



## RESPONSIBILITIES OF THE PRINCIPAL INVESTIGATOR USING THE ARC FACILITY

The ARC aims to provide top-quality animals that help researchers accomplish their research objectives. The ARC rules and protocols are designed to ensure a smooth workflow during daily activities. The following points serve to clarify the PIs' responsibilities related to their work in the ARC.

- Upon submission of " the animal request form", the PI /research staff should follow up with the ARC staff for the status of their request and the expected date of animal release.
- The PI /research staff should collect the animals on the same day the animals are made ready (as informed by the ARC staff). Any delay or procrastination in collecting the animals will negatively affect the availability of animals of certain age and will lead to unnecessary waste of animals, effort and facilities.
- The PI /research staff are responsible for the maintenance of the experimental animals once the animals are issued by the ARC. The cage label (experimental card) must be filled clearly with relevant information such as: Details of animals occupying the cage, PI and staff in charge names and contact numbers, etc.
- The PI /research staff are responsible for the availability of food and water in all the experimental animal cages. Cages should be handled properly with bedding and water bottles changed periodically.
- The PI /research staff are requested to ensure that the experimental procedures as well as the handling and termination of animals are performed according to the standard ethical procedures that the ARC is strictly following.
- The PI /research staff are requested to provide clear instructions on their experimental procedures. Any special treatment or procedure that requires extra protection or care of the animals or might affect the safety of the ARC workers needs to be clearly explained and posted near the cages.
- The PI /research staff are expected to promptly deal with any dead animal found in their experimental cages. Disposal of biological wastes, sharps carcasses etc. should be done according to the standard biohazard rules adopted by the ARC and the Health Sciences Center.
- The PI /research staff are requested to respect and follow the in-house ARC procedures. Maintenance issues in the experimental rooms or pens, such as room air conditioning or temperature, day-light cycle settings etc. should be reported immediately to the ARC chief technician. In case a specific experimental room is required, the PI should submit a request to the ARC director/chief technician clarifying the facility needed and the nature and duration of the experiment.