



The University of Georgia

**Building 11 Facility Handbook
College of Veterinary Medicine
University Research Animal Resources**

Welcome	3
Veterinary Medicine Unit Staff.....	4
Building 11 Staff & Contact Information	4
Facility Access.....	5
Entry and Exit procedures.....	6
Facility Entry	6
Entering Animal Stalls	6
Exiting Animal Stalls	6
Exiting the Animal Facility.....	6
Animal Environments	6
Macro-environment.....	6
Housing	7
Environmental enrichment.....	7
Animal Husbandry and Use	7
General.....	7
Feeding and Watering.....	8
Handling and Identification	8
Census Procedures	8
Animal Transportation	9
Transportation within the Facility.....	9
Transportation out of the Building.....	9
Animal Health and Veterinary Services.....	9
Sick or Dead Animals	9
Euthanasia.....	10
Health Surveillance & Monitoring.....	10
Safety & Biosafety.....	10
General.....	10
Sharps	11

Welcome

This handbook has been prepared to serve as a reference and provides information for current and potential users of the Building 11 Facility (Bldg 11) at the College of Veterinary Medicine (CVM). If you have any questions not covered in this handbook, please contact any of the staff members listed in this handbook. Bldg 11 is one of several facilities operated by the Animal Resources Unit whose mission is to provide and promote optimal laboratory animal care through professional management, education and training. The Animal Resources unit provides two basic functions:

- The safe and effective procurement, quarantine, conditioning, housing, husbandry and veterinary medical care of all animals used in the research and teaching programs.
- Provide technical assistance, advice, and consultation regarding use of experimental animals.

BLDG 11 core hours of operation are from 8:00AM to 5:00PM, Mon—Fri. The facility has ten (10) large animal stalls, a large animal treatment area, and comprises approximately 3,000 gross square feet and primarily houses horses, cattle, goats, sheep, and deer. Bldg 11 is staffed with both full-time and part-time animal care staff many of which are certified by the American Association of Laboratory Animal Science. The Bldg 11 is one of over ten University Research Animal Resources facilities on campus accredited by the Association for Accreditation and Assessment of Laboratory Animal Care, International.

University Research Animal Resources

Veterinary Medicine Unit Staff

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Building 11 Staff & Contact Information

Lab Animal Facility Supervisor:
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VBF Office, Room R109
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Full-time Animal Care Staff:
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Facility Access

For reasons of security, public health, and animal health, only authorized individuals with keys issued by Animal Resources are allowed to enter Bldg 11. Visitors or unauthorized persons may not enter the animal facility without prior approval from Animal Resources and they must be accompanied by a staff member. Children and pets are not permitted in the facility. All Bldg 11 users requesting access must:

- Currently be listed on an Animal Use Protocol (AUP)
- Enrolled in the UGA Occupational Health & Safety Program
- Completed or enrolled in UGA IACUC training classes (listed below)

“IACUC 101: Animal Care & Use Compliance” & “Staying Healthy When Working with Animals”

All facility users seeking access to Bldg 11 must fill out the “Request for Animal Facility Access” form. You must list the Principle Investigator (PI) and all Animal Use Protocol (AUP) numbers you are approved to work under on this form. Once the “Request for Animal Facility Access” form is completed you can contact the Laboratory Animal Facilities Supervisor, Frank Waters to schedule your facility orientation.

General Information

Cameras, video, or recording equipment are restricted inside Bldg 11 without an approved AUP and authorization by the Assistant Director of Animal Resources. No food or drinks intended for human consumption should be brought into or consumed in Bldg 11. No smoking or smokeless tobacco products should be brought into any animal facility or used in any animal facility. The handling of eye lens contacts or applying cosmetics is not allowed in the facility. Do not put up signage on doors or animal stalls without consulting the area supervisor. The use of tape on doors and other surfaces in the animal facility can damage finishes. We can provide magnetic holders, magnetized plastic sleeves holders or can laminate paper materials and help you post signage or other informational material that relates to your research project.

Animal Resources (AR) receives numerous service requests and in order to minimize the possibility of misunderstanding and confusion, all requests for services and transfers must be in writing on the appropriate form. Special needs or requests should be conveyed to the Laboratory Animal Facilities Supervisor or the Animal Resources Manager.

All users of the animal facilities are responsible for ensuring that security and safety standards are maintained at all times. Always make sure the Bldg 11 doors are locked at all times especially after normal business hours, weekends and holidays.

All animal order requests must be faxed, e-mailed or delivered to the Animal Resources main office located in Room 206, Veterinary Medical Building. You may find detailed information regarding animal procurement, policies, per diems and forms at our website: <http://www.vet.uga.edu/animalresources/>

Entry and Exit procedures

Facility Entry

Bldg 11 is located in the Vet Med Complex, south of the Animal Health Research Center (AHRC) and lameness center paddock. When entering the animal facility do not allow others to follow behind you as this undermines the security of our facility. All users must wear scrubs and/or coveralls while working with animals in Bldg 11. To enter the facility you must wear shoes with covered toes. A PPE station is located at the west end of the main corridor. This station provides gloves and face masks. If you need assistance please contact the area supervisor or one of the staff members. If entering animal stalls, rubber boots or boot covers must be worn.

Entering Animal Stalls

To enter an animal stall you must wear scrubs and/or coveralls or other designated PPE. This practice is to minimize you from carrying allergens and contaminants on your street clothes back to your lab or home, and to protect animals in the facility from the microbes you bring into the facility on your street clothes. Follow the specific PPE requirements before entering an animal stalls.

Exiting Animal Stalls

If you are required to use PPE other than scrubs and/or overalls, then follow the posted signage instructions for proper PPE removal and disposal. In most instances all PPE should be removed and discarded in trash receptacles that are located next to each gate outside the animal stall. The use of foot baths may be required upon exiting a stall. Follow posted signage. Always, wash your hands after removing and properly disposing of your PPE.

Exiting the Animal Facility

You should wash your hands and arms thoroughly with soap and warm before leaving the building. Ensure you brush any gross matter off of your clothing and foot ware before you exit Bldg 11. This will help prevent cross contamination as you enter other buildings.

Animal Environments

Macro-environment

Bldg 11 light cycles are scheduled on at 7:00AM and off at 7:00PM unless otherwise outlined on an approved AUP. The override switch for the light timer is inside the timer box. If you must work in the animal stalls and utilize the light override switch, please make sure the switch is turned off before you exit the building. Changing the period of light and dark cycles is disruptive to the animal's normal behavior.

Bldg 11 is not equipped with air conditioning, but is supplied with fresh air by utilizing exhaust fans and a poly fiber duct that run the length of the building corridor. Also, each stall has individual overhead directional fan available for supplemental air circulation during warmer conditions. Heat is supplied by heated air that is forced through the poly fiber duct the length of the building corridor.

Housing

Bldg 11 houses primarily horses, cattle, and small ruminant species. This facility follows all federal regulations and guidelines for the housing of animals in research. All animals are separated by species rather than investigator or department. This facilitates efficient servicing and care, as well as preventing interspecies transmission of certain diseases. The decision regarding the location of each group of animals shall be based on the environmental needs of each animal species and any special requirements essential to the experimental plan. Animals must not be moved from one stall to another without approval or permission of the Laboratory Animal Facilities Supervisor.

We attempt to make all reasonable accommodations to meet the needs of the user regarding housing and stall assignments. To ensure efficiency of labor, space and caging equipment; stall assignments including numbers and animal species will be determined by the Animal Resources Manager or their designee.

Bldg 11 strictly ensures that all animals are appropriately housed in compliance with the Animal Welfare Statues and the standards outlined in the *NRC Guide for the Care & Use of Laboratory Animals*. As such these areas must be maintained in a clean, safe and orderly manner. Users should store supplies, equipment and other material outside of animal stalls near the treatment exam area. Animal stalls must not be used for major surgery, necropsies or other involved procedures. Minor procedures such as injections or collection of samples may be conducted in the animal stall or in the treatment area. Always remember to clean up after yourself, don't leave blood, animal feces or other bodily wastes from animals on floors, tables, sinks, etc.

Environmental enrichment

All animals housed in AR facilities receive environmental enrichment provided by AR to improve the well-being of these animals by increasing species-specific behaviors and reducing maladaptive behaviors. Any deviation from this enrichment program must be outlined and approved in the AUP.

Animal Husbandry and Use

General

AR staff performs daily husbandry and checks on all animals each and every day and twice a day for many species. These checks cannot be counted in a Principal Investigator's AUP as observing or monitoring study animals. Weekend staff completes

daily checks and essential husbandry on the weekends and holidays. AR staff performs cage changes and sanitization activities following a regular prescribed schedule. In the event the Principal Investigator or their research staff wishes to provide their own animal husbandry the following conditions must be met, 1) Approval must be granted by the Assistant Director of Animal Resources – Vet Med, 2) An exception to standard husbandry must be approved in the AUP, 3) the P.I. must develop a Standard Operating Procedure in coordination with Animal Resources.

Feeding and Watering

Animals are fed a high quality standard commercially available diet each day or they are checked twice a day to ensure appropriate feed is available. Animals are watered ad libitum using municipal water source. Any deviations from these standard practices must be approved by the Institutional Animal Care & Use Committee (IACUC) and documented in the AUP. Procurement and provision of special diets or treated water must be arranged with the Animal Resources Manager prior to initiation of the study.

Animals with feed and/or water restrictions must have the proper signage posted on each cage or primary enclosure which details what type of restrictions, the start and end date and the start and end time of day (AM or PM).

Handling and Identification

Any researcher or their staff may request an animal handling training session from Animal Resources if they feel one would be beneficial. Please contact the Animal Health Technician or Attending Veterinarian regarding animal handling training.

All animals should be identified according to their species, applicable regulatory statues, or research project considerations. AR can identify animals using microchip implants, ear tag, ear tattoo, bands and other identification methods on a fee basis.

Every animal received into the census has a unique bar coded cage card number that identifies each individual animal. All cage cards are the property of Animal Resources and it is advised that you do not write research information or notes on these cage cards but utilize a research log book and reference the cage card number(s) for your records. These cage cards are subject to be removed/replaced because of wear, tear or illegible cage card data.

Census Procedures

AR and the animal facility users share the responsibility for maintaining the animal census. All users are required to record (daily) utilizing the IN and OUT column on the census activity sheets (CAS), the number of animals terminated, transferred, or found deceased and note the appropriate disposition in the comments sections. In the case of mouse boxes, all users are required to record mouse boxes (daily) utilizing the IN and OUT column and their appropriate. AR provides these CAS for this purpose and tracks census by AUP, cost center, location, staff and account number. These CAS are located in the animal room log holders positioned next to each animal room door. All CAS are on blue paper stock.

Per diem charges begin the day animals are received (IN) into the census. If you are engaged in research which requires you to temporarily take animals out of the animal room and/or facility and they are out of the animal room for less than 1 calendar day, you will be charged per diem for that day. Animals have to be OUT of the census for 1 complete calendar day or more before per diem calculation is stopped.

It is AR personnel's responsibility to maintain a daily census of animal population, add newly acquired animals to the census, record deceased animals found by AR personnel and record animals euthanized by AR personnel.

It is the user's responsibility to record on the appropriate census activity sheets, the cage card number of any animal(s) terminated, transferred, or found deceased from a project in the OUT column, and to record the disposition in the comments section when making an entry. These cage cards **MUST** be placed in the "OUT BOX" which is located on the east side corridor. The date the cage card was placed in the "OUT BOX" must be written on the cage card.

Before an animal is transferred from one AUP (P.I.) to another AUP (P.I.) it must be approved by the Attending Veterinarian and administratively approved by the IACUC. Transfer Request Form should be submitted at least 48 hours in advance of the scheduled transfer date. This form must be completed and submitted to the AR Business Office so the appropriate changes can be made in our data base system regarding AUP number, account or PI changes.

Animal Transportation

Transportation within the Facility

Animals that are being relocated within the facility may be walked, led or herded, with care and caution to prevent escapes and protect the health of both animals and personnel. Methods will vary depending on the species of animals.

Transportation out of the Building

All animals transported out of Bldg 11 must be transported via large animal transport trailer. Horses that have good temperament and behavior may be walked (with halter and lead rope) to other facilities in the Vet Med Complex.

Animal Health and Veterinary Services

Sick or Dead Animals

All animals in Bldg 11 are observed on a daily basis by trained animal care personnel for signs of illness, injury, or abnormal behavior. Any abnormal behavior or condition is

reported to the Animal Health Technician and the area supervisor and appropriate action is instituted in consultation with the Attending Veterinarian. Animals suspect of harboring or found to be harboring a contagious disease may be isolated from the rest of the animal colony at the discretion of the Attending Veterinarian.

Animals found deceased in their stall must be properly disposed of in the necropsy cooler or submitted for necropsy following submittal guidelines established by the diagnostic lab.

Euthanasia

Euthanasia of all research animals at UGA should follow the American Veterinary Medical Association Guidelines on Euthanasia, June 2007. Only personnel properly trained in euthanasia techniques should euthanize animals. Scheduled euthanasia of animals under an AUP should be consistent with what is described and approved in the protocol. Animals should not be euthanized in the presence of other animals of their species and animals should be treated as gently as possible during any euthanasia procedure to avoid increasing its level of anxiety or stress.

Health Surveillance & Monitoring

Animal Resources operates an animal health surveillance program all animals to ensure all animals maintain a normative health status. We recommend that personnel avoid same-day travel from other animal facilities to Bldg 11. AR personnel examine animals daily for overall health status. Some species may receive vaccinations or routine anthelmintics (de-wormers) upon arrival. Some animals, which are housed over a year, receive annual physical exams, and vaccinations and treatments as necessary. Please contact the attending veterinarian for additional information.

Safety & Biosafety

General

Bldg 11 is equipped with fire alarm pull boxes, fire extinguishers and emergency lighting with illuminated exit signs. Familiarize yourself with the emergency exits and the locations of fire safety equipment. Animal users should always treat fire alarms as an actual fire hazard. Never ignore a fire alarm or continue working once you have been alerted to the alarm. If you are working with animals during a fire alarm event, you need to secure your animals and your work and exit the building promptly.

In the event of a life-threatening emergency, find the nearest facility phone and dial 911 or the University Police at 542-2200.

Sharps

Sharps containers must be provided by the principal investigator (PI) of each research or instructional project. Each sharps container brought into Bldg 11 must be labeled with the PI's name on it. Each PI must supply a sharps container for use on their project and must ensure that these containers are properly processed and disposed of following CVM and UGA policies and procedures governing biohazard and waste disposal.

Proper disposal of sharp instruments is vital in maintaining the safety of every person in the animal facility. Needles should not be recapped and they should be placed directly into an approved sharps container after use. Scalpel blades, razor blades, capillary tubes and microscope slides should also be disposed in an approved sharps container. Sharps containers should never be overfilled, as this presents a danger. Sharps may protrude or become dislodged from the sharps container and personnel may come into contact with used sharps material.