

Name: Vivarium Rules and Regulations **Created:** 8/31/17
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Category: General Procedures **Author(s):** T. Schoenfeld

1.0 Purpose

The purpose of this SOP is to outline the rules and regulations that govern the conduct of all personnel who work with animals in the vivarium.

2.0 Policy

- 2.1 The care and use of vertebrate animals within the FSU vivarium (SCI 101 suite) is governed in general terms by the most recent version of the University's Policy (see reference 5.2) and is reflected in more specific statements regarding standard operating procedures, or SOP's, including this one.
- 2.2 All personnel working in the vivarium are expected to be familiar with the Policy and the specific SOP's that pertain to the work in which they are engaged.
- 2.3 Eating or drinking is not permitted in the vivarium.
- 2.4 Photography or videography is not permitted in the vivarium without authorization of the IACUC or the PI with responsibility for the facilities and animals being photographed or recorded, and is restricted to teaching and/or research purposes.
- 2.5 Animals may not be transferred between rooms in the vivarium without prior authorization of the supervising PI.
- 2.6 Animals may be transported temporarily out of the vivarium to other laboratory spaces in the Science Complex that house specialized equipment critical to the project, but only under certain circumstances.
 - 2.6.1 Such animals might be euthanized first within the procedure room of the vivarium, before being moved to another laboratory for a procedure based on this terminal status.
 - 2.6.2 Such animals might be fully awake and active, to be studied by non-invasive observation of their behavior or physiology.
 - 2.6.2.1 In this case, animals should be carried in transport containers that attempt to include aspects of their home environment, such as soiled bedding or nest materials for rodents, or tank water for amphibians or fish, and in other respects attempt to minimize the stress of transport and handling.
 - 2.6.2.2 Such animals should also be returned expeditiously to their home cages or tanks once the observations are completed.
 - 2.6.2.3 Under no circumstances should animals be kept overnight outside of the vivarium.
 - 2.6.3 Such excursions should be closely supervised and scheduled by the PI, following procedures for animal handling that have been stipulated and approved in the supporting IACUC protocol.
- 2.7 Under no circumstance may animals be transported out of the Science Complex without stipulation in an approved IACUC protocol.

- 2.8 Keycard access to the vivarium is limited to:
 - 2.8.1 Faculty with work in the facility
 - 2.8.2 Biology & Chemistry Department chairperson
 - 2.8.3 Biology & Chemistry Department technicians
 - 2.8.4 Students working with a faculty PI with work in the facility
 - 2.8.4.1 Faculty PI's may arrange for student access by a request submitted to the Department chairperson.
 - 2.8.5 Students hired as animal caretakers supported by work study stipends or other funds
 - 2.8.6 Support staff from Capital Planning and Maintenance
- 2.9 Sharing of keycards with vivarium access is strictly prohibited.
- 2.10 Visitors are not permitted to enter the vivarium without prior authorization of a PI with work in the facility, and shall not be left unaccompanied by authorized vivarium personnel.
- 2.11 Entrance into a specific holding room that houses a current population of animals is restricted to those having prior authorization from a PI with animals in the room, regardless of whether an individual has general keycard access to the vivarium (by section 2.8).
 - 2.11.1 Such authorization is given implicitly by being identified as a collaborator on an approved IACUC protocol and on the pertinent animal room card.
 - 2.11.2 Such authorization may be given in an email sent by the PI that explicitly identifies the individual to be permitted access.
 - 2.11.3 Entrance into a specific holding room, under any circumstance, is governed by any special conditions noted on the animal room card, particularly requirements for PPE.
- 2.12 Each person working in the vivarium is responsible for cleaning work surfaces, such as carts, benches and tables, after using them.
- 2.13 Each person leaving the vivarium, including temporary visitors, is required to wash their hands before leaving.

3.0 Materials (*not applicable*)

4.0 Procedure (*not applicable*)

5.0 References

- 5.1 Animal Facility Rules and Regulations (McGill University)
[http://www.mcgill.ca/research/files/research/535 -
_animal_facility_regulations - march 2016 0.pdf](http://www.mcgill.ca/research/files/research/535_-_animal_facility_regulations_-_march_2016_0.pdf)
- 5.2 Fitchburg State University Policy for the Care and Use of Vertebrate Animals in Teaching and Research (July 2013).

SOP REVISION HISTORY

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