Policies and Procedures ConcerningAnimal Housing Space

CONDITIONS FOR SPACE ASSIGNMENT

Space for housing animals in the animal facility is assigned after an Animal Housing Space Request (hereafter, Space Request) is approved by the animal facility manager. For vertebrate animals, Space Requests must include a current IACUC *approved* protocol number. Space does not belong to PIs and will be assigned for the minimum time needed to complete the work. The animal facility manager will assign the requested space in accordance with the priorities listed below. If animals of the type and age required can be purchased from an approved vendor, then they must be purchased and not be bred, raised or aged in the animal facility. Exceptions to the latter may be granted by request, if space, budget, staff and caging allow.

WHEN TO FILE

Space Requests will be accepted by the animal facility manager 0-90 days prior to the proposed date for moving animals into the requested space.

PRIORITIES FOR ASSIGNMENT OF SPACE THAT HAS BEEN CONSTRUCTED

TO MEET NIH AND USDA REQUIREMENTS FOR VERTEBRATE ANIMAL HOUSING

1. Housing vertebrates (see below for priorities within this category)
2. Housing invertebrates
3. Storage, laboratories, testing rooms, etc.

VERTEBRATE SPACE PRIORITIES

When Space Requests cannot be accommodated readily by the animal facility manager due to limitations of space, caging or staff, the animal facility directors will evaluate the situation and determine a course of action. Factors that the animal facility directors may take into consideration when reviewing outstanding Space Requests include:

* Date that the animal facility manager received the Space Request. First come, first served is the general rule.
* Funding source of project
* Experimental requirements such as behavior testing needs, light cycles, etc.
* Incompatibility of experiments or species
* Preference or convenience
* Extenuating circumstances

Animal Housing Space Request

Must be completed

* With all regular animal orders
* When establishing a breeding colony
* When importing animals from other facilities
* When Investigator is concerned about space availability for large or timed experiments

Date of Request:

Principal Investigator:

Protocol number:

Preferred date of animal receipt:

Preferred housing location (if available):

Deliver to IBB Animal Facility [ ]

Deliver to TEP Animal Facility [ ]

Deliver to EBB Animal Facility [ ]

Deliver to other

Anticipated euthanasia date of last animal (for non-breeding colonies):

Animal species:

Maximum number of cages/animals to be housed at once:

Source of animals:

Will these animals be exposed to: [ ]  Biological hazards [ ]  Chemical Toxins [ ]  Nano Particles

If so, what agent?

Special housing requests: may include special needs for bedding, food, water, enrichment & light cycle.

*Animal Facility Personnel:*

*Assigned Animal Room #\_\_\_\_\_\_ Approved for space from (dates)\_\_\_\_\_\_\_to\_\_\_\_\_\_\_*

*New (renewal) Animal Housing Space Request due date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Animal Facility Manager signature/Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_*