



University Committee on Animal Care

Policy on Housing Vertebrate Animals

All warm-blooded vertebrate animals used for research or teaching purposes at ETSU must be housed in the central animal housing facilities maintained at ETSU and operated by the Division of Laboratory Animal Resources (DLAR). Daily care and maintenance of these animals as well as related record keeping is the responsibility of the DLAR. Housing animals outside the central animal facilities for more than 12 hours requires written justification to and approval by the University Committee on Animal Care (UCAC). Amphibians, reptiles, and fish may be housed outside the central animal housing facilities in a designated area with approval by the UCAC. Daily care and maintenance of these animals as well as related record keeping is the responsibility of the Principal Investigator.

1. The UCAC must inspect and approve an animal housing area before animals may be housed.
2. All animal housing areas must comply with federal regulations and guidelines, and with ETSU policies for the species housed.
3. Standard Operating Procedures for the care and housing of the animals must be developed by the responsible party, and must be approved by the UCAC.
4. All animals housed at ETSU must be observed daily including weekends and holidays. If problems of animal health, behavior or well-being unrelated to research procedures occur, the Attending Veterinarian must be notified immediately.
5. A room log must be maintained in each room to include: the animal species and number of animals housed; all activities in the room related to animal care activities; as well as minimum and maximum temperatures and relative humidity where critical. The record must be initialed daily by the individual performing the tasks.
6. Room logs and animal care records must be available in the room where the animals are housed for review by UCAC members, the Attending Veterinarian, and other local or federal officials.
7. The records must be held for at least three years and must be available upon request.
8. If animals are housed outside the central animal housing facilities, the following additional policies apply:

- a. The Principal Investigator is responsible for the daily care of the animals. All personnel involved with the daily care of the animals must be approved by the UCAC, must attend an Orientation for New Users of Animals and must be appropriately trained to perform the tasks.
- b. The Attending Veterinarian or a designated trained individual must review the housing area and the animals at least monthly, these visits may be unannounced.
- c. Data on numbers of animals purchased and produced, and on animals housed must be provided to the DLAR office upon request.

In the event that compliance or operational issues arise, every attempt will be made to work with the principal investigator and his/her staff to resolve operational and compliance issues. Such issues will be categorized as major or minor issues as defined in the AWA and PHS Policy. In the event of a “minor” deficiency, a three step warning system will be utilized to inform the principal investigator and resolve compliance concerns that may arise. The UCAC will be informed of issues related to satellite facilities as they arise through communication with veterinary staff. The steps are as follows:

Step 1 – The Attending Veterinarian will counsel the research staff member(s) with the first report of noncompliance. The principal investigator will be informed of the counseling.

Step 2 - The Attending Veterinarian and an UCAC member will counsel both the research staff member(s) and principal investigator in the event of a second incident. The Departmental Chair of the principal investigator will be informed.

Step 3 – The UCAC will be informed, and if deemed appropriate, disciplinary action will be taken.

In the event of a “major” deficiency, the three step warning system will not apply and, the noncompliance will be reported directly to the UCAC. If the UCAC determines the problems are sufficiently serious, the satellite facility will be closed and the animals relocated to the central animal housing facility. In the event that closing of the satellite facility is coupled with a suspension of on-going research, the UCAC will follow its “Policy and Procedures for Noncompliance with Animal Care and Use Policies”.

Approved by the ETSU University Committee on Animal Care: October 20, 2005
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