



I. Policy Overview

The care and use of animals in research and teaching at Ross University School of Veterinary Medicine (RUSVM) must follow all applicable local and U.S. federal laws, regulations, policies and guidelines. All animal facilities and programs are to be maintained to the highest standards of animal care and use. Animal facilities and all aspects of animal and care will be operated in accord with the U.S. Department of Agriculture Animal Welfare Act (1966), Regulation (C.F.R., 2009) and policies, the Health Research Extension Act (1985), the Public Health Service Policy on Humane Care and Use of Laboratory Animals (PHS, 2002), the Guide for the Care and Use of Laboratory Animals (NRC, 2011), the Guide for the Care and Use of Agricultural Animals in Research and Teaching (2010), other applicable local and U.S. federal laws, regulations, policies and guidelines, and applicable Institutional Animal Care and Use Committee (IACUC) guidelines and SOPs.

II. Purpose

This policy outlines the minimum animal care requirements, facility requirements and record keeping as well as space specifications as specified in the Guide for the Care and Use of Agricultural Animals in Research and Teaching (2010) and the Guide for the Care and Use of Laboratory Animals (National Research Council, 2011).

III. Scope and Responsibilities

The Institutional Animal Care and Use Committee (IACUC) is responsible for verifying adequacy of space provided for all research animals, including traditional laboratory animal species, agricultural animals, aquatic species, and wildlife when reviewing biomedical, field and agricultural research studies.

The Facility proctors are responsible for provision and upkeep of adequate animal space. Principal Investigators (PI) who use animals in teaching or research, are responsible for implementing this policy within their research. The following individuals should read this policy:

- All faculty, students, research and teaching personnel and staff members involved in the care and use of animals;
- Facility proctors; and
- IACUC members.



This policy does not apply to the clinical care of client-owned animals at the Ross University Veterinary Clinic (RUVC).

When PIs wish to house and use new animal species on campus, they must consult with the Attending Veterinarian prior to submitting an IACUC application. Before any new animal species is brought on campus and before any new housing facility is put in use the Department of Animal Resources must have the appropriate SOPs in place.

IV. Procedures

1. Animal Facility Sign Requirements

Facilities must have appropriate signs to ensure that the necessary information regarding policies, regulations, risks, and requirements associated with using animals for research, testing and teaching are available to and easily accessible for all faculty, staff, students and visitors. Animal facilities, in regards to signs, includes buildings, rooms, areas and enclosures used for animal housing, confinement, maintenance, breeding, or experiments inclusive of surgical manipulation. Signs should be of a durable material, laminated or placed in plastic sleeves.

Required signage:

- Animal Facility Entrances - Facilities Without Secure Access Control
 - Outside of Main Entry: "Authorized Personnel Only" sign must be posted prominently
- Animal Facility Entrances - All Animal Facilities (within main entry corridor or outside)
 - Emergency Contact List (Clinician-in-charge / Clinic / Facility specific contact numbers)
 - General Personal Protective Equipment (PPE) requirements specific to the facility
- Animal Housing Rooms (at the room entry)
 - PPE requirements, as applicable
 - All applicable hazard signs (e.g., biohazard, chemical, &/or radiological hazard signs)
- Animal Procedure Areas
 - SOPs for Procedural Activities
 - Specific Equipment Operating Procedures, as applicable

2. Qualified Personnel

All personnel must be appropriately trained to perform the procedures for which they are responsible and trained in all applicable policies, guidelines and SOPs, inclusive of Occupational Health and Safety and Environmental Health and Safety requirements. This training must be



documented and recorded. In cases where a person is already qualified, it is sufficient to record in a facility log book that the person met the requirements and did not require training.

3. Standard Operating Procedures (SOPs)

Each facility housing animals (including animals at pasture) must have SOPs in place that address the subject areas listed below. One SOP can cover more than one issue, as indicated in the grouping below. However, if special procedures or training are required, a separate SOP should be written even if it is grouped under one heading below. If an IACUC SOP covers the issue, then how the SOP is implemented in the facility must be documented.

All SOPs must be submitted to and approved by the IACUC. SOPs must be reviewed by the Department of Animal Resources annually and the IACUC notified, through the Attending Veterinarian, that this review has been completed. In cases where PIs wish to deviate from the standard housing conditions defined in the SOPs, the PI must submit an appendix with the IACUC application detailing the proposed changes and the reasons why.

Housing and husbandry SOPs must contain at least the following elements:

- Animal Husbandry:
 - Daily activities
 - Method of daily observation
 - Method, frequency, identity and logging of feed administration
 - Method, frequency, identity and logging of drinking water administration
 - Other daily husbandry activities
- Weekly activities
- Other periodical activities, with specification of frequency
 - Animal Identification
 - Preventative medical care (Deworming/vaccinations/etc)
 - Breeding program
 - Procedures with potential for distress or discomfort (eg clipping nails, trimming hooves/claws, sanitizing teeth, etc)
 - Euthanasia and disposal of carcasses
 - Pest control methods (if specific for that species)
- Recording and documenting husbandry activities
- Acceptable restraint methods
- Animal transportation
- Drugs and chemicals
 - Storage, control and disposal
 - Documentation that confirms correct storage, use and disposal
- Animal Housing:
 - Housing requirements primary enclosure (e.g., space requirements per animal, type of enclosure: eg pasture, pen, single housed)



- Housing requirements secondary enclosure (temperature, humidity, ventilation, lighting, noise)
- Structural housing requirements by type (e.g., if on pasture, windbreak and shade requirements)
- Environmental enrichment program
- Cleaning and sanitation of primary enclosure with specification of frequency
- Cleaning and sanitation of secondary enclosure with specification of frequency
- Cleaning and sanitation of housing equipment (e.g., feed troughs/bowels/water containers/ shovels) with specification of frequency
- Waste management with specification of frequency
- Safety

4. Records

If it is not recorded / documented and the responsible person cannot be identified, the procedure did not occur. All records must be completed in a timely manner and by the person who performed the activity and signed by manager or designee.

4.1 General records

It is the responsibility of each facility proctor to maintain sufficient records to determine that all requirements of the SOPs have been met. This can be performed through the use of simple checklists for many procedures.

There also must be sufficient records on the animals so that at all times it is known how many animals are in a facility, their exact location (pasture, pen, etc.), the number being used in active research, the number reserved for research, the number used in active teaching and the number reserved for teaching.

4.2 Health and medical records

Sufficient records must be kept for individual animals to be able to monitor health events, behavioral health events and use in teaching and research. At a minimum, it must be possible to determine the information listed below for each animal.

- Identification of the animal
- Clinical information (physical examinations; illnesses and injuries and follow up information)
- Immunizations, prophylactic treatments, prescribed and administered treatments
- Diagnostic tests performed and interpretation of results
- Surgical procedures (including anesthesia, analgesia and perioperative care)
- Methods used to control pain and distress
- Documentation of all research interventions



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- Documentation of all teaching uses
- Documentation of euthanasia or other disposition
- Necropsy findings, if applicable

4.3 Access to records

All records must be maintained in such a way that they are secure, accessible and organized. These records must be available for inspection by the IACUC either electronically or in paper form.

5. Species Specific Requirements and Recommendations

The Guide and The Ag Guide list recommendations for individual species in regards to space requirements, temperature, humidity and lighting. In case of European agency funded research, Appendix A of the European Convention ETS 123 will be considered a guiding document as well. All RUSVM facilities will ensure these minimum requirements are met.

6. Exceptions to requirements

The IACUC will consider exceptions to animal space provisions on a case by case basis only if the Principal Investigator (PI) has discussed this previously with the Attending Veterinarian (AV) and has supplied written documentation along with the IACUC application that describes the details of and a justification for the space exception.

The IACUC will be guided by existing housing policy guidelines and performance criteria to verify adequacy of space provided versus the importance of the study objectives in that particular case.

V. Review

This SOP is subject to annual review.

SOP Approval:
