

What To Do If You Are Injured in FLSC

1. Notify your supervisor and the Occupational Health Coordinator, Director or Associate Director of the FLSC (1-6085). This includes bite wounds and needlesticks.
2. Minor injuries can be treated at the University Health Services Outpatient Clinic (1-7497) for students. Staff and Faculty must report to the Wellness Center at 100 Wellness Center at the corner of Bulla and Wilson (634-9355)
3. Significant injuries or health-related issues can be treated at the St. Joseph Medical Center Emergency Room, 5215 Holy Cross Parkway, Mishawaka (335-5000).
4. If you are inadvertently exposed to hazardous chemicals, biological agents, or radioisotopes, call the Risk Management and Safety Office (1-5037) for advisement.

First Aid Kits are located in rooms 419, 514 and 518.

Eyewash Stations are located in FLSC in rooms:

401, 402, 403, 404, 405, 411, 412, 420, 421, 455, 456, 461, 463, 464, 465, 467, 514, 518

Safety and Data Sheets can be found at the SDS - Right to Know Stations on the walls in the corridors outside rooms 419 (employee break room) and 514 in FLSC.

What To Do If You Are Injured in RCH

1. Notify your supervisor and the Animal Facility Manager of the RCH, (1-5044), of all injuries. This includes bite wounds and needlesticks.
2. Minor injuries can be treated at the University Health Services Outpatient Clinic (1-7497) for students. Staff and Faculty must report to the Wellness Center at 100 Wellness Center at the corner of Bulla and Wilson (634-9355)
3. Significant injuries or health-related issues can be treated at the St. Joseph Medical Center Emergency Room 5215 Holy Cross Parkway, Mishawaka (335-5000).
4. If you are inadvertently exposed to hazardous chemicals, biological agents, or radioisotopes, call the Risk Management and Safety Office (1-5037) for advisement.

First Aid Kit is located in RCH between rooms 013 and 015 on top of the key lock box.

Eyewash Stations are located in RCH in rooms: 012, 021, 023, 025, 028, 029, 031, 032, 033.

Safety and Data Sheets can be found at the SDS - Right to Know Station on the wall in the corridor outside room 013 (Animal Facility Manager's Office).

FLSC & RCH Regulations, Policies and Procedures for Investigator Safety and Hygiene

Introduction

Many hazards exist within a research facility. These include zoonotic disease, risk of thermal injury, chemical exposure, radioisotope exposure and ergonomic injury. The regulations, policies and procedures described in this document serve to decrease these risks to people and animals and create a safe work environment.

Regulations, Policies and Procedures

1. All users of the facilities **MUST** complete online animal training prior to using the facility. Contact Valerie Schroeder at vschroed@nd.edu for your account login and password.
2. Absolutely no visitors are allowed in the facility without special permission from the FLSC Director or Associate Director. This includes wives, husbands, children, students, and visiting scholars. Scheduled tours are provided by FLSC/RCH staff members, upon request.
3. New Investigators and laboratory personnel are required to complete an orientation tour. This tour will demonstrate the proper traffic flow, PPE, animal census, equipment needs and safety procedures.
4. No smoking is allowed anywhere in the facilities. Eating, chewing gum or applying cosmetics is only allowed in designated areas (break room, locker room, offices). Drinking is not permitted in any animal rooms.
5. Enter only those animal rooms that are assigned to you - **NO OTHERS**. Rooms are to be kept locked when not in use. Do not enter a "Biohazard" area unless you have been properly trained to handle such animals and have been instructed to do so.
6. Under no circumstances should animals from one room be taken into another animal room without specific permission and proper instruction to do so.
7. All carts from research laboratories are to be left in the corridors and will not be wheeled into the animal rooms unless permission is obtained otherwise from the Management.
8. No vertebrate is to be disposed of in the trash receptacle. There is a freezer in the FLSC basement for animal carcasses. There is a freezer in the RCH hallway outside room 025 (clean side cage washing) for animal carcasses.
9. The following areas and equipment are **OFF LIMITS TO ALL NON-FLSC PERSONNEL**: FLSC & RCH break-room and locker-room Autoclave, feed coolers, Mechanical and Storage Area, Clothes washer and dryer, Rack and cage washers, Temperature and lighting settings (alterations made by FLSC & RCH staff).
10. The FLSC/RCH staff must be informed of any animal deaths on the orange cards provided in each room. All animal card information and counts are entered into a database. This information is important to understand and all personnel using animals must go through a facility tour. This information is explained in detail.
11. A Procedure Request Form must be filled out and left in room FLSC main office room 400 or RCH office room 013 before any animal procedure is scheduled. Forms are available in these areas. All procedures which require the veterinarian and/or the veterinary technicians must be scheduled in advance according to the Technical Assistance Policy (request by noon on Friday for the following week).
12. Sandals and bare feet are prohibited in the animal facility. Shoe covers are required in designated areas. Shoe covers are not a replacement for closed toe shoes! Shoe covers must be removed and discarded in the

appropriate receptacle when leaving the area. A clean smock or lab coat should be worn when working with animals.

13. Do not take any animal and/or dirty cages into the clean cage prep area.

For FLSC- return all soiled cages to the dirty side of cage wash (room 421) or on the designated cart outside the spray down/laundry area.

For FLSC - Clean cages may be obtained from the storage closet across from clean side of cage wash (room 420) or by requesting them from FLSC personnel.

For RCH- return all soiled cages to the dirty side of cage wash (room 023).

Do not go from the dirty side of cage washing into the clean side.

For RCH - Clean cages may be obtained from the bedding room 026 across from procedure room 027 or by requesting them from RCH personnel.

Animals, dirty cage and/or equipment are not to be transported through locker room areas.

14. The FLSC offices are not to be used as a short cut into the facility. No animals or cages are allowed in any offices at FLSC or RCH.

15. Do not attempt any procedure or handle any species with which you are unfamiliar. Proper assistance and training is required. Ask Animal Facility personnel for assistance.

16. Absolutely no arthropods are to be brought into the facility without special permission from the Director.

17. No noxious or hazardous chemicals are to be stored by non-FLSC or non-RCH personnel in the animal rooms or hoods.

18. No radioactive material is allowed into the FLSC or RCH without prior permission from the IACUC and the Departmental Radiation Safety Officer.

19. No animals are to be left unattended in the corridors of the Galvin Life Science Building, FLSC, Raclin-Carmichael Hall, Harper Hall, or Keck Center for Transgene Research. No animals for research or teaching are to leave the University of Notre Dame or Indiana University School of Medicine/RCH grounds without permission from the Management.

20. Anesthetized animals are not to be left unattended when there is a possibility of cannibalization or escape. An escaped animal is considered vermin and can be returned to FLSC or RCH facilities, only for euthanasia by a FLSC/RCH staff member.

21. All animal orders must be approved by the Management. All orders are placed by FLSC. There must be an approved, current protocol on file in FLSC for all animals to be ordered. No animals will be ordered without a current approved IACUC protocol. An Animal Request Form, signed by the P.I. is required.

22. Only animals from approved sources will be allowed into the facility unless permission is obtained from the veterinarian prior to ordering.

23. Animal space assignments will be made and may be changed at the discretion of the Management, as required, to best accommodate all investigators and to maintain animal health.

24. Questions or complaints should be directed to the FLSC Director or Associate Director.

25. General clean-up, including sinks, floor, counter tops and fume hoods, is the responsibility of those using the room.

26. Wash hands before and after handling any animals to aid in animal disease control. Gloves must be worn when handling animals. Gloves are provided in all rooms. While wearing gloves- avoid touching phones, pagers, door handles, your face, eyes, mouth and hair following animal contacts and prior to hand washing.
27. The exterior doors of the FLSC are emergency exits only. Alarms will sound if these doors are used. The exit door between 032 and 035 of the RCH animal facility is an emergency exit only. Alarms will sound if this door is used.
28. NIH Guidelines restrict the number of animals allowed in each size cage. Do not exceed these numbers. If you are not sure of the maximum number allowed per cage, ask. Always make sure that the number of animals in the cage matches the number on the cage card.
29. Do not leave the access card keys, access codes or animal room keys accessible to unauthorized personnel.
30. Please remember that we must accommodate the needs of all investigators as best we can. Requests for animal rooms, animals, and tech time are to be made by Victoria Western, Vicki Mack or Kay Stewart.
31. FLSC & RCH- Use of the Procedure Rooms requires reservations to be made ahead of time. The sign-up is through Google calendars at flsccharts@gmail.com password: rmcharts. Be prompt when using the room and limit your use to your scheduled time. Charts will be printed and posted on procedure room doors.
32. All live animals being transported from FLSC or RCH must be contained in an opaque transport container approved by management. The containers must have a lid to reduce allergen exposure. All containers must be disinfected between animals.