The Institutional Animal Care and Use Committee
Standard Operating Procedure (SOP):
Investigator Maintained Facility: Providing Services or Conducting Animal Procedures.

Effective date: February 11, 2010
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This document is intended to provide general guidelines to University of North Carolina at Chapel Hill (UNC-CH) investigators who maintain a core facility and/or perform procedures on Institutional and non-Institutional animals.

Responsibilities and Scope when performing animal procedures in an Investigator Maintained Facility:

I. It is the responsibility of the Principal Investigator (PI) providing the facility and/or performing the service to ensure that the physical environment is acceptable to receive animals.

II. Should rodents of different species be required to occupy a core facility at the same time, the core facility operator must submit an Exception to the Institutional Animal Care and Use Committee (IACUC). The core facility must receive IACUC approval prior to allowing different species to occupy the same space.

III. Prior arrangements must be made with, and approved by, UNC Division of Laboratory Animal Medicine (DLAM) representatives if animals are to be returned to a UNC-DLAM animal facility.

Responsibilities and Scope for Institutional animals:

- It is the responsibility of the Investigator Maintained Facility (IMF) to have an IACUC approved Animal Care and Use Application (ACAP) or amendment prior to providing services. The IMF PI and laboratory personnel responsible for animal care must be identified in the application, and approved by the IACUC, before continuing with a procedure.

- The IMF must include a detailed description for all intended animal use and/or facility cleaning procedures in the application. The description must include who is responsible for the facility cleaning and the frequency of the cleaning. Approval is required from the IACUC, DLAM and Environment Health and Safety (EHS) before an investigator may use the facility.

- It is the responsibility of the IMF to ensure the laboratory and environment is able to receive animals and minimize possible cross contamination. This includes identifying who is responsible for cleaning the room where the animal procedures are performed. The room should only contain essential materials and equipment. All non-sanitizable materials, such as paper, fiber, card box and fabric covered chairs, must be removed from the area.
- All investigators using an IMF must be familiar with the IMF approved procedural and cleaning SOPs.

- All investigators transporting animals on UNC’s campus must proceed according to the Institutional Policy.

- Prior to entering the laboratory, all personnel must put on the required personal protection equipment (PPE) (e.g. masks, gloves, disposable lab coats, bonnets and/or shoe covers. Refer to the IMF approved SOP. All PPE is supplied by the IMF). Always change PPE when leaving and re-entering the room.

- Once animals are placed inside the IMF lab, the door should be closed to minimize air exchange between the IMF lab and the surrounding area.

- For isoflurane anesthesia, a sanitized hose and nose-cone must be made available for animal use. All materials having come in contact with animals must be cleaned immediately after the study, using approved decontamination chemicals provided by UNC-DLAM.

- In order to minimize cross contamination of animal pathogens, once the study is completed the IMF staff must ensure the facility is cleaned as approved in the application. Mopping the floor, cleaning all the exposed surfaces, and discarding wastes to a dedicated trash can is included.

- Animal carcass(es) should be double bagged and placed in an approved freezer. Carcasses in which radioactive material was used must be stored for an appropriate time period for radioactive material decay (in IMF space, not DLAM space). The IMF staff will make arrangements with EHS and/or DLAM for carcass disposal.

**Responsibilities and Scope for non-Institutional animals:**

- It is the responsibility of the IMF to have an IACUC approved application or amendment prior to providing services. The PI and laboratory personnel responsible for animal care must be identified in the application and approved by the IACUC before the procedure.

- It is the responsibility of the IMF to ensure the laboratory and environment is able to receive animals and minimize any possible cross contamination between Institutional and non-Institutional animals. This includes identifying who is responsible for cleaning the room where the animal procedures are performed. The room should only contain essential materials and equipment. All non-cleanable materials, such as paper, fiber, card box and fabric covered chairs, must be removed from the area.

- A separate SOP for animal procedures must be approved by the UNC IACUC, DLAM, and EHS [if hazardous agents are used] before investigators can bring animals onto campus.

- All investigators using an IMF must be familiar with the IMF approved procedural and cleaning SOPs.

- The non-Institutional animals discussed in this document are animals that are arriving from non-approved sources - i.e. non vendors such as universities, pharmaceutical/biotech companies, etc. Animals coming directly from approved vendors undergo a different and simpler process. Click [HERE](#) for more information.
- It is the responsibility of the sending institution to provide animal transport. Transport vehicles should be dedicated for animal transport and be climate controlled.

- If non-Institutional animals are to be brought to a UNC-DLAM animal facility, prior arrangements must be made with and approved by DLAM.

- Prior to receiving non-Institutional animals, the following must be submitted to and approved by the IACUC: the IMF ACAP amended to include details of the collaboration; the name of the institution from which animals will be received; the institution’s current AAALAC International accreditation status; the institution's Animal Welfare Assurance number (for NIH funded projects); the name of the collaborating investigator(s); an electronic copy of the non-Institutional IACUC-approved Animal Care and Use Application; and brief details regarding transport to UNC and the particular procedures to be performed at UNC.

- Prior to receiving non-UNC animals, the IMF must file the “IMPORTING ANIMALS FROM OTHER INSTITUTIONS” form with UNC DLAM, IACUC and EHS.

- Prior to receiving non-Institutional animals, the IMF must obtain a current health monitoring report, which must be made available to UNC-DLAM. The report must reflect the status of the sending institution's animal colony within the past four months.

- Studies on non-Institutional animals are recommended to be scheduled for Friday. Consecutive day studies will be approved, provided the IMF is not requested for Institutional animal use. Studies involving non-Institutional animals should have the service area dedicated to them during that time frame, in order to prevent cross contamination between Institutional and non-Institutional animals.

- Transportation of rodents requires animals to be placed in clean cages with sterilized filter cage covers. Transportation from the time of arrival at UNC to the IMF laboratory must occur according to the Institutional Policy.

- Prior to entering the laboratory, all personnel must put on the required personal protection equipment (PPE) (e.g. masks, gloves, disposable lab coats, bonnets and / or shoe covers. Refer to the IMF approved SOP. All PPE is supplied by the IMF). Always change PPE when leaving and re-entering the room.

- Once animals are placed inside the IMF lab, the door should be closed to minimize air exchange between the IMF lab and the surrounding area.

- For isoflurane anesthesia, a dedicated hose and nose-cone must be made available for non-Institutional animal use. All materials having come in contact with animals must be cleaned immediately after the study, using approved decontamination chemicals provided by UNC-DLAM.

- In order to minimize cross contamination of animal pathogens, once the study is completed, the IMF staff must ensure the facility is cleaned as approved in the application. Mopping the floor, cleaning all the exposed surfaces, and discarding wastes to a dedicated trash can is included.

- Animal carcass(es) should be double bagged and placed in an approved freezer. Carcasses in which radioactive material was used must be stored for an appropriate time period for
radioactive material decay (in IMF space, not DLAM space). The IMF staff will make arrangements with EHS and / or DLAM for carcass disposal. Prior to disposal of euthanized non-Institutional animals, arrangements must be approved by DLAM.

**Health and Safety Precautions:**

**BIOSAFETY LEVELS:**

**Animal Biosafety Level 1 (ABSL1)**

- **Animal Biosafety Level 1** is suitable for work involving well characterized agents that are not known to cause disease in immunocompetent adult humans, and present minimal potential hazard to personnel and the environment. Work is typically conducted on the open bench top using standard microbiological practices including proper personal protective equipment (gloves and lab coat or gown), policies for the safe handling of sharps and appropriate disinfectant for decontamination.

**Animal Biosafety Level 2 (ABSL 2)**

- **Prior to beginning a study animal protocols must be reviewed and approved by the UNC Institutional Biosafety Committee.**

- **Animal Biosafety Level 2** is suitable for work involving laboratory animals infected with agents associated with human disease and pose moderate hazards to personnel and the environment. It also addresses hazards from ingestion as well as from percutaneous and mucous membrane exposure. Personnel utilizing a UNC-CH facility should have training in handling the specific pathogenic agent they are using. In addition, the facility staff should have knowledge and documentation of all agents that are being used in the facility. Access to the facility will be restricted when work is being conducted. Procedures utilized in the facility that may result in infectious aerosols or splashes should be conducted in a Biological Safety Cabinet (BSC) or other physical containment equipment. Personal protective equipment including gloves and lab coats or gowns should be worn while working with hazardous materials. These general procedures should be followed if operating at this level in addition to the following:

1. A sign incorporating the universal biohazard symbol must be posted at the entrance to areas where infectious materials and/or animals are housed or are manipulated when infectious agents are present. The sign must include the animal biosafety level, general occupational health requirements, personal protective equipment requirements, the principal investigator’s name (or other responsible personnel), telephone number, and required procedures for entering and exiting the animal areas. In a facility where multiple infectious agents might be used, the use of a precaution sign is of utmost importance. The sign should have specific information for the research that is being performed at that time in the facility. Each researcher
that utilizes the facility must ensure that the sign is in place prior to starting any work inside the facility. A BSL2 entrance sign template is available at http://ehs.unc.edu/ehs/docs/biohazardsign.pdf

2. All sharp objects such as hypodermic needles, scalpel blades and contaminated broken glass must be disposed of in an approved sharps bin (1 gallon metal can) posted with a hazardous material label. Used needles must not be recapped after use. The needle syringe assembly should be placed promptly in a sharps bin for disposal. Do not leave uncapped needles or sharps on surfaces.

3. PPE requirements include safety glasses or goggles, lab coat and gloves.

4. Persons must wash their hands after removing gloves, and before leaving the areas where infectious materials and/or animals are housed or manipulated.

5. Decontamination of facility work surfaces and equipment is essential. Disinfectant should be appropriate to the biological agent that was used by the researcher. Spills involving infectious material must be contained, decontaminated, cleaned up immediately and the service provider staff should be notified. Incidents that may result in a potential exposure to infectious materials must be immediately evaluated and treated at the University Employee Occupational Clinic between the hours of 8:30am-4:30pm. Personnel should contact their supervisor and also inform the service provider staff of incident.

**Animal Biosafety Level 3 (ABSL3)**

- **Animal Biosafety Level 3** is not allowed in non-approved UNC-CH facilities.

**RADIATION:**

Generally, facilities are not licensed for radioactive materials. All radioactive materials must be used under a licensed Authorized User (a PI with a Radiation Source License issued by EHS). Anyone using radioactive materials in a facility must follow all license conditions as listed on the PI's license. If a facility utilizes radiation producing machines, the machine must be registered with EHS.

All personnel using radioactive materials or radiation producing devices must have appropriate radiation safety training and follow policies and procedures in the appropriate radiation safety manual (i.e. Materials, Irradiators, X-ray devices and Cabinet X-rays).
IMPORTING ANIMALS FROM OTHER INSTITUTIONS

UNC – Chapel Hill, Division of Laboratory Animal Medicine
Contact Pam Revels: Phone# 919-966-0711 pamela_revels@med.unc.edu

INFORMATION FOR INVESTIGATOR RECEIVING ANIMALS

Investigator Name: ____________________________
IACUC Protocol#______________________________

Investigator Signature: ____________________________

Account # per Animal Import costs ____________________________

Investigator Phone#: ____________________________
Account# per Animal Housing cost ____________________________

Investigator Email: ____________________________

Contact Person: ____________________________

Date of Request: ____________________________
Contact Phone #: ____________________________

Contact Email: ____________________________

Send Confirmation to Fax#: ____________________________

* Your signature indicates that you are responsible for the use of these animals, as well as purchasing and housing costs.

SENDING INSTITUTION INFORMATION

Sending Institution: ____________________________

Name of Investigator Shipping Mice: ____________________________

Name of Contact for Investigator: ____________________________

Contact Phone#: ____________________________
Contact Fax#: ____________________________

Contact Email: ____________________________

Request Delivery Date: ____________________________

Strain: ____________________________
Species: ____________________________

Sex: ____________________________
Quantity: ____________________________
Age: ____________________________

Weight: ____________________________

Immune Status: ____________________________
Normal
T-cell deficient
B-cell deficient
Other (please specify) ____________________________

Injected or treated with (please circle and specify in space below):
Vector
Human Tumor Cells
Cytotoxic Compounds
Other ____________________________

Animals Housed at (circle one): ABSL1 ABSL2* ABSLS3*

*Prior to beginning a study animal protocols must be reviewed and approved by the the UNC Institutional Biosafety Committee.
Deliver the completed form to Pam Revels or Jessica Marshal in UB11Genetics Medicine Building or fax it to 966-1273.