

University of Pennsylvania School of Medicine
Policy and Procedure Manual

Housing or Use of Animals in Non School of Medicine Sites

RESEARCH ADMINISTRATION
Policy Number: RA-ANML-006
Date Approved: October 23, 2007

I. PURPOSE

To establish guidelines for the housing and use of animals in non School of Medicine sites

II. POLICY STATEMENT

These policies and procedures serve as the official School of Medicine (SOM) position for the housing and use of animals in non School of Medicine sites. These policies and procedures are essential to insuring that School of Medicine faculty, trainees, students and staff adhere to the highest standards of humane, responsible animal care and use. These policies are designed to protect SOM animals and facilities from pathogens and to preserve the School of Medicine accreditation by the Association for the Assessment and Accreditation of Laboratory Animal Care International (AAALAC). This policy is intended to expand on Policy Number RA-ANML-003.2: Relocation of Rodents Between Rooms, Suites and Facilities in SOM Vivaria.

III. WHO SHOULD KNOW THIS POLICY?

- Dean
- Executive Vice Dean and Chief Scientific Officer
- Associate Dean for Animal Research
- School of Medicine Animal Research Committee (SOMARC)
- Faculty and lab personnel engaged in animal research
- University Laboratory Animal Research (ULAR) staff
- Institutional Animal Care and Use Committee (IACUC) Chair
- University Vice Provost for Research

IV. POLICY AND PROCEDURES

Guidelines for the Housing and Use of Animals in Non School of Medicine Sites

- In the majority of circumstances, animals acquired or held under protocols sponsored by SOM principal investigators should be housed in SOM facilities. However, there may be times when the interdisciplinary nature of research requires joint study of animals by investigators with appointments in different schools. This policy is intended to address the circumstances under which such collaborative animal studies are to be conducted.
- The research animals of SOM faculty may only be housed or used in facilities that comply with AAALAC accreditation standards, as determined and approved in advance by the Associate Dean for Animal Research. This includes research animals acquired or held under protocols sponsored by SOM principal investigators. Compliance involves not only the physical plant, but also the policies and procedures that govern the use of animals and the personnel who work with them. Upon request by a SOM faculty investigator, the Associate Dean for Animal Research, in consultation with ULAR senior leadership and the SOMARC, will verify which non-AAALAC accredited facilities meet this AAALAC accreditation standard. Non-AAALAC accredited animal facilities must be approved in advance by the Associate Dean for Animal Research and SOMARC prior to use by SOM faculty and/or staff.
- SOM investigators who through collaborations with investigators in other schools require the housing or use of animals in non-approved facilities must transfer these animals to the protocol of a non-SOM investigator/ collaborator in that facility. In this case, the faculty member is responsible for submitting a Request to Transfer Animal(s) Form to ULAR Diagnostic Services. The Request to Transfer Animal(s) Form and instructions may be found on the ULAR website at <http://www.ular.upenn.edu>, by selecting *Forms and Surveys* on the left navigation bar. When directed to the *Forms and Surveys* page, scroll down and select *Request to Transfer Animal(s) Form*, and follow all instructions.
- SOM personnel should avoid entering non-approved animal housing or use facilities. If a SOM investigator must enter a non-approved facility, they may not re-enter a SOM animal facility until they have showered and changed clothing.
- Relocation of animals must be done in accordance with ULAR policies and procedures [<http://www.ular.upenn.edu>] and SOM policies and procedures [Policy No. RA-ANML-003.2, link: http://www.med.upenn.edu/vdresearch/documents/RodentRelocationPolicy_RA-ANML-003.2_SIGNED.pdf]

All housing and use of animals must be done in accordance with IACUC and ULAR policies and procedures.

V. CONTACTS

Executive Vice Dean and Chief Scientific Officer of the School of Medicine

Phone: (215) 898-2874

Fax: (215) 573-7945

Director, University Laboratory Animal Resources

Phone: (215) 898-2433/4

Fax: (215) 573-9999

Chair, Institutional Animal Care and Use Committee

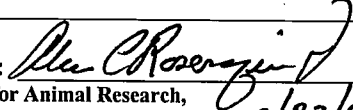
Phone: (215) 898-2615

Fax: (215) 573-9438

Associate Dean for Animal Research

Phone: (215) 898-4286

Fax: (215) 573-9050

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| <p>Supersedes: None – New Policy</p> | <p>APPROVED:  Associate Dean for Animal Research, School of Medicine Date 10/23/07</p> |
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