.

2.2 It is highly recommended that Principal Investigators (PI) and their laboratory staff familiarize themselves with all standard operating procedures that are in use in the Animal Care Facility, such as methods and frequency of cage changes, sanitation procedures, animal handling, husbandry procedures, etc.

2.3 Investigators may request copies of specific SOP's from the manager of the ACF. They also can write SOPs for the care of specific research animals that they are using in research, but they must be approved by the Attending Veterinarian (AV) and the manager of the ACF before they can be implemented.

3. Definitions

3.1 ACF - Animal Care Facility

3.2 PI – Principal Investigators

4. Guidelines

4.1 Entrance and Security

- 4.1.1 Access to ACF is restricted. Only authorized personnel are allowed into the facility. Visitors must have prior approval from ACF and be accompanied by the Principal Investigator or by ACF staff.
- 4.1.2 Keys/access cards can only be obtained through the Key Control Office. In order to receive a key or security access card for the main entrance and specific animal quarters, the individual must undergo an ACF orientation provided by the manager of ACF. After the training has been completed, the key request form must be filled and signed by the manager of ACF and the department chairman.
- 4.1.3 When a person previously approved for access is no longer employed by the department or the access to the ACF is deemed no longer necessary, ACF manager should be notified and the access to the facility removed by the Key Control Office.
- 4.1.4 If keys or cards are lost, missing or stolen, ACF manager should be informed immediately, so measures can be taken to protect the facility and animals.
- 4.1.5 Entrance to the facility is only allowed through the front double doors, with the exception of deliveries. Personnel entering the facility must wear appropriate PPE equipment as outlined in the SOP 202 current version.
- 4.1.6 PI and their laboratory staff are not allowed to enter rooms housing animals belonging to another investigator, unless previously approved.

4.2 Eating/Smoking

- 4.2.1 No food or drinks are allowed anywhere in the Animal Care Facility
- 4.2.2 Smoking is prohibited.

4.3 Radios in the Animal Care Facility

- 4.3.1 Radios are not allowed in the animal quarters, surgery or procedure rooms.

4.4 Clothing

- 4.4.1 A gowning/de-gowning area is provided and is equipped with clean garments.
- 4.4.2 Upon entrance thru the double doors, proceed to the gowning area on your right-hand side, close door/curtain for privacy.
- 4.4.3 If gowning into scrubs, remove street clothing and place in bags provided.
- 4.4.4 Take a set of clean scrubs of the appropriate size and wear it.

- 4.4.5 Take a pair of shoe covers and wear over your shoes, in addition put on a bouffant cap to cover hair.
- 4.4.6 Place the bag with your street clothes in the designated area.
- 4.4.7 Proceed to enter the Animal Care facility
- 4.4.8 If not required to remove street clothing, then wear coverall and shoe covers or lab coat and shoe covers before entering facility.
- 4.4.9 If contact with the animals is necessary wear gloves, mask and head covers.
- 4.4.10 Protective garments should not be worn outside of the animal facility.
- 4.4.11 Movement through the facility is uni-directional. No one is allowed to go back and forth between clean and dirty areas. If you go to the dirty area, you must gown again with clean garments to re-enter clean area of ACF.

4.5 Supplies

- 4.5.1 ACF provides laundered protective clothing, disposable shoe covers, head covers, masks, gloves, cleaning and disinfectant agents and paper towels for use in the animal facility. Animal diet, water, bedding and housing equipment are provided for animals under the care of ACF personnel. (The cost of these items will be factored into per diem cost).
- 4.5.2 At no time are investigators and their laboratory staff allowed to take containers of food or bedding from the facility, unless it has been cleared with management.
- 4.5.3 Investigators and their assistants, while in the animal facility, may use the carts available following appropriate procedure of disinfection. The equipment cannot be removed from the facility.
- 4.5.4 The Laboratory Animal Research Department could provide PI's upon request drugs, reagents, blood collection, diagnostic and necropsy services, microbiological supplies and surgical and anesthesia equipment as well as training to use it and assistance with procedures, anesthesia and surgeries. A request must be made in advance with the Director/Attending Veterinarian. These services might require an additional fee.
- 4.5.5 ACF does not provide cages, bedding, food, and water bottles to pets or private animals outside of the facility.

4.6 Experimental Procedures

- 4.6.1 Painful or stressful procedures (including euthanasia) may not be conducted in animal quarters due to their stressful nature on other animals in the room.

4.6.2 To assist researches, a procedure room/area is available in the facility and animals may be taken to this area or to research laboratories under the Removal Guidelines. Procedure room/area must be reserved in advance. A ROOM RESERVATION SHEET for this purpose is located on the door of the room.

4.6.3 Procedures may be conducted in the laminar flow hood, as long as the hood is turned on and functioning properly. Make sure to disinfect all surfaces before and after use.

4.7 Removal of Animals from ACF

4.7.1 Animals may be moved to laboratory room outside ACF; under the following guidelines:

4.7.1.1 Animals cannot remain outside ACF for longer than 23 hours.

4.7.1.2 Animals must be transported in micro isolator filter top cages or in pre-approved transportation carriers.

4.7.1.3 SPF and animals housed under "barrier conditions" are not allowed to re-enter their room of origin and can only be housed with conventional or microfilter tops colonies.

4.8 Fire and Fire Alarms Drills

4.8.1 In the event of a fire or fire alarm, all personnel inside the ACF must evacuate the building. Do not use elevators.

4.8.2 If you are involved in a laboratory or husbandry procedure, stop the procedure, replace animal to its cage and exit as soon as possible via the nearest exit. As you leave, close all doors behind you.

4.8.3 When allowed to re-enter the building, proceed into the Animal Care Facility, following required protocols for entry to the ACF.

4.9 Hurricane Preparedness

4.9.1 When a hurricane warning is given, all possible precautions will be taken to ascertain the safety of research animals.

4.9.2 During hurricane season, as preventive measure in case of a major hurricane, ACF personnel will keep extra bedding, food and sterile water to maintain animals for at least two weeks.

4.9.3 In the event a major hurricane affects the area and if conditions safely allow it, arrangements will be made for ACF personnel to check on animals and perform

minimum maintenance; however, depending on circumstances, husbandry schedule might be interrupted.

- 4.9.4 Detailed information about the ACF contingency plan can be found on the SOP “Hazardous Weather Preparations”.

5. References

5.1 July 2019 – Rev 02 – Document update