Module 3

DLAM POLICIES AND PROCEDURES

ANIMAL ORDERING

DLAM is responsible for ordering all animals on campus with the exception of amphibians, reptiles and fish. Research staff must go through DLAM to order animals.

Monday 12 noon is the deadline for PIs to submit animal orders to DLAM for animals to arrive the following week. There are no exceptions. Once the deadline is met, if the animals will not arrive the following week for any reason, the PI will be informed by DLAM via a faxed confirmation or phone call.

Order forms must be completed on-line using the ACAP system. For instructions on how to order animals, please go to the following website: http://research.unc.edu/offices/laboratory-animal-medicine/ordering-service-charges/how-to-order-animals/index.htm

Research Related Animal Treatments

- Hazardous Chemical Administration
  1. **ALL** chemicals used must be documented on an IACUC approved animal use protocol.
  2. Environment Health and Safety will flag which chemicals are considered hazardous.
  3. It is the PI’s responsibility to evaluate potential exposure risks to lab and animal husbandry staff.
  4. Research staff will contact the DLAM Facility Manager at least 3 days before the dosing begins to discuss the dosing schedule, route of administration, chemical to be used and to review the DLAM “Handling Cages Dosed with Chemical Hazards” SOP.
  5. Animals dosed with chemical hazards may excrete toxic chemicals or it’s metabolites in their feces or urine, particularly during the first 3 days after dosing. **All bedding used within 3 days of dosing will be considered contaminated.**
  6. When dosed animals are returned to their cages, yellow "Chemical Hazard" cage cards (supplied by DLAM) must be placed on each cage.
    - Information on these cards should contain the PI name, agent being used, route of administration, date(s) of dosing and the bar coded cage card number.
    - Each day you dose, add another date to the yellow card.
  7. A “Chemical Hazard” sign (also supplied by DLAM) must also be posted on the door (with dosing and contact information filled in).
  8. When the final dose is administered, the research staff will replace the yellow “Chemical Hazard” card with a lime green “Chemical Hazard Last Dose” card, making sure all the information is completed. This is extremely important so DLAM staff can determine when the bedding is no longer considered contaminated.
9. Cages should be opened inside a ventilated cage changing station, chemical fume hood or a biological safety cabinet. If neither of these is available, staff will wear an N-95 Respirator or Powered Air Purifying Respirator (PAPR) when working with open cages. **NOTE:** Respirator use requires enrollment in the University’s Respiratory Protection Program.

10. The “Chemical Hazard Last Dose” cards will be removed by the husbandry technician at the first cage change that takes place more than 3 days after animals receive their final dose.

11. Bedding that contains chemical hazards will be segregated and collected for incineration. Most cages will be dumped in a cage wash area by DLAM staff.

12. If it is necessary to dump cages in the animal room, bedding will be dumped inside a chemical fume hood or biological safety cabinet into a plastic waste bag.
   - If a fume hood or biological safety cabinet is not available, staff must wear an N-95 Respirator or PAPR while dumping cages.
   - The waste bag can be placed into an incineration box and marked “For Incineration”.
   - Please see DLAM staff if you need bags, boxes or labels.

13. Any food or water that contains a Chemical Hazard will be considered contaminated until properly disposed of.
   - Unused contaminated food and water should be collected by the research staff, taken back to the lab, and submitted for Chemical Waste pickup.
   - **The contaminated water cannot be poured down the sink.**
   - Unused contaminated food can also be dumped into a waste bag and boxed For Incineration (with or without contaminated bedding included).

14. Decontamination of cage changing areas after each use will consist of cleaning up spilled bedding, placing it into the contaminated bedding bag, sealing the bag, placing bag in the incineration box and marking the box “For Incineration”. Wipe the area thoroughly with approved disinfectant available in the room.

15. For more specific information, please refer to the DLAM SOP “Handling Cages Dosed with Chemical Hazards”.


**Feed and/or Water Provided by Investigator**

1. Investigators may opt to provide special feed or water themselves.
2. Contact the animal facility supervisor to discuss.
3. Order the diet and/or water.
4. All special diets and/or water should be dated, labeled and stored in sealed, vermin proof containers.
5. Obtain special tape reading “DO NOT FEED” and/or “DO NOT WATER” from DLAM to place on specific cages. All tape should be placed on the cage card only, making sure not to cover the bar code.
6. Obtain an “Animal Fed and/or Watered by the Investigator” sheet from DLAM staff.
   - The top portion of the sheet must be completed by the PI or research staff.
   - Sheet is initialed at least **every other day** by PI or research staff, excluding weekends. (*See bottom of sheet for additional instructions*)
DEAD ANIMALS

When husbandry staff finds a dead animal they will:
- Place a white “Dead Animal” card on the cage and date it
- Document information on the dead animal roster
- Place the dead animal in a plastic zip lock bag writing the protocol #, date, room & card #
- Place bag in the cooler
- The PI will be notified ONLY if the appropriate box is checked on the contact sheet

PIs/research staff finding dead animals should place the animal in a plastic zip lock bag writing the protocol number on the bag. The bag should then be placed in the cooler. The PIs and research staff are encouraged to document deaths on the DLAM dead animal roster.

EUTHANASIA

If animals require euthanasia for humane reasons, it should be done immediately. When the PI wants husbandry staff to euthanize animals (rodents only) they must:
- Fill out a “Request for Euthanasia” form and place it in the appropriate place (ask supervisor of facility where to place sheet).
- Indicate the animals you want the DLAM staff to euthanize by putting a “Euthanasia” card (found in the animal rooms) on the cage.

If PI wants DLAM to euthanize sick animals or nursing pups for humane reasons they must:
- Contact DLAM technician or supervisor immediately
- Fill our “Request for Euthanasia”
- Indicate the animals to be euthanized with the “Euthanasia” card

When DLAM performs euthanasia, there will be a $5/cage charge. A cage = 5 mice or 4 rats

PIs using euthanasia chambers within the animal facilities must follow the procedures posted near the chambers.

MOVING ANIMALS

**Note:** To minimize the opportunity for cross-contamination between animal facilities, DLAM ranks each facility according to the overall health status and risk factors of the animal population within the facility, placing them in a DLAM working order. Within each facility, the animal rooms are also ranked and placed in a working order (room order sheets are found in each animal facility on the office door and on doors throughout the facility. See facility manager for help locating room order sheets). This will be discussed further in Module 6.

Research Personnel are required to receive prior approval for the following transfers;
- Room to Room Transfer (within the same animal facility) – Contact the DLAM Facility Manager for prior approval.
• Facility to Facility Transfer (between Core and/or DLAM areas) – A transfer request form must be completed (available on the DLAM website) and submitted to the DLAM Animal Transport Coordinator.

• Institution to Institution Transfer – A request to import animals from or export animals to other institutions requires the appropriate form(s) to be completed and submitted to the DLAM Animal Transport Coordinator. The forms are available on the DLAM website.

• DLAM room to a Research Laboratory in a different building – The final destination for all animals must be outlined in the IACUC approved animal protocol or accompanying amendment(s). Investigators are responsible for transport of animals from DLAM housing facilities to research or core laboratories.

Cages used to transport animals to labs must be taken back to the dirty cage wash area within the animal facility the animals were taken from as soon as the animal is no longer housed in it. Please remember to return all cages back to the facility it came from and place in designated location (do NOT place back in the animal room).

PHOTOGRAPHY

Any type of photography within the animal facilities is prohibited without prior approval. To acquire approval contact DLAM at 843-7992.

BREEDING POLICY

IACUC has determined that only a certain number of animals are allowed in breeder cages. Acceptable Densities are:
1) When a litter is born, no more than 3 adults are allowed in the cage.
2) When pups are 14 days old then:
   • 1 adult – 14 pups
   • 2 adults – 11 pups
   • 3 adults – 9 pups
3) When pups are ≥ 10 grams they should be weaned

When animal numbers exceed the IACUC limits DLAM will place a yellow “Action Required” card on the cage. PIs and/or research staff will be given 2 days to bring the cage into compliance. If the cage isn’t brought into compliance within 2 days, DLAM is mandated by the IACUC to bring the cage into compliance. When DLAM corrects the problem the PI will be charged a service fee of $50/cage corrected.

For more information, please read the IACUC Breeding Policy, available on the IACUC website.

DLAM COLOR CODED CARDS

DLAM will place color coded cards on cages to inform PIs and research staff of conditions in the animal cage. These cards may require PIs and research staff to take action; therefore it is important for research staff to read them when they are present on the cages. DLAM color coded cards must never be removed by PI and/or research staff unless all the animals in the cage are
used or euthanized. DLAM color coded cards should never be used for research purposes. Husbandry staff will remove cards that are improperly used.

**Green** – Health Check Card – *place on cages to notify veterinary staff of a potential health concern.* If the PI/research staff put a green card on the cage, they **MUST** inform the DLAM staff working in that facility so that they can enter the information into the computerized vet care system.

**Red** – Veterinary Care Card – *this is the veterinary medical record*

**Orange** – DLAM Sentinel Card – *signifies animals used for colony health surveillance*

**Yellow** – Action Required Card (cage density compliance) – *research staff must take action by the date written on the card*

**Fuchsia** – Potential Problem with cage density – *used by DLAM staff to monitor cage density.*

White with **red letters** – “Dead Animal”, “Euthanasia” Cards

White with **green letters** – Animal Transfer cards

**Pink** – Health certificate – used to ID cages for export to other institutions

**Yellow** with **Red Letters** – Chemical Hazard – placed by investigator for ID of cages in which chemical hazards have been used.

**Lime Green** – Chemical Hazard Last Dose – placed by investigator to ID animals have received their *final dose* of a chemical hazard.