Welcome to the University of North Texas Health Science Center and The Department of Laboratory Animal Medicine’s Laboratory Animal Facility

The use of laboratory animals in research is a privilege. The UNT-Health Science Center is committed to quality laboratory animal care and use. To this end, the UNT-Health Science Center has established an Institutional Animal Care and Use Committee (IACUC). This committee oversees the Laboratory Animal Care Program and actively works to promote animal welfare at the UNT-Health Science Center.

The Laboratory Animal Facility environment represents several unique safety considerations for anyone accessing the facility. Not only does the presence of live animals pose a potential hazard in the form of animal bites and scratches, but also allergic reactions and disease transmission are additional animal associated hazards that should be considered. What’s more, the very nature of facility operation requires that potentially hazardous chemicals, gases, radioactivity and controlled substances be used on a daily basis.

For these reasons, your access to the UNT-Health Science Center’s Laboratory Animal Facility requires that you become familiar with a few basic safety practices and procedures.

The purpose of this document is to increase your awareness of personal safety and provide you with a few basic procedures to be followed when visiting or working in the Laboratory Animal Facility.
SAFETY PRACTICES AND PROCEDURES
LEVELS II-V

You Must be Sponsored.

Individuals requiring access to the Laboratory Animal Facility are assigned one of five facility Access Levels based on the nature of their business in the Animal Facility. Levels II through V must be sponsored by a Level I individual to enter Laboratory Animal Facility. Your Facility Access Sponsor is responsible for assuring that you have received appropriate authorization from the Department of Laboratory Animal Medicine management to enter the Laboratory Animal Facility and for assuring your safety while in the facility. This individual is your principal contact for safety or animal related issues. At any time before, during or after your visit, you are free to ask your Facility Access Sponsor any question related to Laboratory animal Facility operations.

You Must Log-in.

Your presence in the Laboratory Animal Facility must be documented. If you have card reader access to the facility, your access will be automatically recorded for you. If you do not have card reader access, your arrival to and departure from the Laboratory Animal Facility must be noted in the Department of Laboratory Animal Medicine’s Visitors Log. You must also receive a visitor’s badge. Your Facility Access Sponsor will assist you in logging in and out.

Food, Drink or the use of Tobacco products is restricted in the Laboratory Animal Facility.

The consumption of food and drink is prohibited anywhere within the animal occupied areas of the facility. This includes hallways, empty animal holding rooms and laboratories. Food and drink may be consumed in the Department of Laboratory Animal Medicine’s administrative areas (office & break room) areas only. All the UNT-Health Science Center’s buildings are identified as Smoke-Free Areas. The use of tobacco products is not allowed anywhere indoors.

You Must Wear Personal Protective Equipment (PPE) Where Required.

Depending on the area you will be visiting, PPE may be required. If you are required to wear personal protective clothing or equipment, your Facility Access Sponsor will provide you with the appropriate PPE and assist you in its use.

You Must Report All Injuries.

In the event that you sustain an injury of any kind while in the Laboratory Animal Facility, you must report the incident to your Facility Access Sponsor as soon as possible. Examples of injuries that may occur in the Laboratory Animal Facility include animal bites, scratches, direct contact with animal bodily fluids, injuries from equipment, and a slip or fall. Should an injury occur, your Facility Access Sponsor is knowledgeable of what to do and will advise and assist you as needed.
You Must Obey Fire and Tornado Alarms.

In the event of a fire or tornado, an alarm will sound within the Laboratory Animal Facility. You are to immediately stop any activity in progress and proceed as instructed by the alarm voice enunciator. In the event the alarm is for a fire, you are to evacuate the building. In the event the alarm is for a tornado, you are to remain in the building. In both instances you are to contact your Facility Access Sponsor as soon as possible. You may seek any member of the Department of Laboratory Animal Medicine’s staff for assistance. Remember, your safety is always first and foremost.

Do Not Leave Your Designated Area To “Have a look around.”

Stay in the area agreed upon between you and your Facility Access Sponsor. There are chemicals, gases, radioactive agents and even steam is in use throughout the Laboratory Animal Facility. Although signage is in place, this alone cannot guarantee your safety if you walk into an unfamiliar area. Please, for your safety, do not decide to “look around” the facility without an approved escort. Remember that you are not permitted to leave your designated work area without the knowledge of your Facility Access Sponsor.

Use Good Hygiene.

You should develop the habit of keeping your hands away from your face, eyes, nose and mouth when visiting or working inside the Laboratory Animal Facility. Always wash your hands thoroughly when leaving the area and especially before smoking, eating or drinking, even if you have been wearing rubber gloves. Washing your hands frequently is the single most important step you can take to prevent the spread of animal contaminants to you and others.

Animal Use Ethics

Research utilizing animals is a privilege, not a right. The UNT-Health Science Center’s Institutional Animal Care and Use Committee (IACUC) is responsible for assuring that animal research is performed according to the highest standards. Any questions or comments regarding the care and use of laboratory animals should be directed to your Facility Access Sponsor and/or the Department of Laboratory Animal Medicine’s management, or any IACUC member. (UNT-Health Science Center’s Department of Laboratory Animal Medicine is an AAALAC accredited facility).

Purpose of the IACUC

The Institutional Official (IO) appoints an Institutional Animal Care and Use committee (IACUC) qualified through the experience and expertise of its members to assess the research facility’s animal program, facilities, and procedures. The IACUC is responsible for making sure that all federal laws, regulations and policies are followed when investigators perform animal research. Federal regulators regard the IACUC as a critical partner in ensuring compliance with animal welfare laws and guidelines. In effect, the
IACUC functions as the self-regulating body for animal research on behalf of the institution. Federal inspectors periodically visit the institution to evaluate the overall animal care and use program.

Animal Use Protocols

An animal use protocol must be reviewed and approved by the IACUC prior to initiating any animal study. The protocol is a full description of the use of the animals and covers several core elements required by the regulations.

Animal Welfare Policy

The UNT-Health Science Center strongly promotes the humane care and use of all laboratory animals. Should you have a concern or question related to animal welfare, please advise your Facility Access Sponsor or you may contact a member of the Department of Laboratory Animal Medicine’s management or the Institutional Animal Care and Use to voice your concern.

Concerns

Should you have any concerns regarding Animal Health, Animal Welfare, Environmental conditions, Occupational Health and Safety or Emergency Procedures please contact:

Egeenee Daniels, DVM (817)-735-2017
Director
Department of Laboratory Animal Medicine

Marcie Dorsett, BS, RLATG (817)-735-2013
Facility Manager
Department of Laboratory Animal Medicine

Justin Smith, MBA (817) 735-2017
Operations Analyst
Department of Laboratory Animal Medicine

Matthew Moncus-817-735-2697
Safety Director

Michael Forster, Ph.D.-817-735-2092
IACUC Chair and Professor
Pharmacology & Neuroscience

Campus Police
817-735-2210
Level I - Department of Laboratory Animal Personnel; Personnel assigned to a protocol and has received training.

UNT-Health Science Center’s Police Officers
Safety Office Personnel

Level II - Physical Plant Personnel

Level III - Research Personnel not assigned to a protocol and those who have received training via the Department of Laboratory Animal Medicine.

Level IV - Vendors and contract personnel having business with the Department of Laboratory Animal Medicine or the University of North Texas Health Science Center.

Level V - Guest of Level I personnel and the Department of Laboratory Animal Medicine.
I acknowledge that I have read this notice and that I understand all of the statements provided above.

Name [please print]_____________________________________________________
Department/Company:__________________________________________________
Phone Number:___________________________________
Status:

☐ Level I
☐ Level II
☐ Level III
☐ Level IV
☐ Level V

Signature____________________________ Date _____________________________

Please return the original signed document to the Department of Laboratory Animal Medicine, 3500 Camp Bowie Blvd., Ft. Worth, TX 76107. A binding and valid signature may be submitted by facsimile to the DLAM department at fax # 817-735-2406