

STANDARD OPERATING PROCEDURE

Division of Laboratory Animal Medicine
DLAM

SOP Number:	0532	DLAM SOP TITLE Dedicated Animal Housing & Procedural Space	Revision #:	01
Date Effective:	8/14/19		Supersedes:	00

DLAM Executive Director/Functional Manager:	Dr. Jeffrey Goodwin	Sign: 	Date: 7 Aug 19
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1. PURPOSE

- 1.1. To describe the rationale and assignment of DLAM dedicated Vivaria space for Principal Investigator (PI) access and use.

2. SCOPE

- 2.1. This SOP applies to DLAM staff working in animal housing spaces or procedure rooms dedicated to individual UCLA Principal Investigators (PIs).

3. RESPONSIBILITY

- 3.1. It is the responsibility of the DLAM Executive Director (Exec. Director) to manage the procedures listed in this SOP.
- 3.2. It is the responsibility of DLAM staff, assigned to work within dedicated spaces, to understand the shared responsibilities and expectations with UCLA PIs.

4. DEFINITIONS/ACRONYMS

- 4.1. **Guide** – The abbreviation for 'The Guide for the Care and Use of Laboratory Animals' current edition
- 4.2. **Dedicated Animal Housing or Procedure Room Space** – Dedicated animal housing or procedure room space is space within a DLAM maintained animal facility that DLAM assigns to one, or maximum, two, Principal Investigator(s) (PIs) for their individual use.
- 4.3. **PI Maintained Space** – PI maintained space is dedicated animal housing or procedure space within DLAM that the PI, or his/her staff, maintain following DLAM animal care procedures.
- 4.4. **ARC** - Animal Research Committee
- 4.5. **APAC** - Animal Program Advisory Committee. This is a faculty-led group responsible for, among other things, reviewing DLAM space use by PIs, including dedicated animal housing and procedure space.

5. GENERAL

- 5.1. The assignment of available DLAM animal housing and procedural space is made based on availability, compatibility with DLAM capabilities, and in consideration of other PI shared space. The space is utilized in accordance with all DLAM, Animal Research Committee (ARC), Environment, Health and Safety (EH&S), and other campus entities' policies pertaining to the use of space for research animals.
- 5.2. Animal housing and procedural space is shared by multiple PIs whenever possible.
- 5.3. Individual housing or procedural space may be dedicated to an individual PI or PIs and is up to the discretion of the Exec. Director.
- 5.4. Any DLAM space (housing or procedural) being used by fewer than three PIs, upon written request by at least one of the PIs, is considered to be dedicated space.
- 5.5. Dedicated animal housing and/or procedural space may be further sub-divided into PI maintained space or DLAM-maintained space.
 - 5.5.1. Animal husbandry, room maintenance, and other required tasks in PI-maintained spaces are the responsibility of the PI.

- 5.5.2. The PI and/or research staff must follow all DLAM policies and procedures concerning animal husbandry and room maintenance, unless otherwise described in an animal use protocol approved by the ARC.
- 5.5.3. The PI and/or research staff in PI-maintained space will document animal husbandry, room maintenance, and other required tasks on a room status sheet supplied by DLAM. At the end of each month, DLAM Operations staff collect the completed room status sheets and delivers them to the DLAM area supervisor for review.
- 5.6. Dedicated animal housing and procedural space in DLAM managed areas may be revoked at any time if adherence to DLAM procedures is not followed, DLAM equipment is misused, or the approved ARC protocol is not followed.
- 5.7. All space assignments are eligible for and subject to annual review by the Exec. Director and the UCLA Animal Program Advisory Committee (APAC).

6. PROGRAM DISTRIBUTION AND TRAINING

- 6.1. The approved Dedicated Animal Housing & Procedural Space program is distributed by DLAM as a PDF document on the DLAM Portal accessible to all DLAM staff, and ARC approved PIs and lab staff.
- 6.2. The Exec. Director determines, on a case-by-case basis, which DLAM staff (e.g. area Supervisor, Training Coordinator, etc.) will be responsible for the training required for a new dedicated space.
- 6.3. DLAM training personnel provide, to the PI and their staff, an understanding of how the dedicated space is to be managed and maintained, conduct training of DLAM staff and potentially UCLA PIs and their staff. This understanding may include any other applicable DLAM SOP(s).
- 6.4. DLAM training personnel explain the maintenance expectations for PI dedicated and maintained spaces. Principle Investigator and lab staff may be asked to sign and date any DLAM training document generated.

7. PROCEDURE

7.1. DLAM Facility Space Assignment

- 7.1.1. A PI must submit a written request to the Exec. Director to request dedicated animal housing and/or procedural space.
- 7.1.2. The Exec. Director examines the request(s) and determines if space is available within DLAM Vivaria. The Exec. Director approves or denies the request and notifies the PI of the decision.
- 7.1.3. For PI-maintained dedicated space, a schedule of routine entry into the space by DLAM staff is agreed upon with the PI(s) on a case-by-case basis.

7.2. Dedicated Space Usage and Compliance

- 7.2.1. All equipment stored and used in the PI dedicated space must be:
 - 7.2.1.1. Easily movable or, e.g. for large, heavy items that are hard to move, positioned within the room so that the area immediately surrounding the equipment is accessible for cleaning.
 - 7.2.1.2. Constructed with materials that allow satisfactory cleaning & disinfecting (smooth, impervious surfaces with minimal ledges, angles, corners and overlapping surfaces; e.g. no cloth chairs, cardboard boxes, unsealed wood, etc.)
 - 7.2.1.3. Or items must be placed in secondary sanitizable containers (e.g. plastic containers with lids); if these secondary containers are locked, DLAM must be provided with a copy of the key or the lock combination.
 - 7.2.1.4. If equipment is used to contain or house animals, it must be compliant with the 'Guide' recommendations and described in an approved ARC protocol.
- 7.2.2. A DLAM area Supervisor will inspect PI dedicated and maintained areas at any time but at least monthly. DLAM shall notify the PI should any nonconforming use of space or piece of equipment be observed per section 7.2.1, and the nonconformance corrected.
- 7.2.3. The monthly (or more frequent) visit by the area Supervisor is documented on the room status sheet.

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- 7.2.4. Non-compliant conditions as described in sub-section 5.6 & 7.2.1 must be corrected within the mutually agreed upon time between the DLAM area supervisor and the PI. If non-compliant conditions are not corrected in the agreed upon time, the Exec. Director may revoke room use privileges.
- 7.2.5. Non-compliant conditions that pose a significant or life threatening danger to personnel, animals, or the facilities are corrected immediately. If these conditions are not corrected immediately, the Exec. Director may revoke PI use privileges to the room(s).

7.3. Recharge Rate

- 7.3.1. Dedicated DLAM-maintained animal housing (with cage occupancy rate at less than 50%) and procedural room space are assessed a monthly charge at the current DLAM rate. The current rates are available online on the DLAM Portal in the Frequently Requested Forms section – ‘DLAM Per Diem and Service Rate Schedule’
- 7.3.2. There is no monthly charge, or recharge rate, for properly maintained and compliant dedicated PI maintained animal housing or procedural rooms using only PI caging or equipment.
- 7.3.3. When DLAM caging, equipment and/or other resources (e.g. technician service time) is regularly used, a full per diem charge may be charged or an alternate recurring charge may be negotiated by the Exec. Director on a case-by-case basis.
- 7.3.4. PI maintained areas are subject to the monthly charge, and/or other fees, if the room(s) are not being properly maintained or if non-compliant issues are observed and not resolved by the mutually agreed upon time.

8. REFERENCES

- 8.1. Institute of Laboratory Animal Resources, *Guide for the Care and Use of Laboratory Animals* (Guide) – Current Edition
- 8.2. Approved Dedicated Animal Housing & Procedural Space program – DLAM portal

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REVISION HISTORY			
REVISION NUMBER	AUTHOR(s)	EFFECTIVE DATE	REVISION(S):
00	J. Goodwin/ D. Breazeal	1/7/19	New
01	J. Goodwin	8/14/19	Deleted section 7.2.1.1; minor wording change in section 7.2.1.4; deleted section 7.2.3; deleted 1 st sentence in section 7.2.3