

Investigator Orientation Handbook

Building 28B&C

Division of Veterinary Resources



July 2011

<http://www.ors.od.nih.gov/sr/dvr>

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Signature: _____

Date: _____

1. Introduction

Building 28 B & C Wing is operated by the Division of Veterinary Resources (DVR). Institutes request animal holding space and husbandry services through their APD from DVR. A current IACUC approved Animal Study Proposal (ASP) must be on file for access to be granted to DVR facilities.

Camera Policy

Cameras are not allowed in DVR facilities without prior approval of the DVR Director.

Hours of Operation

Animal holding facilities will be staffed from 6:00 am to 8:30 pm Monday through Friday. Weekend and holiday hours are between 7:00 am and 5:30 pm.

Eating, drinking, and smoking are prohibited in DVR animal holding areas and laboratories.

DVR Policy for Tours, Photos and Outside Animals

Tours- All visits to animal and diagnostic facilities must be approved and scheduled through the Director, DVR. Individuals less than 16 years of age are not allowed in animal or diagnostic facilities. Open toed shoes are not allowed in animal or diagnostic facilities.

Photos- Still and video photography is not allowed in DVR animal or diagnostic facilities without the approval of the Director, DVR.

Outside animals- Non-research animals are not allowed in DVR facilities.

2. Building and Room Entry Procedures

Card Key

Individuals requiring access to DVR facilities will provide a photocopy of his/her NIH ID card (both front and back of the card) to the Government Facility Manager. After completion of a building orientation, the Facility Manager will contact NIH's Access Control Group, to give you key card entry to the perimeter fence and building.

Consequences for Non-Compliance

Non-compliance with DVR procedures may result in loss of access.

3. Introduction to 28 Key Staff

Position	Name	Phone #
Facility Manager	David Dorsey	301-496-2774
Facility Veterinarian	Dr. Tanya Burkholder	301-496-4132
Facility Veterinarian	Dr. Eleanor Karlsson	301-496-9201
Contract Task Leader	Erika Wiltout	301-496-9201
Lead Veterinary Technician	Sharon Miller	301-496-9201
Floor Leader	Melvin Streeter	301-496-9201
Administrative Assistant	Kim Volkert	301-496-9201

Please contact the Facility Manager or the Facility Veterinarian if you have any special requests for animal housing, technical procedures or if you experience any unsatisfactory service from the staff.

4. Space Assignment Procedures

Animal Holding

Requests for animal holding space for a specific building are made to the DVR Facility Manager.

Procedure Rooms

Investigators who would like to lease a dedicated procedure room should contact the DVR Facility Manager to discuss availability. Final arrangements to lease dedicated procedure rooms should be coordinated with the DVR Facility Manager, DVR Business office and IC Business office. Otherwise, procedure rooms typically support multiple investigators from various ICs.

5. PPE Requirements

Please see the following SOP 109 for DVR's PPE requirements.

SOP 109

Approved: *Charmaine Foltz, D.V.M.* **Date:** 3/16/2011
Director, Division of Veterinary Resources, ORS

Date Issued: 6/9/2005

Date Revised: 3/16/2011

TITLE : Personal Protective Equipment (PPE)
SCOPE : All animal care and investigative staff entering animal facilities
RESPONSIBILITY : Facility manager
PURPOSE : To describe the purpose of wearing PPE and when and where it is appropriate.

GENERAL

1. Personal Protective Equipment (PPE) in the research setting serves two functions.
 - a. It protects the employee from animal allergens, noise, and from spreading infectious agents transmissible to humans outside the animal facility.
 - b. It also protects our specific pathogen free animals from infectious diseases that the employee may be carrying on their clothes or person.
2. The type of PPE required will vary based on the species, the health status of the animals and the level of contact with potential contaminants. For example, in general, more PPE is required when dumping or hosing dirty caging or handling animals. Questions regarding any circumstances not described in this SOP will be directed to the facility manager and veterinarian who will provide guidance based on a risk assessment.
3. Contract animal care staff is required to wear provided scrubs and steel toes footwear when working in the animal facility. Scrubs will not be worn beyond the 14/28 complex, in the Bldg. 10 Clinical Center (for 10A and 10B2 staff), or off of the NIH Animal Center campus.
4. Open toed shoes and clogs are not permitted in any animal facility.
5. Do not wear rubber boots or scrubs/clothing that is wet or soiled in facility administrative areas and lunch rooms.
6. PPE should cover areas of exposed skin that may come in contact with the animal. There should be no gaps between the coveralls/lab coat and gloves.
7. Specialized protective clothing or equipment may be required in specific areas (e.g. – heat resistant gloves and aprons when removing items from the autoclave, ear protection in cage wash and dog and pig holding areas).
8. Powered Air-Purifying Respirators or PAPR's provide respiratory protection to the user and will be used when there is a significant risk of splash related exposures. See [SOP 113](#) for details on operation and use of PAPRs.
9. PPE is located at the entrance to the animal facility areas and where additional PPE is necessary to enter specific areas.

10. Follow PPE chart below and signage as posted at the entrance to the animal facility and additionally at specific rooms or areas.
11. Remove and discard all disposable PPE upon exiting animal areas at designated threshold exit areas.
12. See [SOP 110](#) for additional requirements and traffic patterns for DVR facilities.

REFERENCES

Estep RD, Messaoudia I, Scott W, Wong SW. 2010. Simian herpesviruses and their risk to humans. *Vaccine* 28S: B78–B84.

ILAR. 1997. *Occupational health and Safety in the Care and Use of Research Animals*. National Academy Press: Washington DC.

CAGEWASH FACILITIES

1. The primary occupational risks from working in cage wash areas are allergens and biological contaminants in soiled caging and exposure to noise from machines.
2. The greatest exposure occurs when cages are being emptied or sprayed. To minimize exposure, staff will wear water resistant clothing and a PAPR to prevent contamination of the mucus membranes.
3. Exposure to machine noise can cause loss of concentration which can lead to accidents, increase fatigue and permanent hearing loss over time. All staff entering the cage wash area will wear hearing protection when machines are running.

CAGEWASH STAFF (DIRTY)

- Scrubs
- Steel toed shoes (dry operations)
- Steel toed rubber boots (wet operations)
- PAPR (or hair bonnet and mask – dry operations)
- Gloves
- Hearing protection (while equipment is running)
- Water resistant coveralls or Polypro with rubber apron

CAGEWASH STAFF (CLEAN)

- Scrubs
- Steel toed shoes (dry operations)
- Steel toed rubber boots (wet operations)
- Hair bonnet
- Mask
- Gloves
- Hearing protection (while equipment is running)
- Rubber apron and eye protection for wet operations (tunnel washer unloading and filling water bottles)

VISITORS / RESEARCH / ORF STAFF (CLEAN)

- Lab coat
- Hair bonnet
- Mask
- Shoe covers
- Hearing protection (while equipment is running)

VISITORS/ RESEARCH / ORF STAFF - (DIRTY)

- Lab coat
- Hair bonnet
- Mask
- Shoe covers
- Hearing protection (while equipment is running)
- Gloves and eye protection

AUTOCLAVE OPERATION – UNLOADING

- Rubber apron
- Heat resistant gloves
- Face shield

RODENT AND RABBIT FACILITIES

1. The primary occupation risk when working with rodents and rabbits is sensitization to allergens in rodent urine and rabbit fur. The greatest exposure occurs with conventional housing. In these facilities, PPE protects the wearer from exposure.
2. Ventilated racks and hoods in rodent barrier facilities significantly reduce occupational exposure to allergens. PPE in barrier facilities is primarily to prevent the introduction of potential pathogens to the rodents.
3. Contact with chemical disinfectants can cause eye and/ or skin irritation. To minimize chemical exposure staff will wear water resistant sleeves when handling cages in barrier facilities and a PAPR and water resistant coverall when sanitizing animal rooms.

FACILITY STAFF

- Scrubs
- Steel-toes shoes
- Hair bonnet
- Mask
- Gloves
- Shoe covers
- Lab coat (conventional facilities)

VISITORS / RESEARCH STAFF

- Lab coat or coverall
- Hair bonnet
- Mask
- Gloves (if handling animals)
- Shoe covers

CHANGING / HANDLING RODENT CAGES

- Add water resistant sleeves

HANDLING RABBITS / CHANGING PANS

- Add lab coat (remove before exiting room)

RODENT / RABBIT ROOM SANITATION (In addition to requirements above)

- Add PAPR
- Add Water resistant coverall

BIOHAZARD, QUARANTINE, CHEMICAL OR RADIOLOGICAL HAZARD POSTED ROOMS

- Follow directions on door signage for special equipment
- Remove additional PPE before exiting room

ISOLATION ROOMS (Appropriate PPE for facility entry)

- Exit to dirty corridor wherever possible and remove PPE at de-gowning area
- If returning to clean corridor change all PPE

NONHUMAN PRIMATE FACILITIES

1. In nonhuman primate facilities PPE has two main functions:
 - a. Protect humans from *Macacine herpesvirus 1* (McHV1) which is transmitted in macaque bodily fluids and gains access to the human body through mucosal surfaces or open wounds (Estep, 2010)
 - b. Protect the nonhuman primates from human respiratory infections
2. To minimize the risk of transmission of McHV1 via a splash, all exposed skin on the arms, legs and torso must be covered when entering a NHP room and/ or when working with NHP. For this reason, visitors and investigators who are wearing shorts or skirts will be asked to change into scrubs or wear a jumpsuit before entering the animal facility.
3. Masks protect NHP from human respiratory infections. PAPRs protect the wearer but do not filter expired air. For this reason staff wearing a PAPR must still wear a mask.
4. During daily sanitation high level of bacteria from the feces are present in the wash water, and contaminate the floor. During sanitation, staff will wear water resistant outerwear, and a PAPR to avoid prevent contaminated water and/ or chemical disinfectants from contacting the mucus membranes. To prevent spreading bacteria to administrative areas, staff will step in a foot bath when exiting the animal room and visitors will wear shoe covers while in animal areas.
5. All individuals handling or manipulating NHP must wear a disposable lab coat or coverall. This layer will be removed with gloved hands and protects the wearer from contacting soiled scrubs with bare hands.

FACILITY STAFF

- Long sleeved scrubs
- Steel toes shoes
- Gloves (2 pairs)
- Mask
- Hair bonnet
- PAPR (if there is a splash hazard) **or**
Face shield with safety glasses or goggles

VISITORS / RESEARCH STAFF

- Lab coat or coverall
- Mask
- Hair bonnet
- Face shield with safety glasses or goggles
- Gloves
- Shoe covers

NHP ROOM SANITATION / CAGE CHANGING

- Add water resistant coveralls
- Add rubber boots (steel-toe)
- PAPR

NHP MANIPULATIONS/ PROCEDURES (In addition to requirements above)

- Add lab coat or coveralls
- Change gloves between groups of animals or if they are soiled
- Change lab coat / coverall if it gets wet or soiled

BIOHAZARD / CHEMICAL / RADIOLOGICAL HAZARD OR QUARANTINE POSTED ROOMS

- Follow directions on door signage for special equipment
- Remove additional PPE before exiting room

CARNIVORE/UNGULATES FACILITY ENTRY – Wings/Areas adjacent to animal kennels

1. The primary occupational risks from working daily in carnivore and ungulate areas is associated with sensitization to allergens originating in the animal's saliva, hair and skin and exposure to loud noise.
2. The greatest allergen exposure occurs when handling and manipulating the animals. To minimize exposure, individuals handling or manipulating animals will wear gloves, and street clothes will be covered with a lab coat.
3. During daily sanitation high level of bacteria from the feces are present in the wash water, and contaminate the floor. During sanitation, staff will wear water resistant outerwear, and a PAPR to avoid prevent contaminated water from contacting their mucus membranes. To prevent spreading bacteria to administrative areas, staff will step in a foot bath when exiting the animal room and visitors will wear shoe covers while in the animal wing.

CARNIVORES / UNGULATES STAFF

- Scrubs
- Safety shoes (steel-toe)
- Hearing protection (as posted)

VISITORS/ RESEARCH / ORF STAFF

- Shoe covers
- Hearing protection (as posted)

ROOM / KENNEL / STALL SANITATION

- Add Water resistant coveralls or apron
- Add Rubber boots
- Add PAPR (goggles or a face shield may be used to sanitize outdoor kennels when the ambient temperature is over 85° F)
- Add Gloves

CARNIVORES / UNGULATES MANIPULATIONS/ PROCEDURES (In addition to requirements above)

- Add Gloves
- Lab coat (Visitor / Research Staff Only)

BIOHAZARD / CHEMICAL / RADIOLOGICAL HAZARD OR QUARANTINE POSTED ROOMS

- Follow directions on door signage for special equipment
- Remove additional PPE before exiting room

TRANSPORTING ANIMALS

Animal transportation staff are exposed to the same species specific hazards as listed for facility staff while loading and unloading animals.

ANIMAL TRANSPORTATION STAFF

- Uniform provided
- Steel toes shoes

RODENT TRANSPORTS (LOADING AND UNLOADING)

- Add gloves

NHP TRANSPORTS (LOADING AND UNLOADING)

- Add Mask
- Add gloves (2 pairs)
- Add goggles
- Add water resistant coveralls (under wet conditions)

AWAKE CARNIVORES AND UNGULATES (LOADING AND UNLOADING)

- Add Hearing protection
- Add gloves

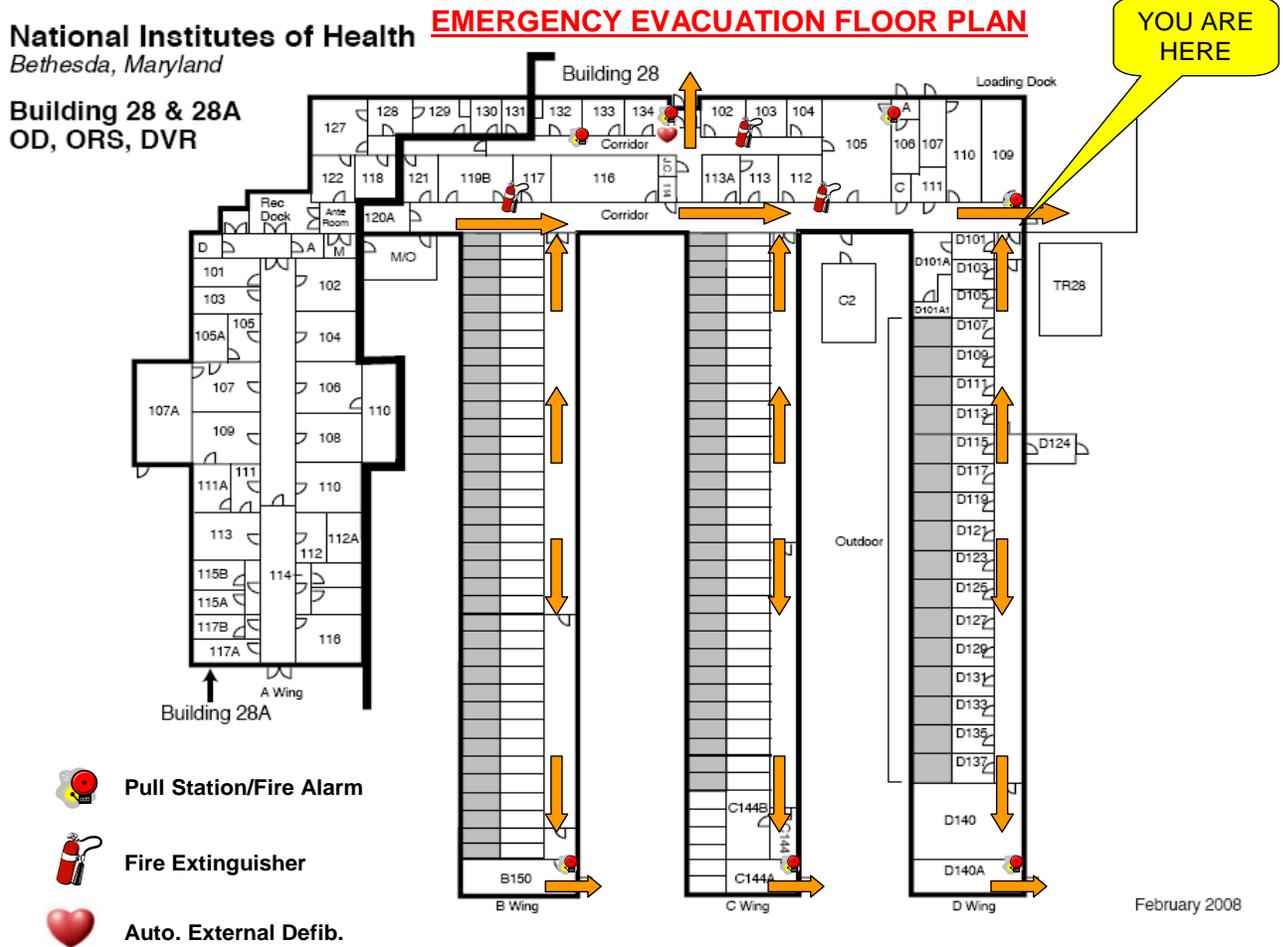
TRUCK SANITATION

- Water resistant coveralls
- Goggles
- Gloves
- Rubber boots or shoe covers

7. Location of Safety Equipment

- Emergency showers
- Eye wash station
- Bite / scratch kit (NHP facilities)
- Material safety data sheets

Evacuation Floor Plans – Posted at various locations throughout the building to show where emergency equipment is located and the nearest emergency exit route. See floor plan below.



8. Emergency Exit Procedures

Secure loose animals in their home cage or transport cage as necessary. Quickly and carefully exit the facility at the nearest exit. After exiting the building, report to the facilities Occupant Emergency Coordinator (OEC) in the orange vest at the pre-designated meeting site so they can provide the Fire Department a building occupant status report. Do not enter the facility until the all clear has been given by the OCE or his/her alternate.

The designated meeting point for Building 28 is in the parking lot across from the front door.

9. Emergency On-Call List with Phone Numbers

Emergency contact phone numbers are posted on red and white plastic holders throughout the buildings. For after hour animal health issues call the DVR Veterinarian on call. For facility issues call the Facility Manager.

10. Initiating and Submitting Requests for Technical Support

For Technical Staff assistance, a “Technical Service Request (TSR)” must be submitted. In order to ensure timely scheduling of services, please submit TSRs at least 48 hours prior to the date of the requested procedure(s), as technical time is scheduled on a “first come, first serve” basis. Standing requests must be renewed at the start of each fiscal year.

Technical Service Request (TSR) submissions are processed electronically and may be found at the following link: <http://dvr.od.nih.gov/dvr/dvr.aspx>

Per Diem includes tagging, tailing and weaning services in rodent facilities, and TB testing (as applicable) and annual or quarterly veterinary exams in non-rodent facilities. Other technical research support service requests will incur charges to cover the technicians’ time to provide the service, billed in ¼ hour increments. For more information, please refer to the “Technical Services Billing Plan” on DVR’s webpage <http://dvrnet.ors.od.nih.gov>. A complete list of DVRs current rates for per diems and technical time can be found at the following link:

<http://www.ors.od.nih.gov/sr/DVR/Documents/DVRRates.pdf>

Below is a screen shot of the entry page for submission of technical service requests. Scroll down to **DVR Technical Service Request Application**.

VET.net - DVR Veterinary Informatics Intranet

For DVR customers and staff

If you are prompted for a username and password and have difficulty logging in, try entering your username in the following format: nihusername.

Firefox for the MAC is not currently compatible with the mandated NIH security environment. Please use Safari on the MAC to access our web applications.

- [Web Health](#) - NIH Rodent Health Surveillance Web System - DSR Submission Forms and Online Health Reports
- [Web Health User Guides](#) - Updated 22-Jan-09
- [Behavior.Net](#) - DVR Behavior and Environmental Enrichment Reports Online (for DVR staff)
- [Rodent Import](#) - NIH Online Rodent Import Application (Forms 2369-1 and 2369-3)
- [Animal Health Data Request Template Form \(PDF\) \(NIH 2369-2\)](#)
- [NIH Rodent Quarantine Release Form \(PDF\) \(NIH 2369-4\)](#)
- [Instructions for completing a Rodent Import request \(PPS\)](#)
- [DVR Transportation](#) - DVR Animal Transportation Request
- [Instructions for completing a Transportation request \(PPS\)](#)
- [DVR Technical Service Request Application](#) - Create and manage DVR Technical Service Requests
- [Instructions for completing a Technical Service request \(PPS\)](#)

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Review the instructions first if you are new to the process.

Then click for the application (second screen below will appear) to submit or update a rodent or non-rodent technical request. The instructions will provide additional detail to guide you through the process.

DVR Technical Services Request Application (TSR)

Create a Rodent Technical Service Request

Update a submitted Rodent Technical Service Request

Create a Non Rodent Technical Service Request

Update a submitted Non Rodent Technical Service Request

Manage my technical services requests

Manage my favorite templates

Tech Services

For additional help, please [Email](#) the DVR Technical Services support group.

11. Animal Health Reporting

Normal Hours

Contact a DVR Veterinary Technician or the Facility Veterinarian if there is a concern about the health of an animal.

After Hours, Weekends, and Holidays

Consult the emergency contact and on-call signs located in corridors throughout the buildings to contact the Facility or On-call Veterinarian.

12. Isolation

Ungulates and carnivores will be isolated at the NIH animal center in Poolesville prior to being housed in building 28, unless a specific exception is requested, and the facility is able to accommodate the request. During isolation, animals will be tested for internal parasites, and monitored for signs of infectious agents. This isolation period protects the resident colony for possible infection, and is generally about two weeks in duration.

13. Shipping/Transporting

Local animal transportation can be arranged through the DVR transportation services using the online request form at <http://dvr.od.nih.gov>, or in an emergency, calling 301-496-8184. Transportation services must be requested 24 hours in advance.

Out of state and or out of the country transportation is arranged through the NIH Shipping Office at 301-496-5921. The following forms: NIH 1884 shipping request; [NIH 1192](#) health report; the [NIH transfer agreement](#); and, the USDA health report must be filled out prior to shipping.

Bicycles and scooters are not approved methods of transportation.

14. Animal Receiving Procedures

When incoming animals are received, they will be inspected, identified with a cage card and transferred to the holding area. DVR recommends 2-3 days acclimation time prior to using the animals in any procedures

15. Locker Room / Lunchroom / Break Room Procedures

The locker room, lunchroom, and break room are available for use. Please be aware that they are shared with DVR staff, contract staff, and staff from other ICs. Please respect this area and clean up after yourself when using these resources.

PPE should not be worn in the lunchroom and break room.

16. Animal Exposure Program Compliance

The Animal Exposure Program is defined in [NIH Policy Manual 3044-2](#):

Animal Exposure Program (AEP) - That portion of the NIH occupational health program, managed by the Occupational Medical Services, Division of Occupational Health and Safety, specifically designed for all NIH personnel who work in animal facilities and/or areas where research animals are housed or used and who have significant contact, (as determined by the Principal Investigator or Immediate Supervisor), with research animals or their fresh tissues or body fluids. Institute and Center programs outside the metropolitan Washington DC area, e.g. NCCR's Alamogordo Primate Facility, NIA, NIDA, NIEHS and NIAID-RML, shall implement equivalent programs, as appropriate.

17. Security

Please see the following SOP 100 for information on DVR security procedures at the Bethesda campus.

SOP 100

Approved: *Charmaine Foltz, D.V.M.* **Date:** 8/23/2010
Director, Division of Veterinary Resources, ORS

Date Issued: 9/15/1989

Date Revised: 8/23/2010

TITLE : Security and Facility Emergency Procedures at the Bethesda Campus
SCOPE : All personnel
RESPONSIBILITY : Facility Manager
PURPOSE : To ensure that the animal areas at the Bethesda campus are secure and to describe procedures for reporting facility maintenance emergencies

SECURITY

Note: Facility security is everyone's responsibility and is critical to ensure the safety of the personnel, animals, research integrity and the facilities.

Any exception to these practices must be approved by the Director, DVR

1. Access to animal facilities is restricted to authorized personnel only. Visitors to the buildings must be accompanied by a DVR representative, or authorized investigator.
2. Cameras and camera phones are not permitted in animal facilities except for official government business. All photographs taken in animal facilities remain the property of the government.
3. The 14/28 gates will remain open from 7 AM to 5 PM Monday – Friday.
4. Every contract and government manager is responsible for ensuring the perimeter and interior doors of each DVR facility are secure. Doors will be checked twice a day; once before noon and once prior to leaving for the day. Doors found to be broken must be reported immediately to maintenance by placing a trouble call to 301-435-8000 or put a ticket in through the web system at <http://orf.od.nih.gov>.
5. A building specific [Facility Shutdown Checklist](#) will be filled out at the end of each day.
6. Any strangers will be asked to identify themselves. Do not physically engage anyone who refuses to identify him or herself. Notify the NIH Police Force if strangers are uncooperative. The NIH Police emergency number is **911**.
7. The non-emergency telephone number for the NIH Police is 301-496-5685.
8. For specific facility security advice, an annual security survey should be arranged with the Division of Physical Security Management by calling 301-496-9109. A report of their findings and subsequent facility action should be kept on file in each facility.

FACILITY EMERGENCY PROCEDURES

1. To report a maintenance emergency, call the [ORF Call-in Desk](#) at 301-435-8000 (24 Hour Service). **Maintenance Emergencies should be phoned in and not reported by a computer**

generated ticket. Emergencies- Failure of critical equipment or utilities, flooding conditions, or similar problems that pose imminent danger to health of animals or personnel, or substantial loss to buildings, equipment and scientific research.

2. The main telephone number for the Bethesda Campus Maintenance is 301-496-6484 during normal hours and **301-435-8000** after 5:00 PM, weekends and holidays. The main telephone number for Building 10 Maintenance is 301-496-5862.

PHONE NUMBERS

- NIH emergency number 911
- Trouble call central desk (emergency & evenings) 301-435-8000
- Building Maintenance (7am-5pm) 301-496-6484
- Building 10 Maintenance 301-496-5862
- Division of Physical Security Mgmt. 301-496-9109

18. Additional DVR Services

Pathology Services

The Pathology Service provides comprehensive diagnostic services in anatomic pathology to investigate spontaneous deaths and morbidity in a wide variety of laboratory animals utilized in the intramural research programs at the NIH. Necropsies are conducted by a staff of board certified veterinary pathologists.

Preliminary necropsy reports are distributed the following work day with a final report including completion of any other related diagnostic tests and histopathology analysis within approximately 2-3 weeks.

Submissions may be made by investigators, facility managers, veterinary technicians or veterinarians. Individuals should submit a pathology submission form available online at <http://dvr.od.nih.gov/>.

The Pathology Service also offers a Mouse Phenotyping Service to provide comprehensive analysis of genetically engineered mice. Investigators interested in this service should contact Dr. Michael Eckhaus at 301-496-4465 for more information. The Pathology Service also provides review and oversight of necropsies of sentinel animals submitted for routine health surveillance.

The Pathology Service can arrange to assist investigators with special procedures, provide consultation to research investigators, veterinarians and facility managers related to anatomy, gross pathology, histology / histotechnology, histopathology, ultrastructural pathology and laboratory animal disease.

The Pathology Service is able to collaborate with research investigators on a variety of scientific initiatives on a time limited basis.

Diagnostic Services

DVR operates a central animal diagnostic laboratory staffed by five board-certified veterinary pathologists. Our pathologists are available for research consultation as well as investigation of non-protocol related illness and disease. Other diagnostic support services include bacteriology, mycoplasmaology, serology, parasitology, histopathology, electron microscopy, immunocytochemistry, and genetic monitoring.

Nutrition

DVR monitors animal feed and bedding purchased for use at the NIH. The DVR laboratory animal nutritionist provides quality assurance of animal feed and bedding, formulates standard diets and special diets for specific research protocols, and is available to consult with

investigators and veterinarians who require assistance in the selection, formulation, and analysis of laboratory animal diets and bedding.

For more information on DVR Nutrition, please visit our website at <http://www.ors.od.nih.gov/sr/dvr/> or contact Dennis Barnard at 301-402-7255.

Pharmacy

The DVR Pharmacy provides fast, convenient and cost-effective one-stop shopping for veterinary and human over-the-counter or prescription products. Many high volume items are kept in stock in the pharmacy and are available for immediate pick up. The DVR Pharmacy has access to a Government Pharmacy Prime Vendor contract which provides excellent pricing on human drug products and is able to realize a significant cost savings to our customers.

The pharmacist is available for consultation involving protocol design and drug applications, dosages, delivery methods, and interactions or adverse effects. The DVR Pharmacist can assist NIH veterinarians and investigators in the selection and purchase of veterinary or human medications and products required for research protocols.

For more information on the DVR Pharmacy, please visit our website at <http://www.ors.od.nih.gov/sr/dvr/> or contact Karen Sillers at 301-435-2780.

Behavior, Social Management, and Enrichment

DVR animal behaviorists provide expertise and consultation to NIH investigators and veterinarians. The DVR behavior management staff also designs programs to enrich environments and ensure the psychological well-being of research animals. Programs are in place to address social housing, manipulable objects, food treats, exercise, animal training and conditioning, innovative housing, and human interactions for each animal species maintained in DVR facilities and across NIH.

For more information on DVR's Behavior, Social Management, and Enrichment services, please contact Dr. Jim Weed at 301-435-7257.

Reporting Animal Welfare Concerns



DEPARTMENT OF HEALTH & HUMAN SERVICES

Public Health Service

National Institutes of Health
Bethesda, Maryland 20892

March 26, 2010

TO: Addressees

FROM: Deputy Director for Intramural Research, National Institutes of Health

SUBJECT: Communicating Animal Care and Use Concerns within the NIH Intramural Research Program

As the NIH Institutional Official (IO) for Intramural animal research this memorandum reaffirms my commitment to maintain full and open communications regarding animal care and use in the NIH Intramural Research Program (IRP). I feel strongly that all IRP staff must clearly and thoroughly understand NIH management and administrative practices to best enhance our research environment. The care and use of animals in NIH research requires compliance with Federal laws, regulations and policies.

I strongly encourage anyone in the NIH IRP, including NIH employees and contractors, who have concerns regarding the care and use of animals in research at NIH to voice those concerns. The concerns may be reported anonymously to me, and/or the Director, Office of Animal Care and Use. Additionally, any animal welfare concern can be reported to the members of the Institutes/Centers (IC) Animal Care and Use Committees (ACUC) or to the IC Facility Veterinarians. Concerns relayed through any of these routes will be reviewed by the respective IC ACUC and corrective measures instituted, if appropriate.

The OACU Director assists me in assessing all concerns. My office determines the level at which the concern is pursued, including involving the Animal Research Advisory Committee (ARAC) Ombudsman, who can mobilize further resources as outlined in the ARAC Guideline: Responding to Animal Care and Use Complaints from Outside the NIH, http://oacu.od.nih.gov/ARAC/documents/Complaint_Response.pdf.

The Office of Laboratory Animal Welfare (OLAW) issued reporting guidance in 2005. Any of the following incidents (extracted from OLAW's guidance) must be reported promptly to one of the responsible individuals described above. OLAW guidance: <http://grants.nih.gov/grants/guide/notice-files/NOT-OD-05-034.html>

Reportable incidents include:

- Conditions that jeopardize the health or well-being of animals, including natural disasters, accidents, and mechanical failures, resulting in actual harm or death to animals;
- Conduct of animal-related activities without appropriate ACUC review and approval;
- Failure to adhere to ACUC-approved protocols;
- Implementation of any significant change to ACUC-approved protocols without prior ACUC approval;
- Conduct of animal-related activities beyond the expiration date established by the ACUC;
- Chronic failure to provide space for animals in accordance with recommendations of the Guide;
- Participation in animal-related activities by individuals who have not been appropriately trained;
- Failure to monitor animals post-procedurally as necessary to ensure well-being;
- Failure to maintain appropriate animal-related records (e.g., identification, medical, husbandry);
- Failure to ensure death of animals after euthanasia procedures;
- Failure of animal care and use personnel to carry out veterinary orders (e.g., treatments).

If you are uncertain about whether an incident or activity should be reported, please report it.

Upon notification of an incident, and following my review of the results of any related investigation, I will report noncompliant activities and the resultant corrective actions to OLAW.

In summary, I strongly encourage any individual who has concerns related to the use of animals in research at NIH to voice those concerns. I stress that NIH will not tolerate any reprisal against an individual who has come forward with concerns involving the care and use of animals. Individuals who feel that a personnel action has been taken against them because they reported an apparent violation of animal care and use requirements, should present their case to their supervisor, their IC Director, the NIH Director, the Office of the Inspector General, or the Office of Special Counsel.

Please direct questions or comments regarding the intent or contents of this memorandum to me or to the Director, Office of Animal Care and Use, telephone: 301-496-5424.

Michael M. Gottesman
Michael M. Gottesman, M.D.

Addressees:
IC Directors and Scientific Directors
IC Lab/Branch Chiefs
IC ACUC Members and Animal Program Directors
IC Facility Veterinarians and Animal Facility Managers
Animal Care Staff Members
NIH IRP Principal Investigators and Animal Users