Title: Research Staff Responsibilities for Using the UNT Laboratory Animal Facility

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PURPOSE
The UNT Lab Animal Facility (LAF) requires that all users follow guidelines set forth by regulations, the UNT IACUC, health and safety committees, and LAF Management while using the LAF to ensure the integrity of all research projects conducted in the facility. Failure to do so may have an effect on other users’ projects, health and safety of users, as well as the health and safety of the animals being housed.

SCOPE
It is the responsibility of the Principal Investigator to ensure all staff have been trained appropriately and follow all regulations and guidelines for using the UNT LAF. It is the responsibility of LAF Management to enforce regulations and guidelines required of its’ users and to document repeated violations.

DEFINITIONS AND ABBREVIATIONS
- UNT: University of North Texas, Denton
- IACUC: Institutional Animal Care and Use Committee
- AUP: UNT approved Animal Use Protocol
- SOP/SOP’s: Standard Operating Procedure(s)
- LAF: Laboratory Animal Facility
- AV: Attending Veterinarian

PROCEDURES
I. UNT Lab Animal Facility Animal User Guidelines
   A. Only UNT IACUC approved work may be performed in the LAF by IACUC approved,
appropriately trained individuals that are listed on a UNT AUP as key personnel.

**B.** All users must abide by all applicable federal, state, and local regulations, laws, and UNT policies and procedures at all times in the LAF.

**C.** Visitors are not allowed in the LAF unless pre-approved by the LAF Manager and/or the UNT IACUC and must be accompanied at all times by approved personnel.

**D.** Users are responsible for following all applicable AUP’s for their work.
1. Any deviations or adverse events must be immediately reported to LAF Management, the UNT Attending Veterinarian, and the IACUC (see UNT IACUC SOP 02-13 Reporting of Adverse and Unanticipated Events).
2. Modifications needed should be requested and approved prior to initiation.

**E.** All animal work should be scheduled in advance with LAF Management and should be during regular business hours. Work outside of normal operating hours must be pre-arranged and expressly approved by LAF Management. All users must:
1. ensure all required training is completed and documented for associated work.
2. ensure animals are secure in their appropriate caging and housing areas and are not left unattended in procedural spaces.
3. ensure cleanliness and tidiness of housing and procedure spaces used at all times.
4. follow all required PPE guidelines set forth for the LAF and their associated animal work.
5. ensure all safety procedures are followed for associated work and appropriate waste disposal and cleaning protocols are adhered to.

**II. Violations**

**A.** All violations by users will be documented by LAF Staff and reported to the Principal Investigator and if necessary, applicable UNT compliance and safety committees, the UNT AV, Risk Management Services, etc.

**B.** Repeated violations may result in:
1. delay of work
2. remedial or repeated training(s)
3. extra restrictions for LAF use
4. removal of personnel access and use rights
5. AUP suspension from IACUC

**REFERENCES**

1. UNT IACUC SOP 02-13 Reporting of Adverse and Unanticipated Events
2. UNT Animal Research Policies and Procedures

**APPENDICES**

Lab Animal Facility Procedures