

## 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.