

## **Receiving and Maintaining Animals in the COP Vivarium**

The following are necessary procedures to receive and/or maintain animals in the pharmacy animal facility. All procedures are made a part of the protocol instituted by the management with regulations based on the requirements and guidelines of federal, state and local authorities.

1. The principal investigator (PI) must submit a research protocol to the Institutional Animal Care and Use Committee (IACUC). Assuming the protocol is approved by the IACUC, the investigator may order animals. (See the IACUC Chair (Dr. Benny Blaylock), Office of Graduate Studies and Research, or a member of the IACUC for forms and procedures.
2. Form SP-9 must be filled out by the PI and signed by the Division Head. This form must be submitted a minimum of thirty days prior to the animals arriving at, or received from the Vivarium. All forms are submitted to the Vivarium Manager and may be obtained from Sugar Hall 408 or Sugar Hall 356. (Form SP-9, Animal Order Form).
3. When the animals arrive at, or are secured from the Vivarium, they will be appropriately housed by a member of the Vivarium staff. The management determines the venue by the species, health of the animal, available housing, etc.
4. All animals housed in the community cages will be the responsibility of the Vivarium. As soon as the animals are removed from these cages, they become the responsibility of the PI. All animals must be identified with ID cards supplied by the Vivarium. These cards will include the names of the PI, IACUC approval number, species, number and sex in each cage, office phone number of the PI and any other pertinent information (e.g. diet restriction).
5. Animals must be observed daily by the Vivarium staff or the PI. They should have access to clean bedding, food, water, necessary veterinary care, etc. Any abnormalities must be considered an illness and reported to the Vivarium Manager and PI.
6. For numerous reasons, all animals must be secured at all times. Any animal that escapes will be considered "contaminated" and will be euthanized if it cannot be identified immediately by the PI. The overall health of the colony must be considered and dealt with by qualified personnel.
7. All animals must be humanely cared for, and any special needs by a particular species must be supplied according to the needs of that species. A qualified person will make that determination based on the available housing, environmental requirements, etc.
8. Euthanasia will be performed and/or supervised by qualified personnel. The euthanasia chamber will be supplied by the Vivarium. Any questions regarding this matter should be directed to the Vivarium Manager.
9. Available resources are severely limited. So, all rooms, animals, etc., are assigned by the manager accordingly.
10. All animal orders through outside vendors will be approved and handled by the Vivarium Manager. Animals will not be ordered unless such approval is granted

## **Independent Housing of Experimental Research Animals Protocol 1B**

The following procedures are part of a series of protocols developed by the Vivarium Management and Institutional Animal Care and Use Committee (IACUC), based on guidelines set forth in the ***Guide for the Care and Use of Laboratory Animals***. Specifically, these procedures relate to the receiving and housing of experimental research animals in independent caging units.

1. Form SP-9 must be filled out by the Principle Investigator (PI) or requesting agent prior to receipt of any animals. This form may be obtained from the Vivarium Manager's Office (Sugar Hall 408) or Sugar Hall 356. This form is also available online. Form SP-9 must be filled out completely, signed by the Department/Division Head, and submitted to the Vivarium Manager no less than 30 days in advance of the desired acquisition date. (Form SP-9, Animal Order Form)

2. When animals are available, they will be assigned to the investigator in community cages. If permission is granted to the investigator by the Vivarium Manager, animals may be transferred from community cages to independent housing units. Upon transfer of animals into independent cages, they become the responsibility of the investigator.

3. Housing availability is assigned by the Vivarium Manager based on space available, animal species, gender, animal weight range, and available equipment.

4. The investigator is required to identify each individual cage with the following information. Identification cards are available through the facility office.

- a. Name and phone number of Investigator (including Major Advisor)
- b. Name of person responsible for care
- c. Species of animal
- d. Gender of animal
- e. Weight of animal
- f. Experimental treatment (e.g. Diet Restriction)

5. All animals are to be observed daily by the investigator. All animals must have access to clean bedding, food and water. Any abnormalities should be considered an illness, and the Vivarium Manager immediately notified.

6. Bedding/paper are to be changed on Monday, Wednesday and Friday by 2:00 p.m. The entire caging unit should be cleaned (facility personnel) every 12-15 days, depending on the state of cleanliness (See procedure #9). Investigator will be provided with another caging unit for the animal housing during the cage "change out" process.

7. Animals must be secured at all times. Any escaped animal will be considered contaminated and euthanized if it cannot be immediately identified by the investigator.

8. All trash must be placed in double-lined plastic bags, the top tied securely and immediately placed in the hallway for disposal by Vivarium personnel. All supplies necessary will be furnished by the facility.
9. When the investigator is finished with racks/cages or prior to cage cleaning, the investigator is required to remove anything that was placed on the rack/cage by the investigator (identification cards, food, water bottles, litter, papers, etc.) and bring the equipment to the washroom (Room 406). Equipment will be cleaned and stored for future use by the facility personnel.
10. Euthanasia will be performed and/or supervised by qualified personnel only. Euthanasia chamber is located in Room 406 (washroom). Questions regarding its use should be directed to the Vivarium Manager.
11. All animal orders from outside vendors must be approved by the Vivarium Manager prior to ordering. Any animals arriving without such approval will be returned to the vendor.
12. Violation of the procedures outlined in this protocol will initially result in verbal warning (recorded), followed upon a second violation with written warning to the PI. If a third violation occurs, loss of access to the Vivarium and/or confiscation of animals may result.

The University of Louisiana at Monroe  
College of Pharmacy Vivarium

**ANIMAL ORDER FORM**

1. Investigator utilizing animals: \_\_\_\_\_  
Name

\_\_\_\_\_  
Laboratory Rm. No. Telephone #

2. Faculty/Staff initiating this request (if different from above):

\_\_\_\_\_  
Name Office # Telephone #

\_\_\_\_\_  
Signature Date

3. Purpose: (check one)

Research (specify project and/or account #) \_\_\_\_\_

Instruction (specify course # and section) \_\_\_\_\_

Other \_\_\_\_\_

Quantity	Description		Vivarium Order Number*
	Species/Strain	Sex/Weight range	

\*Vivarium Use only – Make no entry

DATE NEEDED: \_\_\_\_\_

**IMPORTANT – All orders must be turned in 30 days in advance of the date needed**

Approximate numbers of days animals will be maintained in this experiment: \_\_\_\_\_

**APPROVED BY:**

\_\_\_\_\_  
DEPARTMENT HEAD DATE

\_\_\_\_\_  
VIVARIUM DIRECTOR DATE

THE UNIVERSITY OF LOUISIANA AT MONROE  
OFFICE OF GRADUATE STUDIES AND RESEARCH  
ANIMAL WELFARE ASSURANCE FORM

Project Title: \_\_\_\_\_

Accession No.: \_\_\_\_\_

Project Director: \_\_\_\_\_ Termination Date: \_\_\_\_\_

Date of Disposal: \_\_\_\_\_

New Protocol       Previously IACUC Approved Protocol      Date: \_\_\_\_\_

Identify the species and approximate number of animals to be used.

\_\_\_\_\_

Give the rationale for involving animals, and for the appropriateness of the species and numbers to be used.

\_\_\_\_\_

Give a complete description of the proposed use of the animals.

\_\_\_\_\_

Describe any euthanasia method to be used.

\_\_\_\_\_

Previous work done on this project or related subjects.

\_\_\_\_\_

We the undersigned give our assurance that discomfort and injury to animals will be limited to that which is unavoidable in the conduct of scientifically valuable research, and that analgesic, anesthetic, and tranquilizing drugs will be used where indicated and appropriate to minimize discomfort and pain to animals.

Review and Approval	Signature	Date
Project Director	_____	_____
Department Head	_____	_____
Dean of College	_____	_____
Final Review and Approval		
Animal Welfare Assurance Officer	_____	_____