

MEMORANDUM

TO: Animal Care Facility Users

FROM: _____
Reginald A. Starks, Animal Care Facility Director

DATE: July 11,2002

SUBJECT: Basic rules while working in or using the Animal Care Facility (ACF)

Individuals using the Animal Care Facility:

- Need to wear lab coat while in the ACF,
- Need to wash hands/gloves when entering or exiting a room and before handling feed or feed containers to reduce the chance of cross-contamination, waterless hand wash stations are located by all doors,
- Must wear gloves when handling animals and caging; however soiled/contaminated gloves should not be worn in public areas (hallways, elevator, etc.);
- Will not enter other animal rooms after going into a quarantined room unless your shoes or shoe covers, outer garment, and gloves or hands have been disinfected/sanitized;
- Will not disturb, handle, feed, or water animals from projects other than your own,
- Will not mix male and female animals unless breeding is authorized by the IACUC,
- Will not move equipment or animals from one room to another without approval of the ACF staff,
- Will not use a radio, TV, etc. while in an Animal Housing Room (AHR),
- Should use a cart to transport animals between the ACF and labs, esp. if more than one (1) cage is transported,
- Must sign out/in all animals taken out of or into an AHR (including animals found dead in their cage) on the "sign out/in roster" located by the cage washer (ask animal techs for assistance, if nec.); this is critical for accountability/census.
- Must report all injuries obtained in the ACF and all animal bites/scratches to the ACF staff and record these injuries in the "Bite & Scratch Log Book".

These basic rules are for the benefit of providing the best possible environment for Research projects. This is not all-inclusive, so your best judgment should be used in areas not covered. If you have any questions or problem, please ask one of the ACF staff for assistance.

Thank You