**Guidelines for Maintaining Animal Care Services Procedure Room Space**

Communicore Procedure rooms will be assigned by the Communicore Procedure Room Space Use Committee based on scientific research need and available space. Communicore Procedure rooms will generally be allocated up to a period of 2 years. However, use of the room will be periodically evaluated during this 2-year period and space adjustments will be made as needed.

This document outlines specifics about responsibilities and guidelines for maintaining ACS procedure spaces assigned to Investigators.

**Animal Care Services is responsible for the following:**

* Providing a clean, empty room with or without a sink.
* Providing a room with painted walls and ceiling, with clean and waxed floors.
* Assigning two keys to the investigator and/or laboratory staff to access the room.
* Striving to maintain the following values within the room: 70°F +/- 2° temperature, 30-70% relative humidity, and 10-15 air changes per hour.

**Principal investigator and laboratory staff are responsible for the following:**

* Providing any required equipment related to the animal use protocol.
* Maintaining the room, including general cleanliness, pest monitoring, light cycle, and organization.
* Performing efficacy of sanitization testing of procedure room and equipment used with animals every six months per [Policy on Verification of Sanitization of Investigator-Maintained Housing, Procedure Rooms and Equipment](https://ufresearch.navexone.com/content/docview/?docid=4773) .
* Preparing the room for annual EH&S and semi-annual IACUC inspections.
* Contacting ACS immediately with any infrastructure problems, such as lighting concerns, damages, water leaks, out-of-range temperature/humidity trends, pest concerns, etc. The investigator is responsible for any required expenses for damages to the room.
* Contacting ACS prior to bringing any special equipment related to hazards in the room.
* Contacting ACS ahead of time to discuss any structural alterations to the space. All alterations, including placement of wall hardware, must be approved by ACS management. The investigator is responsible for any required expenses to return the space back to its original condition at completion of use. ACS maintenance and/or UF Facilities Services will be used for these services.
* Post a “Room-in-Use” sign on the door only when the room is being used. Note: ACS staff may enter the Procedure room at any time that the room is not in use.
* Contacting ACS if laboratory staff are unable to maintain the room as agreed.
* Returning two keys back to ACS with exit inspection upon completion of agreement to occupy the space.

During normal business hours, please contact your ACS facility manager or the ACS Office (352-273-9230, [ACS-Office@acs.ufl.edu](mailto:ACS-Office@acs.ufl.edu)) with any concerns. For after-hours emergencies, please contact the on-call facility supervisor (352-294-5271) or on-call veterinarian (352-273-6943).

**IACUC**

The IACUC oversees the university’s animal care and use program. The committee is responsible for reviewing all animal use protocols using vertebrate animals, ensuring compliance with federal animal welfare regulations, inspecting animal facilities and investigator assigned laboratories, and investigating animal concerns. Once procedure space has been assigned and lab equipment placed in the room, a final IACUC inspection is required before approved protocol work may begin. To request an inspection or receive guidance, please contact: [iacuc@research.ufl.edu](mailto:iacuc@research.ufl.edu)

**EH&S**

Environmental Health and Safety continuously works with the IACUC, Institutional Biosafety Committee, and Animal Care Services to ensure the safety of the staff working in animal research. During the IACUC review process, potential risks to staff safety will be identified and documented within the investigator’s IACUC protocol. For guidance or questions regarding the use of hazards in research, please contact: [ARS@EHS.ufl.edu](mailto:ARS@EHS.ufl.edu)

I have read and understood these Guidelines, and agree to follow all the responsibilities outlined within the document.

PI Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PI Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_