

FLSC General Care Policy for Research Animals

Purpose

This policy is for the safety and well-being of laboratory animals when in the possession and care of researchers and their laboratory personnel. By clarifying the responsibilities of individuals handling the animals, the animal facility can maintain animal colony health, individual animal well-being, and the safety and integrity of research projects conducted with animals housed in FLSC.

Removing animals from the facility

1. All animals removed from the animal facility must follow the Animal Transportation SOP.
 - a. Transported in opaque covered containers.
 - b. Transported with cage tops and bonnets.
 - c. Water bottles reversed or removed to prevent flooding of cages during transport. Water bottles are required on cages out of the facility for 2 hours or longer.
2. Animals leaving the animal facility must be returned to the Quarantine room (FLSC room 402 or RCH room 027) and NOT the general animal colony rooms.
 - a. Upon return water bottles must be provided and accessible.
 - b. Food must be checked and additional food added if needed.
 - c. Change cages if soiled, flooded or the animal cage was removed during the scheduled cage changing time.
 - d. Animal cages must be secured in the assigned cubicle (FLSC 402) or on the assigned Ventilated Rack (RCH 027). Do NOT leave animals on the counter, on carts, or in the transport container.
 - e. Animals needing veterinary care or treatment must be labeled and brought to the attention of the FLSC staff.
 - f. Cages may not be stacked on the housing racks as this impedes air flow and can asphyxiate the animals.
 - g. Solid bonnet tops must be replaced with filter tops when switching to shelf housing.
 - h. Orange cards and transfer log must be filled out. Orange cards are placed on cages to indicate room transfers, splitting of cages, or euthanasia of some but not all of the animals. **DO NOT remove the existing cage card!** This card is required for the animal care staff to make changes in the status of animals. Should you need the card, let the Animal Facility staff know and cards will be saved for you.
3. If there are questions, it is the responsibility of the person in possession of the animals to contact a Team Leader or Administrative Lead for clarification.

Removing animals from the animal room but not removing them from the animal facility

1. Use a cart to move 3 or more cages or make multiple trips. Cages must not be stacked to carry if they obscure vision.
2. Animals should be returned to their original position on the rack.
 - a. Cage tops should have the slant facing the front of the cage.
 - b. The grommet or sipper assembly faces into the back of the rack.
 - c. The bonnet must have the cage card holder facing front.
 - d. For ventilated racks, the cage must be fully engaged. There is a red dot to the right on the cage lock visible only when the cage is not fully pushed and locked into place.
 - e. Food must be checked and additional food added if needed.
 - f. Change cages if soiled, flooded or the animal cage was removed during the scheduled cage changing time.
 - g. Orange cards and transfer log must be filled out. Orange cards are placed on cages to indicate room transfers, splitting of cages, or euthanasia of some but not all of the animals. **DO NOT remove the existing cage card!** This card is required for the animal care staff to make changes in the status of animals. Should you need the card, let the Animal Facility staff know and cards will be saved for you.
3. If there are questions, it is the responsibility of the person in possession of the animals to contact a Team Leader or Administrative Lead for clarification.

Special Considerations

1. Do not place anesthetized animal back in a cage with unanesthetized cage mates. The anesthetized animal must be fully conscious and ambulatory prior to return to the home cage.
2. Animal recovering from surgical manipulations must be monitored until recovered from anesthesia. This is the responsibility of the researcher unless prior arrangements have been made with the veterinary team.
3. For special post-operative care, the heating pads and dietary/hydration gel are available in the cabinets for cages on countertops.
 - a. Place only half the cage on a heating pad to allow the animal to move if it becomes too warm.
 - b. Turn the heating pad to **LOW ONLY**. **NEVER** place an animal on a higher heat setting!
 - c. Use filter bonnet or prop open with the cage card holder to allow air circulation and prevent condensation.