

LOYOLA SCIENCE CENTER ANIMAL FACILITY (LSC080) PROCEDURES

Emergency Contact Information:

Dr. ...**(570) 941-6387**
...**(570) 483-1930**
Dr. ...**-5439**
...**(570) 941-7888**

Three Essential Rules:

The outside door of the facility MUST remain locked at all times.

**You should never enter or open the door of any animal holding room other than the one(s) containing your animals.
o bring guests must have the PI accompany them.**

Other Regulations

1) LSC Animal Facility Usage:

Only animals being used in projects approved in writing by the Institutional Animal Care and Use Committee (IACUC) may be maintained in this facility. All maintenance and research/teaching operations, and the number of animals, must conform to the approved IACUC protocol for the project. All surgery must be performed in the Animal Surgery and Surgery Preparation Rooms (rooms 080O and 080R, respectively). All students must be certified to work independently in the Animal Facility (http://matrix.scranton.edu/academics/provost/research/documents/Training_Cert_Form_Student_RA.doc) and all investigators must demonstrate competency in techniques (). Forms for animal care and use protocols, student training certificates, etc. can be found at <http://matrix.scranton.edu/academics/provost/research/sub%20pages/IACUC.shtml>.

2) Labeling:

- a) **Rooms** - Every room that contains animals MUST HAVE a completed, up-to-date door card that identifies the principal investigator (name, office, student workers, and phone numbers) the IACUC protocol number, the species/variety of animal, and general conditions of maintenance, feeding, photoperiod (indicate time on and time off, *e.g.*, 0800 hour on/2000 hour off), and treatment(s). The door card should also indicate whether care and maintenance is being handled by the PI/student(s) or by the Animal Facilities Manager, Dr. Vince Marshall.
- b) **Cages** - Every cage or container with animals MUST HAVE a complete, up-to-date cage card. The card should show, at a minimum, the IACUC Protocol #, the species/variety of animal(s), the sex(es) of the animal(s), and the name of the principal investigator and student(s) using the animal(s). In addition, the cage card must contain a record of any treatments that the animal has received involving the feeding or injection of foreign substances, with the date(s) and time(s) of treatment indicated.

3) Daily Log Book:

All animals must be observed daily by the PI (or designee) and some standard observations are to be recorded into a daily log book. Adherence to your moral obliga

