

Colorado State University

Institutional Animal Care and Use Committee

Animal Facility Manager Responsibilities Policy

Purpose

The purpose of this policy is to establish the roles and responsibilities for the Managers of CSU Animal Facilities.

Background

The Facility Manager is a faculty or staff member that has direct responsibility for an animal facility, and serves as the point-of-contact for the Attending Veterinarian (AV) and the IACUC in matters related to animal facility management, animal health concerns, and compliance with animal care and use protocols. The individual should be highly trained and qualified to adequately perform the duties outlined below.

Policy

The Facility Manager must be trained and qualified to perform the following duties. For facilities where PIs are responsible for the care and transport of their animals in the facility, Unit Heads may delegate in writing some or all of the duties below to the individual PIs.

A. Facility Operations:

1. Provide written standard operating procedures for animal care, husbandry and sanitation for the facility; or for facilities where PIs manage the animal care and housing for their animals, ensure that PIs make copies of such procedures available in the facility.
2. Develop and maintain an emergency/disaster response plan for the animal facility.
3. Develop and maintain a system of authorized access to ensure animal and personnel safety.
4. Make sure the facility securely contains the animals and prevents their escape.
5. Report facility maintenance concerns promptly to Facilities Management and/or the AV.
6. Develop a pest control plan for the animal facility.
7. Develop an environmental enrichment program for the animals (if appropriate). The individual PI is responsible for providing appropriate enrichment in facilities where PIs provide the animal care and housing.
8. Where applicable ensure the proper functioning of mechanical systems that support critical operations of the facility.

B. Training:

1. Provide training for animal care staff in their facility. In facilities where PIs manage the animal care and housing for their animals, the PIs are expected to provide this training to their own staff.
2. Maintain training records for the animal care staff. PIs must maintain these records when they manage the housing and care of their animals.

C. Compliance:

1. Maintain the animal facility in accordance with animal welfare regulations, policies, and guidelines.¹
2. If animal welfare or concerns of noncompliance come to your attention, inform the IACUC and/or AV.
3. Ensure animal care personnel working in the facility are participating in the CSU Occupational Health and Safety Program (OHSP). In facilities where the PIs manage the animal care and housing, the PIs are responsible for ensuring that their animal care personnel are enrolled in the program.
4. Maintain a census of animals and file reports with the AV. In facilities where the PIs manage the animal care and housing, the PIs are responsible for filing their separate reports with the AV.
5. Ensure transportation of animals to and from the facility conforms to federal regulations¹ and CSU IACUC approved Animal Transportation Policy
6. Ensure maintenance of animal room records.

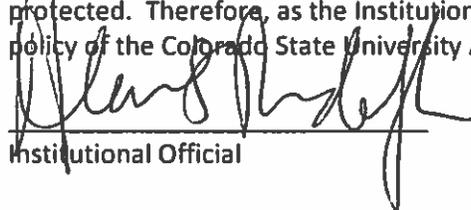
D. Veterinary Care Program:

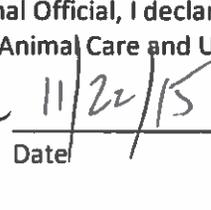
1. Ensure that the Clinical Veterinarian for your facility is notified promptly of animal health concerns and that animals receive appropriate veterinary care.
2. Notify the AV if there are health concerns related to procedures in protocols.
3. Ensure that all animal health records including medical records and mortality records are maintained.
4. Ensure that the Veterinary Care Program is being followed.

¹See the [Animal Welfare Act Regulations, Guide for the Care and Use of Laboratory Animals \(8th edition\)](#), and [Guide for the Care and Use of Agricultural Animals in Research and Teaching \(3rd edition\)](#), as applicable.

Institutional Endorsement

The "Animal Facility Manager Responsibilities Policy," approved by the IACUC on May 26, 2015 for recommendation to the Institutional Official, supports the research, teaching and service mission of Colorado State University, and ensures that the welfare of animal subjects used therein will be protected. Therefore, as the Institutional Official, I declare the IACUC-recommended policy to be the policy of the Colorado State University Animal Care and Use Program.


Institutional Official


Date