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| **WAYNE STATE UNIVERSITY****DIVISION OF RESEARCH** | Division of Laboratory Animal Resources |
| **Outside Housing Agreement - Rodents** |

1. PURPOSE
	1. The purpose of this Agreement is to codify the responsibilities for housing individual animals outside of a DLAR vivarium for greater than 24 hours.
2. PRINCIPLE
	1. Communication (e.g., email) *must* occur 24 hour prior to when animals are going to be housed outside the DLAR vivarium.
	2. Animals must be housed in accordance with approved practices in the protocol in regards to enrichment, single housing, etc.
	3. Incompatible animals must be separated and both DLAR and the PI notified.
	4. Single housed animals must receive an additional form of enrichment (e.g., hut), unless justified on the protocol.
	5. Animal holding rooms must be sanitized every 6 months or more often if room occupants change. Also, more frequent sanitation may be required due to animal health status changes (contact a DLAR veterinarian for direction).
	6. Personnel should wash and/or disinfect their hands and change clothing as often as necessary to maintain good personal hygiene. Outer garments (e.g. lab coats) worn when handling animals should not be worn outside of the animal space and should be washed regularly to maintain cleanliness. These garments cannot be worn into a DLAR vivarium after exposure to animals in the lab without laundering.
	7. Carts used for the movement of equipment and/or animals should be disinfected every 6 months at a minimum, but as often as needed to maintain cleanliness.
	8. Activities should be performed according to the frequencies on the following page or more often as needed.
	9. Temperature and humidity excursions outside of the recommended range must be immediately reported to the FP&M service center via phone call (313-577-4315). When calling you must speak to a live person and report that the temperatures are out of range and there are animals present. Additionally, the DLAR Leader for the area, the PI, and a veterinarian must be notified.
	10. The PI and responsible personnel should submit their cell phone numbers to DLAR for use with the Remote Temperature Monitoring System.
3. **SPECIAL PROCEDURES AND AGREEMENT BETWEEN DLAR AND PI FOR LABORATORY HOUSING ANIMAL CARE**

**The procedures listed in the table on the next page will be performed by the party in the left column (some procedures may be listed as “NA” depending on the outside housing request). Signatures serve as confirmation that both parties agree to perform the procedures as indicated.**

Please contact the DLAR veterinarian who covers the building where animals will be housed overnight to coordinate training and review/approve the agreement on the following page. If you need contact information, call the DLAR Business Office at (313) 577-1107.

**Housing Outside DLAR Animal Facilities Checklist**

***Agreement between DLAR and Principal Investigator must be filed with the IACUC Protocol.***

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| **Principal Investigator** |       | **Building:** |       |
| **Protocol Number:** |       | **Room(s):** |       |

**Housing outside of DLAR animal facilities request in the IACUC protocol application involves:**

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|       | >12 hours but ≤24 hours |       | >24 hours |
|       | DLAR will provide ***all*** husbandry and oversight (skip to the signature lines at the bottom of this form) |

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| **Daily** *(list PI or DLAR next to each requirement)* |
|       | **Check room temperature and relative humidity. -** Temperature: 68-79°F / Relative humidity: 30-70% |
|       | If temp/humidity is outside of this range, contact FP&M service center, facility DLAR Leader, Veterinarian, and PI. |
|       | **Check animal health.** If ill animals are present, report to DLAR staff immediately.  |
|       | **Check food and water levels, follow any posted special instructions.** |
|       | Ensure that there is at least 48 hours worth of food in the hopper, add feed as needed. |
|       | Sweep and/or wet mop as needed. |
|       | Check trash and empty trash receptacle as needed. |
|       | **Note all activities on the “Daily Room Chart”. Note Cage Census on Census sheet** |

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| **Weekly** *(list PI, DLAR, or N/A next to each requirement)* |
|       | Transfer newly arrived rodents or animals in a soiled cage to clean cage filled with ~ ½ inch of corn cob bedding and a clean wire lid. Cover the top of the stacked soiled cages with drape or filter top and move soiled cages to cagewash, seal shipping carton or cover shipping carton with drape and dispose of the carton. Ensure enrichment is present. |
|       | Diabetic/breeding mice may require more frequent cage change. Caging must be changed as often as necessary to keep animals clean and dry. |
|       | Replace bottle and stopper. |
|       | Disinfect stoppers/sipper tubes prior to cage washing in a 1:100 bleach solution for 10 minutes.  |
|       | Sweep and mop floor with dilute bleach. |
|       | Check light timer for appropriate function (if a timer is being used). |

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| **Every other week** (*list PI, DLAR, or N/A next the requirement)* |
|       | Change wire lids. Change filter tops for rats |

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| **Monthly (Contact DLAR to coordinate)** |
|       | Evaluate the condition of the room exhaust filter. If it needs to be replaced, the laboratory must take appropriate steps to replace it (either manually replace it or contact the facility engineer to replace it). |
|       | Check and record air pressure with vaneometer to ensure that the room is negative to the corridor. |

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| **Quarterly** *(list PI, DLAR, or N/A next to each requirement)* |
|       | Change filter tops for mice |
|       | Sanitize food bin, allow to dry completely. Label with food name and ID, and dates: milling/filling, expiration, and sanitization. |

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| **Every 6 months** (*list PI, DLAR, or N/A next the requirement)* |
|       | Sanitize the area and contents related to animal housing (i.e. carts, supply bins, trash receptacles, and shelving units). |

***Signatures***

Principal Investigator/Co-Investigator:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DLAR veterinarian:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **All staff who will take care of animals outside of the DLAR facilities must be trained. If staff members are added by amendment at a later date the PI/Co-PI will contact the DLAR to request training.** |

**Housing Outside DLAR Animal Facilities Checklist (Training Attachment)**

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| **Principal Investigator** |       | **Building:** |       |
| **Protocol Number:** |       | **Room(s):** |       |

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| **Personnel Responsible for Outside Housing** **(print and sign)** | **DLAR Trainer** **(print and sign)** | **Date** |
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