

Animal Facility Basic Training Checklist

1) IACUC:

___ **CITI training** – Federally mandated and required every 3 years

___ **IACUC** – Institutional Animal Care and Use Committee

- Institutional committee that reviews all aspects of the animal care program
- Self regulating body for animal research on behalf of the institution

___ **Federal Mandates**

- United States Department of Agriculture (USDA) – established the animal welfare act but does not apply to rodents
- Public Health Service (PHS) /Office of Laboratory Animal Welfare (OLAW)
- OLAW uses the PHS policy on Humane Care and Use of Lab Animals and the Guide for the Care and Use of Laboratory Animals as resources to judge an institutions compliance to PHS policy. ANY institution receiving PHS support has to agree to comply to PHS policy. Each year we submit a “PHS Assurance” that we comply. This applies to ALL vertebrate species – including rodents.

2) Animal Facility Entry:

___ **Security**

- Sharing of you I.D. card is prohibited.
- If you are having problems with entering please call security.

___ **Personal Protective Equipment**

- Labcoat, gloves, long pants, and close toed shoes. Masks are also available.
- Gloves should be changed if going between rooms.
- Occupational health hazards include zoonotic diseases & allergens.
- Good hygiene & PPE is important

___ **Carts**

- First come, first serve. Please be sure to clean them after you are finished.

3) Animal Husbandry Equipment:

___ **Feed and Bedding**

- Location
- Expiration/Milled Dates
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___ **Caging**

- Clean caging locations.
- How to assemble a new cage
- What to do with dirty caging

_____ Clean Room/Dirty Room Entry

4) Animal Husbandry Routines

_____ Daily Checks

- Daily check sheet – note time in which staff has been in to check
- Census sheets
- Food/Water checks – if cage is not present during checks please make sure enough food/water is available to the animal for at least the next 24 hours.
- Health checks – important to update cage cards accordingly for procedures performed on animals.

_____ Cage Changing Schedules (Weekly/Bi-weekly)

- Please mark sac dates on cages as appropriate so as not to waste materials.
- If cage is not present at cage changing times it may not get changed regularly

_____ Sentinel Animals

Quarterly testing of colonies for pathogens

4) Proper euthanasia techniques

_____ AVMA guidelines

- Species should not be mixed
- Chamber should not be “pre-charged” with CO₂
- CO₂ should not be blasted into the chamber – a slow steady flow rate is much less stressful to the animal
- Place animals in the chamber
- Fill chamber, slowly, with CO₂ for about 1 – 2 minutes
- Animal should remain in the chamber for ~ 5 minutes and then be observed to ensure death (lack of respiration, heart beat, and eye color)
- If not expired repeat above until death is ensured
- Place in appropriately sized bag
- Clean the chamber
- Dispose in freezer – make sure door is closed and don't over fill

5) Exiting the Facility

_____ Clean any carts that were used and hand washing

6) Whistleblower Policy

_____ Reporting misuse or mistreatment of animals

_____ Posting inside door of animal facility with contact information

