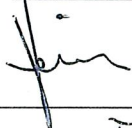



SOP #: 206.01

Title: **SOP -** Animal Care Facility Access

Approvals:

Attending Veterinarian	<u></u>	Date: <u>6/16/14</u>
Coordinator LAR	<u></u>	Date: <u>6/16/14</u>

1. Purpose

1.1 Any individual seeking access to the animal care facility must have a justifiable reason. They must meet at least one of the following descriptions to have total access into the facility:

- 1.1.1 A principal investigator, co-investigator, research assistant or student listed on an IACUC-approved protocol
- 1.1.2 A member of the IACUC or ACF staff
- 1.1.3 Institutional Official (IO)
- 1.1.4 Designated emergency personnel
- 1.1.5 Federal, state, or local inspecting agencies

2. Responsibility

2.1 ACF Personnel

3. Definitions

3.1 ACF - Animal Care Facility

3.2 IACUC: Institutional Animal Care and Use Committee

4. Guidelines

- 4.1 New faculty must have an approved IACUC protocol to obtain access to the facility. Students must be listed on a faculty-sponsored IACUC protocol under the "Administrative" section. If they are not, the student must be added to the protocol via an Amendment. The Amendment must be signed and submitted by the faculty Principal Investigator.
- 4.2 Faculty and students seeking access to the Animal Facility must complete the Risk Assessment Form for Hazardous Agents and Animal Contact. This form is to be completed by the Principal Investigator (P.I.) or supervisor along with the employee/participant for the purpose of conducting occupational health risk assessment for the participant's assignment. This form is used in conjunction with the medical history to make an accurate assessment of the participant's ability to safely work in areas with hazardous agents or physical hazards. FIU EH&S will evaluate the information on this form and recommend appropriate protective measures or medical evaluation. IACUC mandated training will also need to be completed at this time.
- 4.3 Once an individual is listed on an IACUC-approved protocol (or has been added via an amendment) the need to meet with the Director of the Office of Laboratory Animal Research for an orientation training.

4.4 Rules and Terms of Access

- 4.4.1 Individuals with access to the Facility must adhere to all standard operating procedures posted online (<http://research.fiu.edu/facilities/acf/>).
- 4.4.2 Do not allow entry of other individuals into the Facility that does not have authorized access. Access is restricted to ensure the safety of the animals and people working in the Facility. Those who fail to adhere to the restrictions will have their access terminated immediately, and their faculty sponsor and IACUC will also be notified.
- 4.4.3 Food and beverages are not allowed for storage or consumption anywhere in the Facility except in the designated lounge area located near the vet tech office in AHC4-V facility.
- 4.4.4 No personal bags are allowed inside the ACF past the point of the gowning room.
- 4.4.5 Before exiting the locker and entering the animal facility, you must wear the basic Personal Protective Equipment (PPE): Yellow isolation gown, hair bonnet, shoe covers and gloves. Face masks are optional and are available at the gowning station.

4.4.6 Visitors are only allowed under special circumstances and must adhere to the following procedures:

4.4.6.1 The faculty sponsor must approve of the visit and be present during the visit.

4.4.6.2 The visit must be for a justifiable reason.

4.4.6.3 The visit must take place during normal business hours, between 8:00 am - 5:00 pm.

4.4.6.4 The visitor must complete an awareness package prior to the site visit.

4.5 Working inside the Animal Rooms

4.5.1 You are only authorized to enter the room where the animals of your protocol are housed. Access will not be granted to other animal holding rooms. Do not prop open any doors in the Facility.

4.5.2 When you enter the animal room, prior to commencing your work with the animals, the Animal Procedure Station must be turned "ON" for 5 minutes. It's important to spray and wipe down the hood surface with an approved disinfectant provided by the facility before and after using the procedure station.

4.5.3 Cages must only be opened inside the animal procedure stations, working on the transport cart is not permitted.

4.5.4 When you are working in the station you should only handle one cage at a time, unless you are breeding or separating animals. This will ensure that there isn't any mix-up of animals between cages.

4.5.5 Animal cages must be covered with the filter or wire top at all times to avoid animals from getting out of the cage.

4.5.6 Between handling different cages, spray your gloves with disinfectant. If you suspect an animal is sick, change your gloves after working with that cage.

4.6 Supplies

4.6.1 Clean supplies (cages, tops and water bottles or Hydropacks) are available at all times. They are located in the room or on main hallway corridors in the bulk carts. Please note we have two different types of racks (labProducts and Alternative Design). In addition, the card holders are different as well.

4.6.2 Dirty cages must be placed on the dirty side of the cage washer after you finish working in the animal room. You cannot return to your room after entering the dirty side washer. Never leave the dirty cages inside the animal rooms, necropsy room or in the hallways.

- 4.6.3 Rodents may be removed from the facility but only in TRANSFER BOXES. The facility cages cannot leave the facility. Transfer boxes can be found located in the room or on a bulk cart in the main hallway. Transport of animals into and out of the animal facility is regulated by the limits specified in your IACUC protocol.

4.7 Euthanasia

- 4.7.1 The euthanasia station is located near the rear exit of the facility in OE-II or in the Necropsy Room in AHC4-V facility. It's imperative that you follow the euthanasia guidelines below (A copy of the guidelines can be found posted by the euthanasia station):
 - 4.7.1.1.1 As possible, animals should be euthanized in their own cage.
 - 4.7.1.1.2 The gas flow should be kept at 0.5 liters/minute displacement rate.
 - 4.7.1.1.3 Please note that newborn mice are resistant to hypoxia and take longer to die. Once their color changes from pink to bluish/purple use the surgical scissor for decapitation.
 - 4.7.1.1.4 The deceased animals can be placed in plastic bags and left inside the freezer.

4.8 Cage Census

- 4.8.1 In the situation of transferring animals between cages or weaning animals, you will be required to use a temporary card. ACF uses the temporary card to generate the barcoded card.
- 4.8.2 In the situation that cages are combined or are terminated, please place the barcoded cage card to the designated box at the exit of the facility.
- 4.8.3 One of the tasks that the ACF staff conduct regularly (usually on Wednesday) is a cage census. This time consuming task involves scanning the barcodes of all the cage cards in a room to find terminated and moved cages. Any cages that are not scanned within 14 days are automatically terminated. However the PI will be charged for all the terminated cages for the 2 week period in the situation the cage cards are not returned to be taken out of the system.

5. Emergency Contact

- 5.1 For animal health emergencies, a phone contact list is located on the hallway close to the phone.
- 5.2 MSDS information is kept outside the lounge area. Electronic copies are placed on the OLAR website.



Animal Care Facility Form

TITLE: Animal Care Facility Access

Document No.: 928.01.frm

Effective Date: 6/16/2014

I have read the SOP 206.01- Animal Care Facility Access and I agree to follow the rules. I acknowledge that these rules are necessary to prevent accidents and to ensure my own safety, the safety of the animals and the safety of others around me. Failure to follow these access rules may result in losing animal facility access, as well as other disciplinary actions.

Signature

Print Name

Date

Contact Number

Reviewed By: _____ Date: _____