



## ARC GENERAL PROCEDURES AND SERVICES

### A. Daily routine animal care

The following procedures are performed as a standard daily routine in the animal facility. These services are provided before animal release to researchers.

1. All animals are observed for signs of illness, injury, abnormal behavior or death.
2. All animals are supplied with food daily. Each cage should have adequate food for the number of animals in it. The staff in charge checks the quality of food in containers and feeders for moisture or contaminants.
3. All animals are supplied with water via water bottles. Water bottles are checked daily to ensure that the animal has sufficient water. The time between bottle changes depends on species consumption, but usually not longer than 3 days.
4. All cages are examined for good conditions and proper sanitation. Tunnel cage washer (animal cage disinfectant) and Rack washer are used daily for effective cleaning sanitization and ensuring the availability of clean cages.
5. Ambient temperature and humidity in the animal rooms are monitored. The Hygrometer/Thermometer is re-set.
6. The light cycle is set at 12hrs light and 12hrs darkness.
7. Records and comments are noted by the staff in charge.
8. Food storage containers are washed and cleaned regularly.
9. All dirty cages or trays are scraped in the cage changing station and washed in the room dedicated for washing cages and later sterilized or allowed to go through a cycle of steam sterilizer using rack or cage washer equipment.
10. Animal-room floors are cleaned and mopped daily, and they are scrubbed and washed once a week.

### B. Procedures during specific incidents

1. If an animal is sick, injured, or exhibits abnormal behavior, the person in charge must notify the chief technician and take the necessary action.
2. If an animal is found dead, it is placed in a plastic bag in the freezer designated for dead or euthanized animals.
3. In case such incidents occur with experimental animals, the principal investigator is immediately notified, and proper measures are taken. The chief technician must be informed and given details of the concerned animal.

### C. Veterinary services

The veterinarians at the ARC provide the following services:

1. Oversee the well-being and clinical care of animals maintained in the ARC and used in research and teaching.
2. Maintain general health records of all animals available and attend to diverse animal health issues.
3. Provide recommendations on animal procedures and euthanasia when necessary.



#### D. Facility maintenance

1. All general facility and equipment maintenance issues must be reported to the ARC staff.
2. The ARC staff observe and monitor all the maintenance issues including equipment, electricity, plumbing, air-conditioning, etc. and report it to the concerned maintenance/service departments.
3. The ARC staff will notify the ARC director and do the follow up until the problems are solved.

#### E. Education and training services

1. Workshops and training sessions are continuously provided by the ARC.
2. Workshops on basic animal handling are scheduled every year and are open for all HSC staff.
3. Special training sessions are provided upon request by the principal investigators or students supervisors.
4. Training on specific intervention techniques is provided upon request. These include:
  - i. Oral gavage insertion in rodents (rats and mice).
  - ii. Intraperitoneal injection in rodents
  - iii. Subcutaneous injection of laboratory animals
  - iv. Dissection and specific organ isolation and collection
  - v. Blood glucose monitoring
  - vi. Blood collection