

LOYOLA SCIENCE CENTER ANIMAL FACILITY (LSC080) PROCEDURES

Emergency Contact Information:

Dr. ...**(570) 941-6387**
...**(570) 483-1930**
Dr. ...**-5439**
...**(570) 941-7888**

Three Essential Rules:

The outside door of the facility MUST remain locked at all times.

**You should never enter or open the door of any animal holding room other than the one(s) containing your animals.
o bring guests must have the PI accompany them.**

Other Regulations

1) LSC Animal Facility Usage:

Only animals being used in projects approved in writing by the Institutional Animal Care and Use Committee (IACUC) may be maintained in this facility. All maintenance and research/teaching operations, and the number of animals, must conform to the approved IACUC protocol for the project. All surgery must be performed in the Animal Surgery and Surgery Preparation Rooms (rooms 080O and 080R, respectively). All students must be certified to work independently in the Animal Facility (http://matrix.scranton.edu/academics/provost/research/documents/Training_Cert_Form_Student_RA.doc) and all investigators must demonstrate competency in techniques (). Forms for animal care and use protocols, student training certificates, etc. can be found at <http://matrix.scranton.edu/academics/provost/research/sub%20pages/IACUC.shtml>.

2) Labeling:

- a) **Rooms** - Every room that contains animals MUST HAVE a completed, up-to-date door card that identifies the principal investigator (name, office, student workers, and phone numbers) the IACUC protocol number, the species/variety of animal, and general conditions of maintenance, feeding, photoperiod (indicate time on and time off, *e.g.*, 0800 hour on/2000 hour off), and treatment(s). The door card should also indicate whether care and maintenance is being handled by the PI/student(s) or by the Animal Facilities Manager, Dr. Vince Marshall.
- b) **Cages** - Every cage or container with animals MUST HAVE a complete, up-to-date cage card. The card should show, at a minimum, the IACUC Protocol #, the species/variety of animal(s), the sex(es) of the animal(s), and the name of the principal investigator and student(s) using the animal(s). In addition, the cage card must contain a record of any treatments that the animal has received involving the feeding or injection of foreign substances, with the date(s) and time(s) of treatment indicated.

3) Daily Log Book:

All animals must be observed daily by the PI (or designee) and some standard observations are to be recorded into a daily log book. Adherence to your moral obligation of daily care is essential. In order to standardize recording of necessary animal information, The IACUC has prepared a form for the daily logging of animal observations. These forms are to be kept in a loose-leaf binder in the animal room for each protocol. At the end of each month, you will need to send a copy of the log page to the Office of Research and Sponsored Programs (ORSP) for your protocol file. Use of this form is mandatory. This log book is to be maintained even though the user has his/her own lab notebook.

4) Special Considerations for Genetically Modified Animals

The investigator should consider any adverse clinical effects that might result from the genetic manipulation, understanding that adverse effects cannot always be anticipated. Close surveillance of genetically altered animals is critical. When the strain is developed at the University of Scranton, this surveillance should include necropsy of some representative animals. The development of genetically modified animals requires consultation with, and approval by, the University's Institutional Biosafety Committee (IBC). The Chair of the IBC is Dr. Kathleen Dwyer, who can be reached at (570) 941-6386. The results of surveillance should be shared among the investigators, animal care personnel, and the IACUC. It is the investigator's responsibility to monitor these animals and communicate with the veterinary staff and the IACUC. Appropriate containment of these animals must be assured to avoid unintended sexual contact with other animals or possible transfer of either altered genetic material or viral vectors to human personnel or other animals.

5) Animal Restraint

Restraint devices should be suitable in size, design, and operation to minimize discomfort, pain, distress, and the potential for injury to the animal and the research staff. Animals that do not adapt to necessary restraint systems should be removed from the study. When

