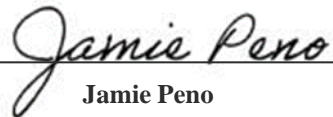
 DIVISION OF RESEARCH & INNOVATION Research Integrity & Compliance		UNT Lab Animal Facility Standard Operating Procedures	
Title: Housing at the UNT Lab Animal Facility			
Effective Date:	August 15, 2021	Document Number:	LAF-SOP-05-01.00
Approval/Date: <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;">  <hr style="width: 100%;"/> Jamie Peno Assistant Vice President, Research Integrity and Compliance </div> <div style="text-align: center;"> <hr style="width: 100%;"/> 8/15/2021 Date </div> </div>			
REVISION HISTORY			
Date	Section	Author	

PURPOSE

The UNT Lab Animal Facility is a dedicated facility and an important resource to UNT to house mammalian species used for animal research within the University. The Lab Animal Facility is supported financially and administratively by Research Compliance staff in UNT Research and Innovation and managed by the UNT Attending Veterinarian and staff. Researchers conducting animal research will be charged per diem rates for usage of this facility and must adhere to all regulations, policies, and standards relating to the humane care and use of animals at UNT. Use of research animal housing and procedure rooms must be pre-arranged with LAF Management and are offered at UNT on a first-come first-serve basis as space and resources allow.

SCOPE

It is the responsibility of the Principal Investigator to obtain IACUC approval for all animal work and personnel performing animal work in the UNT LAF.
 It is the responsibility of the Principal Investigator to ensure that all staff are appropriately trained and documentation of training has been provided to LAF Management.
 It is the responsibility of the PI to ensure all staff follow the policies and procedures of the LAF.
 It is the responsibility of the PI to schedule use of the LAF with LAF Management well in advance of need.

DEFINITIONS AND ABBREVIATIONS

UNT- University of North Texas, Denton
 SOP/SOP's- Standard Operating Procedure(s)

PROCEDURES

- I.** UNT Lab Animal Facility Management
 - A.** The UNT Lab Animal Facility is managed by the UNT Attending Veterinarian, the Lab Animal Facility Manager, and associated Veterinary Staff and provides environmentally controlled housing facilities in accordance with regulations as well as veterinary and animal husbandry support.
 - B.** The UNT LAF is available for use to UNT faculty and their research personnel.
- II.** Pre-arranging use of the UNT Lab Animal Facility
 - A.** Prior to submission of an Animal Use Protocol that may require use of the UNT LAF, the Principal Investigator should contact LAF Management to discuss the needs and timelines of their study.
 - B.** Resources in the UNT LAF are scheduled on a first-come, first-serve basis and it is crucial that LAF Management have an understanding of all project needs prior to implementation in order to accommodate multiple projects and timelines for researchers.
 - C.** It is helpful to provide, in as much detail as possible, the following information:
 1. Species
 2. Population size
 3. Special housing requirements (ie. special feed, feed schedules, bedding, caging, enrichment, veterinary care, monitoring, research equipment, etc.)
 4. Study procedures planned and needs (ie. desired procedure or surgical suite room use, equipment use, medication schedules, etc.)
 5. Planned Controlled Substance Use
 - a) The Principal Investigator is responsible for obtaining and maintaining a DEA license for use and storage of controlled substances in the LAF. See UNT IACUC Procedure 02-18 Use of Controlled Substances.
 - b) Inspection of storage and use areas by DEA may be required when obtaining a license, Principal Investigators should include LAF Management in planning and scheduling for this.
 6. Study timeline estimates and desired schedules
 - D.** The above information will help the LAF to provide you with an accurate per diem and use quote as well as to ensure availability of needed resources. The Attending Veterinarian may also need to be consulted to assist with appropriate study design as needed.
 - E.** After consultation with LAF Management and the Attending Veterinarian (if needed), an Animal Use Protocol should be submitted to the UNT IACUC that includes the UNT LAF in the housing section of the application.
 1. The Principal Investigator should keep LAF Management apprised of any changes to the above in order to ensure needs can be met.
 2. Once the Animal Use Protocol has been approved by the UNT IACUC, Investigators may submit required documentation and the LAF Form 01- Funding Intake Form to LAF Management.
- III.** Access to the UNT LAF
 - A.** Access will be granted by LAF Management under the following stipulations:
 1. Personnel must be listed on an approved UNT Animal Use Protocol

2. Personnel must have an active UNT ID card and associated UNT UID.
 3. Documentation of all appropriate training has been provided to LAF Management, including but not limited to:
 - a) Species specific training
 - b) Procedure specific training
 - c) Appropriate Lab Safety trainings
 - B.** Principal Investigators should submit an access request for personnel to the LAF Manager using the LAF Form 03- Lab Animal Facility Access Request and include the following:
 1. Name
 2. University e-mail
 3. UID (UNT University ID #)
 4. Start date for Access
 5. Copy of Animal Use Protocol listing approved individual and their emergency contacts.
 6. Copies of all appropriate training certificates
 - C.** Access Rights will be re-evaluated on an annual basis. Training certificates should be renewed annually and copies should be provided to LAF Management as they are updated.
 - D.** Principal Investigators should notify LAF Management any time personnel are removed from a study or are no longer requiring Vivarium access.
- IV.** Visitors in the UNT LAF
- A.** Visitors are not allowed in the facility without prior authorization from LAF Management and an approved escort.
 - B.** Any non-UNT personnel visiting the LAF to participate in any research activities must be escorted by approved personnel and should be listed on a UNT Animal Use Protocol as an approved unaffiliated researcher (meaning they have completed appropriate training and Occ. Health requirements).
- V.** Audio/Visual Recording in the UNT LAF
- A.** Audio/visual recordings in the LAF may only be taken if expressly approved in a UNT Animal Use Protocol for research purposes and must not document any of the following:
 1. identifiable locations (includes room #s, building names/ #s, etc.)
 2. identifiable personnel
 3. animal housing/ caging
 - B.** Audio/visual recordings for non-research purposes are prohibited without express consent from IACUC Administration and LAF Management.
 1. To obtain permission to create Audio/visual content in the UNT LAF, requests should be submitted in writing to iacuc@unt.edu and should include a detailed description of desired content, intent for use, and methods of distribution and production.
 2. Recordings must not document any of the following:
 - a) identifiable locations (includes room #s, building names/ #s, etc.)
 - b) identifiable personnel
 - c) animal housing/ caging
 - d) research animals
 3. Any content desired to contain any of the items above will require written approval from the IACUC committee and the Principal Investigator(s) whose research may

be involved.

REFERENCES

1. LAF Form 01- Funding Intake Form
2. LAF Form 03- LAF Access Request Form
3. UNT Animal Research Policies and Procedures
4. UNT IACUC Procedure 02-18 Use of Controlled Substances

APPENDECES

Lab Animal Facility Procedures