

HEALTH SCIENCE CENTER HANDBOOK OF OPERATING PROCEDURES

Chapter 7	Research and Sponsored Programs	Effective:	June 2000
Section 7.3	Laboratory Animal Resources	Revised:	January 2009
Policy 7.3.1	Policies and Procedures	Responsibility:	Vice President for Research

POLICIES AND PROCEDURES

Department of Laboratory Animal Resources

The Department of Laboratory Animal Resources (DLAR) is located within the Office of the Vice President for Research, and supports all aspects of teaching, testing and research which require the use of animals. Responsibilities of the DLAR include obtaining, housing, and caring for research animals.

Services are provided on a cost-recovery basis to research or instructional units by an inter-departmental transfer of funds.

The facility is operated in compliance with the Public Law 89-544 (Animal Welfare Act) and its amendments, Public Health Services (PHS) guidelines, and the *Guide for the Care and Use of Laboratory Animals* (DHHS). Periodic inspections are conducted by the United States Department of Agriculture (USDA).

The University is accredited by the Association for Assessment and Accreditation of Laboratory Animal Care, International (AAALAC).

The DLAR is responsible for:

1. Assuring the institution's compliance with the Animal Welfare Act, PHS guidelines, the *Guide*, and accreditation requirements of the AAALAC.
2. Advising investigators and their staff on the humane care and use of animals in research and teaching.
3. Monitoring the health and well-being of all laboratory animals.
4. Managing the animal care programs and the housing facilities.
5. Providing training to supplement other instructional materials.
6. Assisting in the evaluation process of the application for the use of laboratory animals.
7. Providing animal husbandry to all animals at the Health Science Center.

HEALTH SCIENCE CENTER HANDBOOK OF OPERATING PROCEDURES

Chapter 7	Research and Sponsored Programs	Effective:	June 2000
Section 7.3	Laboratory Animal Resources	Revised:	January 2009
Policy 7.3.1	Policies and Procedures	Responsibility:	Vice President for Research

See [Section 7.4](#), "Institutional Program for the Humane Care and Use of Laboratory Animals", of the *Handbook of Operating Procedures*,

Training

The DLAR offers weekly classes for employees to acquire information about the facility and services offered. Participants learn how to complete various forms used in DLAR, understand ordering deadlines, billing procedures, DLAR policies and the most common problems associated with animal based research. The workshop is approximately one (1) hour and is mandatory for all new Health Science Center employees. prior to gaining access to the vivarium. Registration is made by calling DLAR for additional information (7-6166).

In addition to the above training, the DLAR offers hands on training on proper animal handling, giving injections, surgical techniques and other animal procedures as necessary. These training sessions are arranged through the DLAR office on a case by case basis to fit the investigators needs.

Policies and Procedures

For more information on laboratory animal programs, reference DLAR's policies and procedures at <http://research.uthscsa.edu/lar/>. The sections of the policies and procedures includes information on the following:

- Training
 - Forms & Procurement
 - Billing & Per Diem Rates
 - Request for Order of Experimental Animals
 - Request for Transfer of Experimental Animals
 - Factors to Consider When Calculating Costs for the Purchase of Animals Under an Approved Protocol
 - Facility Access Form
 - Request for Medication
 - Request for Euthanasia
 - Animal Transport Request
 - Proposals
 - Housing
 - Procedure Rooms
 - Laboratory Animal Resources' Assigned Labs
-

HEALTH SCIENCE CENTER HANDBOOK OF OPERATING PROCEDURES

Chapter 7	Research and Sponsored Programs	Effective:	June 2000
Section 7.3	Laboratory Animal Resources	Revised:	January 2009
Policy 7.3.1	Policies and Procedures	Responsibility:	Vice President for Research

-
- Medical Care
 - Clinical Diagnostic Support
 - Major Survival Surgery
 - Use of Analgesics
 - Resources
 - Registration
 - Outpatient Veterinary Care
 - Contacts
 - IACP-IACUC
 - VPR
 - Links

**Housing
Restrictions**

To protect the health of all animal colonies, animals must stay in the vivarium unless prior approval has been granted. Animals may not be removed from the vivarium, taken to a lab and returned to the vivarium. Special housing areas have been dedicated for this purpose. Use of these rooms must be pre-arranged with the DLAR office.

Procedure rooms are available in all vivaria for the investigators' use. These can be reserved by calling the DLAR supervisor for the respective building.
