

## **SECTION I**

### **GENERAL INSTRUCTIONS AND FORMS FOR ORDERING ANIMALS AT THE UNIVERSITY OF LOUISIANA AT MONROE**

The use of research animals at ULM is strictly regulated based on guidelines outlined in [The Guide for the Care and Use of Laboratory Animals](#) (hereafter referred to as the *Guide*) published by the National Research Council. If an individual investigator desires to use animals in a research project, three acquisition steps are involved:

1. **Approval:** The research protocol must be submitted to the Institutional Animal Care and Use Committee (IACUC) for approval.
2. **Ordering:** If the protocol is approved by the IACUC, investigators may order animals.
3. **Housing:** upon arrival, animal facility personnel or investigators (depending on the location of the animal facility) are responsible for animal housing and maintenance.

Specific steps for the animal request approval, ordering and animal housing/husbandry are outlined below.

#### **ANIMAL APPROVAL**

1. The principal Investigator (PI) should obtain an Animal Welfare Assurance Form (Form 1) from their Department/Division Office or the Office of Graduate Studies and Research.
2. The PI must complete the entire document and obtain the appropriate signatures. If the PI has questions regarding the assurance form, he should contact the IACUC or the Office of Graduate Studies and Research.
3. The Animal Welfare Assurance Form will be reviewed by the IACUC at its earliest meeting date. If the PI has previously received approval for a similar protocol, the proposal may receive expedite review by the Director of Graduate Studies and Research (The Institutional Animal Welfare Assurance Officer) and the IACUC chair, without calling a meeting of the IACUC. All investigators will be notified in writing by the IACUC chair regarding the status of their application.

## **ANIMAL ORDERING**

1. Once IACUC approval has been granted, an investigator may order (Form 2) the appropriate species and number of animals. If the PI is located at a facility other than the School of Pharmacy Vivarium (Central Institutional Facility), he may obtain animals by initiating a Purchase Requisition. It should be noted and emphasized that institutional policy does not allow animals to be ordered without prior IACUC approval.
2. If animals cannot be provided in-house, they will be ordered from an outside vendor. The signature of the Vivarium Manager is required on Purchase Requisitions for research animals.

## **ANIMAL HOUSING AND HUSBANDRY**

1. Animals will be received by appropriate members of the Vivarium staff, and immediately transferred to the appropriate housing venue. Each animal species will be housed in a separate room.
2. Each animal or group of animals will be identified with appropriate ID cards supplied by the facility. Information to be included on the ID card includes names of the PI, IACUC approval number, species and sex of the animal, as well as PI phone number and office location. Additional protocol information suggested by the IACUC may also be included on the ID card.
3. Animals should have daily access to clean food and water unless the experimental design requires otherwise.
4. Animals should be observed daily for signs of illness by a person trained to recognize such signs. All illness should be reported to the Vivarium staff by 10:00 AM daily. Emergencies should be reported immediately to responsible Vivarium staff member and PI.
5. To facilitate animal disease control and for security precautions, all animal room doors should be kept closed.
6. The names and phone numbers of responsible Vivarium personnel are posted in a central location in the facility, so that they may be contacted in case of emergency.
7. Euthanasia of animals should be performed only by properly trained persons in accord with the recommendations of the American Veterinary Medical Association Panel on Euthanasia.

## **ANIMAL HOUSING AND HUSBANDRY (cont.)**

8. Animals will not be moved from one room to another without the permission of the Vivarium Director or Manager.
9. If an animal bite occurs, the PI must notify the Vivarium Manager. They are required to complete an Animal Bite Form (Form 3) and an Employer's Report of Occupational Injury or Disease (Form 4).

Animals must be humanely cared for at all times. General rules for the humane care and use of animals include:

1. Research and animal care must be supervised by a qualified person.
2. Care and use of animals must conform with the standards in the *Guide*.
3. Careful consideration must be given to the physical comfort and welfare of the animals and safety of the animal care staff.
4. Anesthesia, analgesia, and tranquilization must be in accord with the *Guide*.
5. Post experimentation care shall minimize pain and discomfort.
6. Animals that cannot live with long-term pain or discomfort must be humanely euthanized at the conclusion of the experiment.
7. Animals must be humanely treated while being transported.