

**UNIVERSITY OF MEDICAL SCIENCES, ONDO,
ONDO STATE, NIGERIA**



**OPERATIONAL GUIDELINES FOR UNIMED
ANIMAL HOUSE**

By

**CENTRAL COMMITTEE ON ANIMAL-RELATED CARES
AND SERVICES**

OPERATIONAL GUIDELINES FOR UNIMED ANIMAL HOUSE

1.0 BACKGROUND

The Central Committee on Animal-Related and Care Services (CCARECS) is charged with overseeing all facilities relating to animal care and use, and maintaining them in optimal conditions, and that the animals are well cared for, and ethically handled by relevant staff and research personnel. They would advise the Management and University Animal Research Ethics Committee (UAREC) on relevant steps and actions to ensure optimal care for research animals.

2.0 OPERATIONAL GUIDELINES

Oversight of the activities of the animal house

CCARECS is to oversee the daily activities of the animal facility in the university. This includes the Central animal facility and any other subsidiary animal house or facility such as Departmental, Faculty or Institute /Centre animal house as the case may be. Hence the staff of the animal house are to report their activities to CCARECS who will supervise their breeding and animal raising activities, sales of animals, records etc. Hence the annual appraisal of the staff of the University Animal house will be done by the Chairman of CCARECS who will forward the form to the Department or Directorate to which the staff belongs.

Facilities in the animal house

CCARECS will ensure that the animal facility meets the ongoing needs of the users, and will request the management to replace or repair housing and equipment to improve animal welfare. The request for new items for the animal house, repair of broken or damaged items as well as the purchase of materials needed for the daily running of the animals will be made to the management or the relevant unit in the university through CCARECS or directly by CCARECS.

Breeding

The breeding activities in the animal house will be done under the supervision of CCARECS. The animal types that will be bred per time will be based on the research need of the institution as well as the available resources and competencies. Currently, the animal house will be involved in the breeding of Wistar rats and Swiss albino mice as these are currently the animal types with the highest demand in the University.

Designation of rooms

The Animal House on Laje campus has four animal rooms. One shall be the designated breeding room, two will be designated for experimental purposes and one will be designated as a quarantine room. All animals acquired outside the animal house (if the need arises) will be kept in the quarantine room until they are certified fit for use in

research. The sick animals or animals that need to be isolated for observation will also be kept in the quarantine room. It will be a great offence to carry out activities not designated for a particular room in such rooms. In the Odosida Animal house, one room will be used as a breeding room and the second (bigger) one will be used for experimental purposes. A third attached room will be for aquatic animals. **The observation room at Odosida will serve as a temporary quarantine room for sick animals. All rodents purchased outside UNIMED (if the need arises) will be quarantined in the quarantine room in Laje Animal House.** This designation **is subject to change** based on the research need of the university community at the time as well as the expansion of the University animal house.

Procurement and use of Animal House Space for Animal Related Research

1. All animals for research purposes should be kept in the University animal house. The university may have subsidiary animal houses complementing the Central Animal facility in future. This depends on the research need of the institution. However, researchers can only use the central or subsidiary animal facility as approved by the university for their animal research work. They are not permitted to keep or raise their animals in undesignated places within the university.
2. All Researchers (students/staff) who intend to work with animals are to make an official request for a space in the animal house. (A copy of ethical approval of the research work from the university animal research ethical committee [UAREC] is to be presented before the allocation of space). In addition, every researcher (students/staff) must present a certificate that he/she has undergone the needed training in animal handling.
3. Allocation of space for research procedures that may alter the physiology of other animals in the same room such as the use of aerosols, chemicals or another animal to induce stress will be based on the availability of an extra room, extremely short duration of the study etc. Otherwise, CCARECS may advise UAREC to demand modification of the protocol.
4. Allocation of research space will be done on a first come first serve basis and each researcher is to make use of tags or identifiers that gives easy identification of the researcher occupying a specific space as well as the nature of the research being conducted.
5. Details of every responsible researcher (Students or staff) who are given space in the animal house will be registered as well as that of the project supervisor with the animal house staff. All researchers must officially sign out of the animal house after their work in the animal house for each research session (duration depends on the type of research for which animal house space has been sought).
6. All researchers who intend to keep their samples in the animal house refrigerator must register the sample, package and label the samples appropriately and provide an estimated period for which they will be kept in the refrigerator of the animal house. Unlabelled samples will be discarded.

7. Reagents or other items kept on the working bench, rack or cupboards of the animal house must be properly labelled. The label on reagents must have the name and concentration of the reagent, date of preparation, and name and phone number of the one who kept the reagent or item in the animal house. If a researcher wants to leave some items in the animal house, such items must be handed over to the animal house officials.
8. Researchers must take full responsibility for the cleanliness of their workspace in the animal house and the proper usage of the animal house facilities employed for their research. Researchers may be asked to fix apparatuses broken by them.
9. Outside the regular working hours, researchers will sign in and out for the animal house key at the security post beside the animal house.
10. All researchers must comply with the guideline on the use of the animal house. Researchers who flout these guidelines will have a sanction imposed on them which may include payment of a fine, denial of access to the animal house, or reporting to the University management for further sanction depending on the gravity of the offence.

Procurement of animals

1. All researchers within the university who are working with the animal types being bred by the university (**Currently**, Wistar rats and Swiss albino mice) are to purchase their research animals from the University except if there is written permission from the university for the researchers to purchase their animals outside.
2. Members of the University community (Researchers and Departments) and outsiders are to contact the animal house to confirm the availability of animals (Wistar rats and Mice) and the price. After this payment should be made to the school account via bank deposit or App transfer. The evidence of payment will be taken to the bursary and an official receipt will be collected. The receipt will be taken to the animal house for collection of animals. A copy of the receipt must be deposited with the animal house officer.

Care of animals and methodological procedures

Each researcher has to see to it that his/her animal is well catered for and handled following internationally accepted ethical guidelines. Researchers should equip themselves with the skills needed to carry out their methodology or collaborate with other researchers with such skills. CCARECS members and animal house staff however will oversee the animal house to ensure that researchers and animal house staff handle their animals appropriately and can call to order or sanction those who refuse to comply with accepted ethical guidelines.

Payment for animals

For the purchase of animals from the University Animal house, all payments must be made to a designated university account. Evidence of payment must be tendered at

the bursary where the receipt will be issued. Payment to individuals either via bank transfer or cash is strictly forbidden.

Veterinary Doctor

A veterinary Doctor will see to the treatment of sick animals, validation of the health status of newly acquired status, the microbial status of the animals and any other issues related to the general health care services of the animal house .

Humane killing of animals

By the end of the experiment or if an animal is suffering and becomes morbid or no longer useful for the experiment, the animal(s) should be killed humanely by using the right euthanasia method. Such animals should be killed either by cervical dislocation, inhalation or injection of anaesthesia.

Disposal of dead animals

It is essential to ensure that the animal is dead before disposal. The animals must be kept and observed for several minutes after all signs of life have ceased. Alternatively, the animal's neck should be dislocated or the animal may be exsanguinated. Preferably animals should be disposed of on-site by incineration. If this is not possible, care should be taken to prevent exposure of the carcasses to the general public. Infected, toxic or radioactive carcasses must be disposed of in such a manner that they do not present a hazard.

Final Year clearance

Clearance from the animal house must be included in the final year students' clearance form. Students whose research is not animal inclined will get "Not applicable" as the comment while those who worked in the animal house will have their records checked.

Cleanliness of the animal house

While the staff of the animal house are to see to the overall cleanliness of the animal house, each researcher is to see to and ensure the cleanliness of his/her animal space and the working space . More so, researchers are to ensure that their cages are in good condition and well secured. Animals that escape from their cages and are found roaming the animal house will be euthanized.

Running cost

The basic needs of the animals such as feed, shavings etc will have to be bought from time to time hence there is a need to allocate a percentage of the animal house income (50%) for running the animal house.

Training of researchers and animal house personnel

CCARECS will work with UAREC and other committees and personnel within and outside the university to organize periodic training for the animal house personnel and researchers (Staff and students). The aim will be to expose the target groups to international best practices and ethics in animal research, as well as to ensure that they are equipped with the necessary skills to conduct their research ethically.

UNIMED Animal Facility Policy

CCARECS will advise the University management on the best policies governing procurement, entry, housing and use of experimental animals in the facility from time to time. The committee will also ensure that all users are kept informed of relevant changes in operations, particularly when such changes may affect research animals and projects.

Moreso, CCARECS will develop a management plan for any crisis that may break out in the animal house.

REGULATIONS FOR THE USE OF ANIMAL HOUSE OF UNIVERSITY OF MEDICAL SCIENCES, ONDO.

1. All Researchers (students/staff) who intend to work with animals are to firstly, make an official request for a space in the animal house. (A copy of ethical approval of the research work from the university ethical committee for the use of animals is to be presented before the allocation of space).
2. Researchers are encouraged to purchase their animals from the Animal House.
3. The use of the animal house for non-research-related activities is prohibited.
4. Students who are not conducting their research work in the animal house are prohibited from using the animal house except for those given special permission.
5. Researchers are required to always wear their laboratory coats and use hand gloves while working in the animal house.
6. Cages are to be checked daily by the researcher, and beddings in animal enclosures must be changed as often as necessary to keep the animals clean, dry and comfortable.
7. Aquatic animals should have access to clean water. Periodic monitoring of physicochemical parameters and bacteriological quality of water use in the animal house should be carried out.

8. Water bottles, feeders, and other small pieces of equipment must be always kept clean by washing with detergents or chemical agents (where appropriate) to prevent contamination by microorganisms.
9. Feeders should be designed and placed to allow easy access to food and to minimize contamination with urine and faeces and maintained in good condition.
10. Excreta/waste from animals is to be disposed of properly at the designated places.
11. Samples to be kept in the refrigerator of the animal house are to be registered with the animal house officials. The samples should be placed in a Ziploc bag/container with a proper means of identification attached to it by the researcher (i.e. name, phone number, type or nature of specimen, date etc) to prevent a mix-up. Littering of samples in the animal house will attract payment of a fine.
12. Areas in which feeds are stored should be kept clean and enclosed to prevent the entry of pests. Food should be stored on racks in a manner that facilitates sanitation.
13. Eating or drinking is not permitted in the laboratory/animal house.
14. Animal identification can include room numbers, racks, pens, stalls, and cage cards to enable animal house officials to reach researchers in any event of an emergency.

NOTE:

Non-compliance with these guidelines shall attract a fine (minimum of ₦5,000), a ban from the animal house, withdrawal of ethical approval, withdrawal of allocated space in the animal house or any other punishment depending on the gravity of the offence.

Chairman

Secretary

Dr Ifeoluwa T. Oyeyemi

Mr Kehinde Oyeleye