

1. PURPOSE

This Standard Operating Procedure (SOP) describes the rules and regulations to be followed in all animal facilities.

2. RESPONSIBILITY

Principal investigators (PI's) and their research staff, facility supervisor, Facilities Manager, all animal facility staff.

3. POLICY

- 3.1. Canadian Council on Animal Care (CCAC) guidelines and McGill University policies and procedures must be adhered to at all times.
- 3.2. All animals must be well-cared for and treated with respect.
- 3.3. All animals that are sick or injured, showing signs of pain, distress or discomfort or found dead must be reported to the veterinary care staff.
- 3.4. Eating or drinking is not permitted within the animal facility, except in designated areas.
- 3.5. Smoking is strictly forbidden in all areas of the animal facility.
- 3.6. It is not permitted to take photographs or to film without authorization from the Director or the Facilities Manager. Pictures/filming are restricted to research and/or teaching purposes and must comply with the UACC Guidelines on photography in laboratories and animal facilities:
http://www.mcgill.ca/research/files/research/guidelines_for_photography_-_nov_2015.pdf.
- 3.7. Animals or materials cannot be transferred from one room to another without prior authorization.
- 3.8. Access to the animal facility is limited to those people working directly on current Animal Use Protocols and support staff.
- 3.9. All research staff requesting access to work in the animal rooms must:
 - 3.9.1. Complete a facility orientation.
 - 3.9.2. Be listed on a Facility Animal Care Committee approved Animal Use Protocol.
 - 3.9.3. Provide a photocopy of their McGill University identification card or other picture identification.
 - 3.9.4. Have completed, or be registered for, the appropriate animal workshop.
 - 3.9.5. Complete a Request for Access form.
- 3.10. Friends and family of animal facility staff or research staff are not permitted into the animal facility unless authorized by the Director or the Facilities Manager. Children under the age of 16 are not permitted to enter any animal facility.
- 3.11. Sharing of access cards is strictly prohibited.
- 3.12. Personal protective equipment requirements posted on room doors must be adhered to at all times.
- 3.13. Gloves are not to be worn in common areas such as offices, staff lounges, hallways or elevators.
- 3.14. Hands must be washed prior to leaving the animal facility.
- 3.15. Each person is responsible for cleaning work surfaces and material after using them to maintain a clean, safe and functional environment.
- 3.16. Anyone who does not conform to these regulations may be refused access to the animal facility.