

**University of Puerto Rico
Medical Sciences Campus
Unit of Comparative Medicine
Animal Resources Center**

**AGREEMENT FOR ANIMAL HOUSING AT
THE ANIMAL RESOURCES CENTER**

Introduction:

This document is an agreement between the *Animal Resources Center* (ARC) and the under-signed *principal investigator* (PI), which stipulates the conditions under which animals owned by the latter are to be housed in the Animal Resources Center facilities.

The responsibilities of the ARC staff are to provide veterinary and husbandry care for animals to be housed in ARC managed facilities. The investigator undertakes to comply with and actively support the rules and regulations governing the use of animals stipulated in the *Guide for the Care and Use of Laboratory Animals*, USDA, the PHS Policy, the IACUC as well as any regulations designed to control adventitious pathogens, promulgated by the ARC. **It is important to understand that protective measurements implemented at the ARC are for the well being of all the animals housed in the facility.**

A. General Rules:

1. Only authorized personnel will be allowed within the facility. All other persons or groups must receive prior permission from ARC. Evidence of a recent negative tuberculin testing is needed to enter the Primate area.
2. Everyone entering the facility must fill-in the information requested in the logbook situated in the lobby. Persons entering after hours must be checked in a user list with the security guard. Names should coincide with the list of key personnel on the IACUC Animal Study Proposal form (ASPF).
3. All personnel when in the facility must wear lab coats. Street clothes only, will not be allowed. The opportunities for pathogen transmission on clothes, shoes, and equipment, should be minimized. Think of where you have been earlier in the day. **Please, do not enter the animal facility if you have been in contact with other animals.**
4. Try to limit the visit to the animal rooms as much as possible. Each entry carries a risk of contamination. The goal is to minimize the risk of each entry and to minimize the number of entries in the animal rooms, especially in those areas where animals are immunocompromised.
5. Use a facemask if you enter an animal room. This can protect you against animal allergens.
6. **Gloves must be worn to handle any animal. Hands need to be washed when entering a room and gloves must be put on once inside the room. Gloves need to be discarded and hands must be washed before leaving the room. Do not wear the same gloves for different rooms. Discard used gloves in the waste can and not in the food can.**

7. No smoking, drinking or eating is permitted in the facility.
8. **A room for procedures and/or treatments is available for use by the researcher and/or his/her staff. This room must be cleaned and disinfected after each use. Failure to maintain these areas in satisfactory condition may lead to loss of privileges. ARC personnel should be contacted to schedule the use of these rooms.**
9. Users should follow all the handling rules established by the veterinarian in specific areas (BL2, isolation, etc.).
10. The ARC is not responsible for any equipment or material left by the researcher or his/her staff at the animal facility.
11. Researcher must provide any special equipment required for his project.
12. Keep doors of the animal room closed. **Do not use the waste cans to maintain doors open.**

B. Use of Animals:

1. Only animals from certified vendors approved by the ARC may be used. This practice can give more control of diseases and can provide more space in the facility. Animals are housed in separate rooms by species and by vendors. Exception to these rules needs to be discussed and approved by the veterinarian.
2. Only for the purpose of space, animals from different suppliers can be mixed with prior authorization from the ARC personnel. Researcher will need to submit a recent health status certificate from the room in where the animals were housed before getting to our facility. Only animals from different suppliers will be mixed if they have the same health status.
3. Use of animals is restricted to that described in the protocol approved by the IACUC. Unnecessary handling of the animals is prohibited.
4. Any special procedure performed to the animal must be written at the animal cage card. This can help the veterinarians to evaluate the animal health status.
5. Researchers are responsible for indicating animal use in the sheet provided inside the animal room. Failure to do so will result in inappropriate per diem charges, as animal inventories are performed several times a month.
6. Animal cages are not to be removed from animal rooms. Need of transporting cages must be specified by the researcher in the Space Requisition Form. All cages to be transported to other laboratories in the Medical Science Campus need to be covered with towels or paper sheets to protect animals from undue stress and to prevent allergens from reaching the public. Required transport cages can be lent to the researcher until the conclusion of the protocol, when they must be returned to the

ARC. A request form needs to be signed. If bedding, cages, bottles or any material is needed, it should be requested during working hours. Only authorized staff can enter these closed areas.

7. Researcher must indicate in the logbook at the entrance of the ARC, number and species of animals taken to the researcher's lab and returned, as well as number and species of animals removed permanently.
8. Each animal room is provided with materials and supplies appropriate to that room. These materials and supplies cannot be moved from one room to another. This includes animals, brooms, cleaning materials, disinfectant bottles, cages, animal material or anything that can serve to carry and/or transmit infectious agents (i.e. fomites).
9. After the animal has been used, it must be sacrificed and disposed following the methods described in the approved Animal Study Proposal Form (ASPF). Approval from the IACUC is required to transfer unused or control animals from one protocol to another. Per Diem funds must be provided by either of the researchers to cover per diem charges between protocols.
10. To prevent double cages changing, euthanasia date should be previously informed to the technologist or veterinarian.
11. The Procedure/Treatment rooms will be used only for laboratory animal's manipulation and injections. Animals should be removed from the room immediately after the manipulation. Researchers or his/her staff will provide their own materials/drugs for use in the animals. Material or drugs provided at the ARC will be charged to the researcher.
12. Any clinical or histological analysis authorized by the researcher as part of the animal health program, needs to be paid by the PI.
13. To reduce the risk of contamination, transportation from the ARC to laboratories at the MSC, should be kept at a minimum.
14. Do not place animal cages or water bottles on the floor.
15. Avoid group of people at the corridor areas.

C. Quarantine and Health Certificates:

1. Prior to ordering animals, a recent health surveillance report from the vendor needs to be submitted to the ARC veterinarian.
2. Once animals are received at the ARC they will begin the quarantine period appropriate for the species. No research work can be conducted using these animals until they are released from quarantine under the authorization of the veterinarian. The quarantine period begins the day after the arrival of the animals and consists of

the following minimum time period unless otherwise determined by the clinical veterinarian:

- a. Rodents – 5 days
 - b. Rabbits – 10 days
 - c. Swine – 10 days
 - d. Primates – 18 days minimum (two consecutive negative TB tests)
3. Animals approved to receive from academic or other institutions not on the provided supplier list are required to have a recent health surveillance report of the room from which the animals have been housed, prior to being ordered. This report will be examined by the ARC veterinarians who will determine if the arrival can be proceed. Researcher will be charged a fee to cover diagnostic test required to clear quarantine.
 4. All crates will be disinfected outside before animals are transferred to their housing cages.

D. Procedures for Animal Purchase:

1. Each researcher needs to bring an Animal Study Proposal Form (ASPF) for the ARC Director and Veterinarian's review and signatures before submitting it to the IACUC. This needs to be done at least 5 days prior to submission.
2. The researcher then, will submit his/her proposal and the ASPF to the IACUC for review. Approvals of the proposal will result in a letter from the Committee to the investigator.
3. Once the proposal is approved by IACUC and the funding agency, the researcher must submit a copy of the IACUC approval letter, the proposal, the signed agreement for housing at ARC and the ASPF to the ARC for adequate record keeping for each project as required by the regulatory agencies. If needed, an approval letter from the Biosafety Committee must be also submitted.
4. The researcher must complete the ARC Space Requisition Form (SRF), indicating the source and account number for the payment of services rendered. This form must be presented two weeks in advance of animal arrival, including standing orders to insure the space availability. Exception to this will be discussed with the ARC personnel. The SRF will not be processed without the funding information requested Please indicate in the SRF any special housing need for your animals.
5. Space may be denied for one of the following reasons:
 - a. No space available in the quarantine or animal areas for the dates requested.
 - b. Lack of the IACUC and Biosafety approvals (if needed).
 - c. Quantity of animals exceeding the maximum of animals approved for the protocol current year.

- d. Lack of funds availability for the payment of animal's per diem.
 - e. Lack of installations or equipment necessary to facilitate the protocol at the ARC.
 - f. Per Diem charges of previous protocols remain unpaid.
 - g. Incomplete documentation asked on the SRF.
6. The ARC purchasing coordinator will provide information regarding animal suppliers and requisition procedures.
7. Every requisition for animal suppliers should include:
- a. The ARC's stamp of approval
 - b. The investigators' name, department, phone number and delivery date. It should be stated clearly that animals are to be delivered to the ARC of the Medical Sciences Campus Animal's boxes sent by the supplier must have the following address:

Medical Sciences Campus-UPR
Animal Resources Center
Main Building -Office A 1067; 10th floor
San Juan, PR 00935
Tel. (787)756-6540 or (787)758-2525 Exts. 1053, 1063, 1172
Name of Investigator: _____

- c. Working hours of the ARC: **7:00am – 4:30pm**

The ARC coordinator will follow up on the requisition of your animal purchase.

8. Billing will begin on the date of arrival of the animals to the ARC. The researcher will be promptly be notified by the purchasing coordinator of their arrival, conditions, location, quarantine period, and final housing destination.
9. The ARC administrator is responsible of sending a monthly billing statement to each user. Any discrepancies should be brought to the immediate attention to the Administrator of the ARC. Otherwise, the investigator will complete the “ *Factura Entre Cuentas* “ form included with his/her bill, and return it to the ARC for processing.

Fill in the following on the “*Factura Entre Cuentas*” form:

- # 5 – Account number to be used to pay for the service
- #11 – Amount to be paid
- # 23 – Date and signature of the person receiving the services.
- #24 – Date and signature of authorized representative.

10. Researchers with SUBE (UPR) funds must complete and forward the “Factura al Cobro” forms to the ARC administrator for processing.

E. Per Diem

All researchers/teachers are charged per diem for the housing of animals, plus specific fees according to the services requested. Per Diem rates are revised annually so please consider a cost of living increase in your budget regarding this matter.

F. Technical Assistance:

ARC personnel are available for orientation and training on the handling of experimental animals and general technical procedures. ARC can provide special technical assistance at a charge. Technical assistance after working hours can be coordinated if it is requested using the form, three working days in advance, and if personnel are available.

G. Hazard Identification:

It is very important that the researchers inform their staff and the ARC personnel about any infectious disease or hazardous material used in their research. This will help to assess hazards and protect all personnel that come in contact with the animals.

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Agreement for Housing Animals at The ARC

I have read and understand the accompanying description of procedures at the Animal Resources Center of the Medical Sciences Campus. I agree, as a condition of use, to conduct myself in accordance with and instruct my subordinates to conform to the rules governing use of the animal facility, which my animals occupy.

Access to the facility will be provided after this form is signed and returned to the ARC.

Name: _____
(Please print or type)

Signature: _____

Department: _____

Principal Investigator: _____

After signing, please return this copy to the Animal Resources Center.

For ARC Use Only:

Date received: _____
Approved: _____