I. General

1. **Dress code** – All persons working in the Health Sciences Center Vivarium (HSCV) must wear proper protective attire, i.e., lab coats, scrub suits, etc. Street clothes may not be worn in animal rooms without protective covering. Protective covering consists of at least shoe covers over street shoes and a disposable gown. Gloves and masks should also be worn when directly handling animals. Proper personal protective equipment is available at the entrances to the HSCV as well as throughout the animal facility.

2. **Eating, drinking, and smoking are PROHIBITED** in the HSCV.

3. Entrance codes, elevator and room keys are available from the 763 JBJ (DCM Business Office.)
   
   a. Elevator keys and entrance codes – Proper forms must be completed and signed by the Principal Investigator prior to obtaining elevator keys and entrance codes.
   
   b. Individual room keys – A memo from the PI should be sent to 763 JBJ stating the requirement for the key. The memo should indicate the estimated length of time you will need the key.

4. Humane Care and Use of Laboratory Animals – The HSCV is an accredited institution with AAALAC and is governed by policies set forth by the USDA, NIH, and vivarium Standard Operating Procedures (SOPs). Animals in the HSCV shall not be mistreated or mishandled in any way. Reports of mistreatment or mishandling will be dealt with appropriately.

5. Vivarium personnel are available to assist animal users, if needed, between the hours of 7:00 am and 3:00 pm. Special needs should be arranged with the Associate Director in the DCM office. Office hours are 8:00 am – 4:00 pm.

6. Before submitting a grant or protocol, please contact the to determine if we can accommodate your animal related needs or answer any questions you may have regarding anesthesia, euthanasia, special techniques, etc.

7. Before beginning any research project contact the Office of Environmental Health and safety for information concerning the mandatory Occupational Health Program for all employees using animals. Ext. – 83996 (Susan Welch)

II. Ordering Animals

1. Animal requisition forms may be obtained in the DCM office. Please fill out the form completely to expedite ordering and to avoid any problems associated with special needs of the animals upon their arrival to the Vivarium.

2. Rodent orders are placed on Wednesday of each week. Vivarium office personnel must receive all requisitions by 12:00 noon of that day for delivery of animals the following week. **Note:** Most animal vendors’ ship only on Monday, Tuesday and Wednesday to avoid a Saturday delivery.
3. Upon arrival all animals undergo health checks and are caged as required. After all animals are properly cared for, investigators are notified of their arrival and location in the HSCV.
4. The Vivarial Staff will handle any and all transportation problems.

III. Procedure for Removal of Animals

1. Animals, which are removed from the Vivarium for acute studies, those that are terminated, or animals found dead must be logged out. Animals returning to the Vivarium should NOT be logged out on the log out sheet. Log out sheets are conveniently located next to the main exits.
2. The log out sheet is necessary for animal inventory purposes. It also aids the vivarium staff in knowing where the animals are at all times.
3. Only the Service Elevators will be used to transport animals (Alive and Dead) to and from the vivarium. ALL other elevators are for passenger use only, NOT for animal transportation.
4. Please return all dirty animal cages to the dirty cage wash room (room 719 in the Johnston building and room 9721 in the Med. School Vivarium).
5. Animals on chronic studies that are removed from the JBJ Vivarium must be placed into quarantine upon their return. Please coordinate these housing needs with the Vivarium Supervisor.

IV. Carcass Disposal

Both the JBJ and TMC Vivariums have freezers designated for animal carcass disposal. Animal carcasses should be brought up to the Vivarium in a labeled bag (investigator name and date) and placed into the bins provided inside of the freezers. Do not place animal carcasses on the floor of the freezers. Vivarium personnel will dispose of the carcasses weekly by incineration.

V. Surgical Rooms

The Department of Comparative Medicine has three rodent surgical suites available for use on a scheduled basis. Two suites are available in the JBJ Vivarium and one in the TMC Vivarium. These suites are available at $5.00/hour and require a 24-hour cancellation notice. If the suite is left untidy, a clean-up fee will be charged. Please contact the Vivarium office at ext. 85211 for scheduling arrangements.