

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 online at COP Forms, Animal Order Form. Form SP-9 must be filled out completely, signed by the Department/Division Head, and submitted to the Assistant Vivarium Director 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 Assistant Vivarium Director, 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 Assistant Vivarium Director 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)
 - g. Number of animals
 - h. IACUC Approval Number
 - i. Type of study
 - j. Length of study
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 Assistant Vivarium Director 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. 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 Vivarium Room V102. Questions regarding its use should be directed to the Assistant Vivarium Director.
11. All animal orders from outside vendors must be approved by the Assistant Vivarium Director 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.