

Veterinary Services
College of Medicine
Howard University

A description of facilities,
functions, management,
and regulations.

LOCATION
FIFTH FLOOR, NUMA P.G. ADAMS BUILDING

PHONE: (202) 806-6293

Introduction

Veterinary Services is an accredited, independent unit in the College of Medicine. Its broad responsibilities are to provide professional and technical animal care services; instruction and training in the principles and methods of animal experimentation; and to conduct research in laboratory animal medicine. Major professional and technical services include the following:

1. Procurement of animals
2. Quarantining and conditioning of animals
3. Animal care and maintenance
4. Animal disease control
5. Professional consultation on animal care and use problems
6. Maintenance of Veterinary Services equipment and facilities
7. Inventory and financial record keeping
8. Training seminars and workshops in all facets of laboratory animal husbandry care and occupational safety.

Veterinary Services basic operations are administered according to fundamental principles derived from:

1. The United States Department of Agriculture Animal-Welfare Act (CFR Title 9)
2. Applicable federal regulations including but not limited to those promulgated by the Drug Enforcement Administration (DEA), the Environmental Protection Agency (EPA), the Occupational Safety and Health Administration (OSHA and sister organization NIOSH) and the Nuclear Regulatory Commission (NRC).
3. Applicable municipal regulations promulgated by the Government of the District of Columbia
4. The *Guide for The Care and Use of Laboratory Animals* (Institute of Laboratory Animal Resources, National Academy of Sciences, National Research Council)
5. The Association for the Assessment and Accreditation of Laboratory Animal Care, International (AAALAC)
6. General principles of disease prevention and control as practiced in veterinary medicine and animal care
7. Standards established by granting agencies, University policy and professional societies.

Facilities

Veterinary Services occupies the entire 5th floor of the Numa P.G. Adams College of Medicine Preclinical Building, comprising 13,777 square feet of space. In addition to administrative and animal housing and support space, the following specialized areas are also available:

1. Diet Kitchen
2. Radiology
3. Necropsy
4. Surgery
5. Diagnostic Laboratory
6. Student Surgery Suite
7. Procedural Rooms

Office of the President
President and University Official

Office of the Provost
Provost and University Designated Official

**Office of the Vice Provost
for Health Affairs**
**Office of the Dean,
College of Medicine, (COM)**
Vice Provost and Dean, COM

**Institutional animal
Care and Use
Committee (IACUC)**
Chairman, IACUC

**Office of the Dean,
College of Arts and
Sciences (CAS)**
Dean, CAS

**Office of the Director,
Veterinary Services (VS)**

Director, VS

**Office of Chairman,
Department of Biology (DB)**
Chairman, DB

Operational Guidelines

A. Use of Facilities

Every effort will be made to accommodate animal housing and specialized area use needs of IACUC (Institutional Animal Care and Use Committee) approved protocols. Assignments will be made on a first-come-first-serve fee-for-service basis.

Authorized users are required to comply with standards of care which enhance animal environmental conditions. For example noise must be at a low level and random

changes of temperature and humidity must be facilitated by keeping animal room doors closed, etc. Kindly report all emergencies occurring during off-duty hours to security and Veterinary Services on-call personnel.

B. Animal Procurement

All animals used and maintained in the College of Medicine laboratory animal facility must be purchased through Veterinary Services. This ensures procurement of healthy animals and that adequate housing space is available. No animals will be accepted into this facility without prior approval.

Orders are filled according to the information provided on the *Animal Request Form*. [See exhibit 1]. This form may be obtained from the Veterinary Services Office, Room 5505. All details and special instructions should be written on the form. When there is no preference, it should be indicated by the appropriate box. Due consideration should be given to the species quarantine period and the usual seven-day notice required by animal suppliers when ordering animals desired on a specific date.

When animals arrive, investigators are notified promptly by telephone. Additionally, the yellow copy of the *Animal Request Form* will be mailed to investigators as a reconfirmation that the order has been received. It is the responsibility of the investigator to report discrepancies to Veterinary Services within 24 hours of notification if the order specifications have not been met. Animal suppliers require that adjustments be made free of charge only if notification has been made within 24 hours of receipt of animals. However, not all replacement requests are honored by vendors.

Inventories are taken daily. Therefore, when withdrawing animals, it is necessary to fill out an *Animal Release Form*. [See exhibit 2]. This form must show the name of the person withdrawing the animals in addition to the name of the investigator. Daily withdrawals are reflected in the monthly billing. If these forms are not properly executed it will be reflected in the monthly bill.

Yearly animal supply contracts are established following site inspections and an evaluation of management procedures of commercial breeders and licensed dealers for commonly-used species. Detailed specifications and requirements are available in Veterinary Services.

C. Quarantine

Laboratory animals arriving at the Veterinary Services will be inspected and quarantined prior to research. The specific periods of quarantine are as follows:

1. Chronic dogs.....14 days
2. Chronic cats.....14 days
3. Acute dogs and cats.....minimum of 48 hours
4. Rodents..... 7 days
5. Rabbits.....10 days

Waiver of quarantine can be granted when required by the protocol and should be written in protocol procedures.

D. Dead Animals & Necropsy

Animals found dead will be reported to the investigator. Such animals will be refrigerated in Room 5204 for a maximum of 24 hours following notification. Likewise, all dead animals must be placed in the cold box in Necropsy Room 5204.

Because of the sensitivity of some personnel and visitors to the sight of dead or live animals or to postmortem procedures, all personnel using the necropsy room are required to close the door or place the folding screen across the door to prevent observation of procedures being carried out in the room.

Individuals performing animal surgery on rodents in procedural room must also close the door during operations to prevent observation of such procedures by sensitive personnel or visitors.

E. Controlled Substances

Individuals requiring controlled substances for the conduct of research or teaching must have their own individual or departmental District of Columbia and Federal DEA Controlled Substance Licenses. The District of Columbia Office of Consumer and Regulatory Affairs, Pharmaceutical and Medical Devices Control Division should be contacted for assistance. The District of Columbia License is required in order to obtain the federal license.

F. Charges for Animal Care Services

The overall objective of animal maintenance or per diem charges is to enable Veterinary Services to meet professional and animal care standards while accruing neither a profit nor a loss.

All investigators should informally discuss their proposed animal budgets with Veterinary Services. However, new investigators should understand that granting agencies, especially all Federal granting agencies, require high standards of animal care, and that an adequately prepared animal budget is not the basis for approval or disapproval of research grant applications. Those embarking on novel procedures, or undertaking work with new species are advised to seek advice for Veterinary Services Veterinarians.

It should also be appreciated by all investigators that current animal per diem charges defray only a portion of the total animal care service cost. Statements of charges for services rendered by Veterinary Services are prepared on two forms and mailed to the investigator; comprised of (1) an interdepartmental invoice and (2) a requisition.

All copies should be signed and returned to Veterinary Services. The investigator retains the yellow copy of the "per diem sheet" which itemizes his entire activity for the month. After the interdepartmental invoice and requisition have been transmitted by Veterinary Services and processed through the University the investigator will receive a copy of the processed requisition. Such charges include:

1. Purchase price of animals.
2. Per diem rate of species maintained in Veterinary Services.
3. At cost charges for special diets, oxygen, some drugs and supplies.
4. Clinical diagnostic and histopathological services.
5. Other applicable services.

A charge of \$45.00 is required for processing all dogs and cats.

G. *Current Per Diem Charges for the Maintenance of Animals

Dogs	\$4.00 per day
Cats	3.00 per day
Rats	0.35 per day
Mice	0.17 per day
Guinea Pigs	1.00 per day
Hamsters	0.40 per day
Gerbils	0.40 per day
Rabbits	1.65 per day
Sheep	1.00 per day
Baby Chicks	0.17 per day
Large Chickens	0.70 per day
Technical Assistance	Based on upfront agreement

* Subject to annual review

H. Humane Treatment of Animals

It should be unambiguously clear that the College of Medicine and expects all investigators to adhere to the highest principles of humane practices and procedures in the care and use of experimental animals.

I. Safety Guidelines

The propriety and safety of laboratory animal experimental procedures is the responsibility of the principal investigator and of the department chairman concerned. Veterinary Services is concerned with the epidemiological and epizootic implications of hazards involved in the use of animals for teaching and research.

It is of critical importance that the veterinarian be notified before hazardous materials such as toxic chemicals, radioactive isotopes or pathogenic organisms are used on animals housed within the animal facility. Hazardous chemicals, radioactive isotopes and biohazardous materials may only be used only in conformity with Federal and District of Columbia regulations. The use of radioisotopes requires licensing by the University Office of Radiation Safety. Pathogenic organisms may used only when an adequate barrier system is provided for the organism in question. Use of biohazardous agents requires approval of the University Biosafety Committee.

It seems appropriate to request that adequate standards of safety be observed when handling hazardous and biohazardous materials, thereby reducing the risk to the animal or human population of the College, the community and the environment.

In all cases investigators conducting research of a hazardous nature in animals will be required to meet Veterinary Services personnel, present a seminar on project hazards and present a Standard Operating Procedures (SOP) manual for approval by the Veterinary Services Director.

I. Dog or Other Animal Bites

Immediately upon being bitten:

- (1) Vigorously and thoroughly scrub the wound with soap and water and perform appropriate first aid.
- (2) Report the incident to the veterinarian or supervisor if able to do so.
- (3) Proceed immediately to Employee Health or Emergency if able to do so or call 911 or summon medical assistance;
- (4) Always preserve for diagnostic purposes the life of the animal that bit you.

J. Experimental Surgical Suite

The Veterinary Services surgical support program provides surgical supplies, equipment and technical and professional personnel support. Radiographic services are also provided. These facilities are available without cost to any member of the University Faculty with an approved surgical protocol. Supplies are provided on a nominal cost basis.

The unit is directed by a veterinarian and supported by a surgical technician. All

anesthetics, emergency drugs, biologicals, surgical supplies and standard instruments required for aseptic surgery are provided. Personnel assigned to the unit will provide scrub assistance. The veterinarian will provide surgical preparations for those investigators seeking such assistance. The radiographic service is equipped with a 200 MA machine for routine diagnostic and contrast radiography.

It is important that all new investigators familiarize themselves with specific rules for surgical suite use, surgical supply cost and scheduling.

It is generally required that all surgery be performed by fully qualified investigators with strict adherence to aseptic principles.

All animals which have undergone surgery must be observed until they achieve sternal recumbency. Investigators are also expected to maintain operative and post-operative monitoring records and to provide adequate post-surgical pain control and appropriate antibiotic therapy in accordance with protocol stipulations. Animals must also be observed once or twice daily post-operatively or post-procedurally to assure appropriate health status and well-being in the context of the research paradigm. Veterinary assessment and additional treatment should be summoned if required. Monitoring records must be available for review by the IACUC or facility veterinarian.

K. Diagnostic Laboratory

Laboratory facilities are available for diagnostic procedures. The laboratory is basically employed in the diagnosis, treatment and control of animal diseases. Blood chemistries, hematology, parasitic examinations, autopsies and histopathology services are available to investigators on a fee for services basis. Inquiries concerning the availability and cost of these services should be made to the Veterinary Services Office (Room 5505).

L. Duties of Laboratory Care Technicians

Laboratory animal technicians are expected to perform routine animal husbandry (feeding and watering animals, cleaning cages and animal rooms, etc.) and to provide for animal health and well-being assessment as stipulated by facility Standard Operating Procedures or as required by the Director. They also offer assistance in the handling of fractious animals.

Technicians are not expected to prepare special diets, administer research agents, perform unsupervised necropsies for research purposes or to transport animals outside the facility. They are also not assigned to assist in experimental research unless directed to do so by the facility Director based on prior arrangements with the investigator on a fee-for-service basis.

ANIMAL RELEASE FORM

DEPT. AUTHORIZATION _____ A.S. AUTHORIZATION _____
DEPT. OF REQUEST _____ NO. OF ANIMALS _____
DEPT. OR RPG. _____ SPECIES _____
INVESTIGATOR _____ SEX _____
DATE ANIMALS NEEDED _____ WEIGHT _____
CAT # _____ DOG # _____
CHRONIC _____ ACUTE _____

ACTION

-----ANIMALS TO BE ORDERED
_____ ANIMALS WITHDRAWN FROM YOUR ASSIGNED SUPPLY

_____ WITHDRAWAL PERMANENT
_____ TO BE RETURNED TO A.S.

_____ DEAD ANIMALS FOUND _____ SACRIFICED BEFORE USING
_____ USED, DIED IN EXPERIMENT _____ FOUND DEAD BEFORE USING

REMARKS