Psychology Animal Facility Handbook
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Welcome

This handbook has been prepared to provide information and guidelines for anyone currently using or planning to use animals in the Psychology Animal Facility. It may not cover all of your questions, so please feel free to ask any of the people listed in the section below.

The Psychology Animal Facility provides animal care to Psychology’s Faculty Investigators. The facility is staffed on weekdays and part-time on weekends. The staff is made up of both full-time and part-time staff members, many of which hold American Association for Laboratory Animal Science certifications. The staff is also available to assist researchers and instructors whenever possible, but please keep in mind their busy schedules and provide advanced warning when possible so that the staff can plan to be available to assist you.

Standard animal caging, feed, lighting, temperature and humidity are provided by the facility, exceptions made only with approval from both IACUC and Assistant Director.
University Research Animal Resources

Life Sciences/Veterinary Medicine Unit Staff

Attending Veterinarian/Director:
Leanne Alworth
Phone: 706-542-6084
E-mail: alworth@uga.edu

Animal Resources Manager:
Robin Kavanaugh
Phone: 706-542-6083
E-mail: robink@uga.edu

Psychology Facility Staff

Psychology Facility Supervisor:
Todd McDaniel
Phone: 706-542-3109
Or 706-542-7443
E-mail: toddmcd@uga.edu

There are also other URAR animal care technicians available in the facility. Emergency numbers are posted next to the facility phone. The phone is located in the hallway of the facility.

Important Phone Numbers
Office: 706-542-3109
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Key Cards and Facility Access

The Psychology Animal Facility is protected by a magnetic card reader system. All facility users seeking access to Psychology Animal Facility must acquire a proximity card from the UGA Card Office in the Tate Center. Cards should be obtained at least 2 working days before expected use, to enable any unforeseen problems to be cleared before the card is needed.

Once a prox. card is obtained, a legible photocopy should be made of the front and back of the card with the name of the lab’s head investigator written on the copy. The copy should then be given to the facility supervisor. Access to the facility is usually granted in 24 hours. A key is required to access the building during the weekend; otherwise the building is open during normal working hours.

Please keep in mind that children and pets are not permitted in the facility. A member of the Psychology Animal Facility staff must accompany all visitors.

Entry and Exit Procedures

Facility Entry

The entrance to the Psychology Animal Facility is located on the 6th floor of the Psychology building. There are two elevators in the building that will give you access to the 6th floor. The elevators are located at the front and back door of the building. To enter the facility one must pass their proximity card over the card reader. The door will audibly unlock. When entering the animal facility, be sure not to allow others to follow in behind you. This undermines the security of our facility and keeps us from identifying users. Do not let in people you do not recognize, even if they say they need to be let in. If you hear knocking, or someone follows you in, find the Facility Supervisor or a Full-time Technician and alert him or her.

Upon entering the facility, personal protective equipment (PPE), such as lab coats, scrubs and shoe covers, is available in room 624. To enter the facility, you must wear shoes with covered toes. If you are entering the facility, but will not enter an animal room or handle equipment, no further PPE is required. To enter an animal room, or handle equipment, you must wear a lab coat, gown, or scrubs. There are PPE signs outside of each animal room, pay close attention to the specific PPE listed for the room you plan on entering.

Entering General Animal Rooms

To enter an animal room you must wear a lab coat, gown or scrubs. This practice is to protect you from carrying allergens and contaminants on your street clothes back to your lab or home, and to protect your mice from the microbes you bring into the facility on your street clothes. To handle anything in the animal room (cages, animals, equipment) you must wear gloves. This protects both you and the animals.
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Exiting General Animal Rooms
Wash your hands after removing and properly disposing of your gloves in the trash receptacle provided by the door to each room.

Rooms Requiring Special Procedures

Entering a Barrier/Immuno compromised Room
Barrier housed mice are sterile housed and require special procedures to ensure their health. Autoclaved or disposable gowns, gloves, face masks and shoe covers are available inside or immediately outside of the rooms; do not use personal protective equipment (PPE) from other rooms in the facility. Tape on the floor marks the barrier “ante-room” area, where PPE is donned. You can only step into the area beyond the tape with shoe covers. Gowns should be donned before crossing the barrier tape, and shoe covers should be put on one at a time while stepping over the barrier tape one foot at a time. Gloves should be donned after shoe covers have been put on, to keep them from getting contaminated if they touch your shoes.

Exiting a Barrier/Immuno compromised Room
When procedures are finished in the barrier room, you may walk directly over the tape and remove your PPE. Autoclaved gowns can be reused if placed back in their bags. Bags should be labeled with the name of the user, and after one week of use they should be placed in the gown bin to be laundered and re-autoclaved. Gloves, shoe covers and facemask should be thrown away in the trash receptacle provided.

Entering Infected/Quarantine Rooms
Animals with questionable health status and or injected with a chemical agent are housed in cages with micro-isolator bonnets. The cages in these rooms are marked clearly as to what they are. Bio-containment is extremely important in these rooms and we require your full cooperation in these procedures. Disposable isolation gowns, facemasks, gloves and shoe covers are provided in the hallway out the door of each room that holds infected or quarantined animals. All of these items must be worn to protect both user and animals. There is no need for step over procedures for shoe covers when entering in these rooms.

Exiting Infected/Quarantine Rooms
Specific exit procedures are required to contain infectious organisms within the quarantined room. Shoe covers should not be allowed to touch the floor beyond the quarantine room threshold, so remove shoe covers as you step over the threshold, placing them into the biohazard trash receptacle provided. Remove the isolation gown and mask and place them into the biohazard trash receptacle provided. Remove your gloves last. If you have dirty biohazardous cages to remove from the room, they must also be bagged inside the animal room before you remove your PPE. The bag should be sprayed with the appropriate disinfectant. The appropriate disinfectant will be agreed upon by animal resources in consultation with your lab and provided by animal resources. Remember to notify the Psychology staff that you have left dirty cages in the room, so they may be properly handled.
Exiting the Animal Facility
Upon finishing your work, you should always go to room 624. Laundry baskets are provided for dirty lab coats and scrubs.

Animal Environment

Macro-environment
Light cycles in the animal rooms are controlled by Light timers on the wall. The temperatures of the animal rooms are monitored by Andover monitoring. The default light cycle is 12:12, 12 hours light and 12 hours of dark. Light cycles can be adjusted by the Facility Supervisor if an investigator’s research warrants it. Psychology dark cycle is a red light cycle, so work can still be performed after the dark cycle has started. If working in Psychology after the dark cycle has started, be courteous and make every attempt not to disturb other investigator’s animals.

Housing
The Psychology Animal Facility houses rats. The facility follows all federal regulations and guidelines for the housing of animals in research.

Standard shoebox caging is provided for rats. Two sizes are available, standard and group caging. Regular water bottles are provided for drinking water.

These cages are bedded with Bed-o-cob combination bedding. Based on federal regulations, the maximum number of adults that can be housed in a group rat cage is 6 adult rats. Smaller rats (up to 300g) may be pair housed, but rats over 300g must be singly housed if in regular shoebox caging. Generally, group rat cages are the default. Please adhere to this regulation. Feed is provided in-room, in labeled containers. The facility provides Purina Lab Diets, including 5053- Rodent Diet. Arrangements for special diets must be made with the Facility Supervisor.

Animal Use

Handling and Animal Use
Any investigator, or researcher may request an animal handling training session from the Life Sciences Animal Resources Unit if they feel one would benefit their work. Please contact the Facility Supervisor or Attending Veterinarian regarding handling training. Any excessively distressing procedures, such as blood collection, euthanasia, any surgeries or animal manipulations must be done in the PI Labs or in the facility procedure/surgery room (623). These procedures are to protect the animals and to avoid unnecessary stimulation of the animals.

Anesthesia
URAR-LS requires researchers who use the animal facility provided anesthesia vaporizers to provide and use their own induction chamber and nose cone/face mask. URAR does not provide these items for general use.
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This is to protect the health status of the colony rodents by preventing the spread of infection among colonies in the facility via anesthesia equipment.

In order to prevent contamination from your lab, please do not bring this equipment back and forth from your lab. You will be allowed to store your items in the animal facility, and your Supervisor will inform you of the location options for storage. We suggest you keep it in a locked container labeled with your lab name.

The systems are manufactured by VetEquip. Purchase information is listed below. Please ask your Supervisor if you have any questions.


_Census Log_
Any permanent removal of animals, animals found dead, and transfer of animals from another other investigator’s colony or vice versa must be recorded on the census sheet to ensure proper billing. Animals and cages are both counted. Columns on the left side of the sheet are designated to different categories such as, received/weaned, used by the lab, transferred or found dead. The two large columns are for animal count and cage count. Any entries should be initialed.

_Reporting Sick or Dead Animals_

If a sick or dead animal is found in an animal room, the animal must be reported to the lead tech and/or facility supervisor, or the vet tech. If no one is available, or animals are found on the weekend or a holiday, there are numbers for on-call veterinary assistance listed next to the Facility Supervisor’s office.

Sick animals should be reported to a member of the URAR staff immediately. Sick animals will be given an identifying tag or cage card. For mice, the pink identifying card is the medical record, and all treatments must be noted on the back of the card. For some species, a paper medical record maybe used. The Attending Veterinarian and/or Vet Tech will be contacted, will determine the appropriate veterinary care, and will contact, directly or via the Animal Resources staff, the investigator’s lab with the recommended treatment plan. The plan will be discussed, and with input from the lab, a plan will be decided. It is the responsibility of the lab to follow the treatment plan decided. Changes to the plan may only be made by the Attending Veterinarian or Vet Tech.

Dead animals should be removed from the home cage and placed in a bag labeled with the room number, investigator name, date and location of cage. Once placed in a properly labeled bag, the carcass should be put in the necropsy refrigerator (room 623) and logged.
in on the log sheet. The animal should also be recorded under the found dead column of the census sheet on the proper date. The lead tech or facility supervisor should be informed of the death.

**Acquiring Equipment**

Clean cages are provided for your use in Clean Cage Storage (room 621). You may take clean cages as needed, but please take only the number of cages you need, as cages cannot be used in other rooms once they have entered an animal room. If your animals are housed in a barrier room, or housed in sterile cages, cages are prepared by the animal care staff and provided in the animal rooms. Please notify the facility supervisor if you find you do not have enough prepared equipment available.

**Animal Transportation**

Movement of animals from one animal room to another animal room within this facility or to another animal facility must be arranged with your facility supervisor before you move the animals. Also, if you plan to take animals out of the facility and return them alive to be housed in the facility again, you must arrange the plan with your facility supervisor before you move the animals.

*Transportation within the Facility*

Animals that are being transported within the facility must be transported in a closed container, preferably a rodent cage. This is to prevent escapes and protect the health of both animals and staff.

*Transportation outside the Facility, within the Building*

Animals that are being transported to labs outside of the Psychology facility must be transported in cages with micro-isolator tops. Use of the home cage is preferred, if possible.

If live animals are returned to the facility, the container must be sprayed thoroughly with disinfectant. The animals should be transferred to a clean cage, and the dirty cage taken directly to the dirty cage wash room.

*Transportation out of the Building*

Animals that are being transported out of the Psychology building must be transported in closed opaque containers or containers that have been covered to conceal their contents. Covering the cage with a trash bag is acceptable, along with using larger shopping bags that conceal their contents. Bags should not be closed tightly, and should be removed from the cages as soon as they arrive at their destination, to prevent smothering. For rats, Psychology staff can provide you with shipping boxes to use as temporary holding during transport to the lab.
If live animals are returned to the facility, the container must be sprayed thoroughly with disinfectant before it is placed into the room. The animals should be transferred to a clean cage, and the dirty cage taken directly to the dirty cage wash room.

**Animal Health and Veterinary Services**

The Attending Veterinarian for University Research Animal Resources- Life Sciences Unit provides veterinary services for the Psychology Animal Facility.

The animal care staff checks animals visually, on a daily basis. Any injuries or illness noted by the animal care staff will be reported to the Facility Supervisor and/or Attending Veterinarian and/or Vet Tech. A pink Sick animal card and placed on the cage. This card should only be removed when the animal is dead or the illness/injury has been determined to be resolved. Only the Attending Veterinarian or the Vet Tech, or their designee may resolve a case. The Facility Supervisor and/or Attending Veterinarian and/or Vet Tech will examine the animal. Investigators will then be contacted about the animal and the recommended treatment plan.

Concerns about animal welfare, illness or injuries can be taken to your lead technician, Facility Supervisor, or Attending Veterinarian.

**Euthanasia Station**

Psychology Animal Facility has a euthanasia station located in surgery room (623). The station provides gaseous CO2 for humane euthanasia. Standard Operating Procedures for the use of the CO2 stations are posted and must be followed. Federal regulations stipulate that a secondary, physical method is required after CO2 administration to ensure complete euthanasia. Appropriate secondary methods are listed at the stations. The method of euthanasia used must be on the approved research AUP.

If you need instruction on proper euthanasia techniques, please contact the Facility Supervisor.

**Non-Animal Investigator Needs**

*Cabinets and Drawers*

Psychology does have a small number of cabinets and drawers found in the rodent surgery suite and laundry. If you would like to use one of these spaces for your lab’s items, please speak with the Facility Supervisor, at least 48 hours in advance of when you will need the space.

*Drugs*

Investigator drugs should be stored in the investigator’s lab, not the animal facility. If an investigator feels that s/he must store drugs in the facility, the investigator will need to discuss the matter with the Facility Supervisor and Attending Veterinarian.