

## Fairview Research Administration

### *Guidance for Use of Research Animals in Patient Care Service Areas*

**Purpose:** To provide guidance for using research animals (live or post mortem) in patient care service areas in the University of Minnesota Medical Center, Fairview (UMMC). These guidelines address administrative practices and minimization of risk of exposure to patients, employees, and the public. These guidelines complement and ensure compliance with the Animal Welfare Act and the Public Health Service Act (Public Law 99-158).

#### Research Pricing

- ❑ Complete a [Research Request Form for Animal and Non-Patient Care](#).
- ❑ Send completed form to Fairview Research Administration (FRA): [research@fairview.org](mailto:research@fairview.org).
- ❑ An electronic price quote will be sent via email for the requested services.

#### Research Institutional Account Setup

A Research Billing Account needs to be established to bill for services (unless a subcontract is in place).

- ❑ Complete a [Research Request Form for Animal and Non-Patient Care](#).
- ❑ Once funding is received, the researcher obtains a Purchase Order (PO) for Fairview services.
- ❑ Update the form with the PO and fax (612-672-7691) or email ([research@fairview.org](mailto:research@fairview.org)) to FRA.
- ❑ FRA will establish an account and provide the account information to the requester via email.

#### Scheduling

In accordance with the UMMC Infection Control Department recommendations, the procedure can only occur when patients are not present in the patient care service area.

- ❑ Schedule the procedure with the Patient Care Service Area Manager. Provide the Research Billing Account number (referred to as the "CSN").
- ❑ Review the plan & obtain approval from the Patient Care Service Area Manager.
- ❑ Provide contact information for the responsible research personnel (*See Appendix*).
- ❑ Alert the Patient Care Service Area Manager if the research animal will be sedated and/or sacrificed **in the patient care service area** before, during, or after the procedure.

#### Time of Service

The Researcher and Research Staff are responsible for developing and adhering to the Safety and Control measures below when the research animal is located in the patient care service area.

- ❑ Bring bite kits if non-human primates are the research animals undergoing the procedure.
- ❑ Disinfection of the testing equipment in the patient care service area is the responsibility of the Researcher and/or Research Staff (*see Sanitation section in Appendix*).

#### Reporting

The Researchers are responsible for reporting the following events when the research animal is located in the patient care service area:

##### **ANIMAL BITES, SCRATCHES, AND SPLASHES**

- ❑ **Must** be reported if event happens to either the Research Staff and/or UMMC staff.
- ❑ **For Non-Primates**
  - Massage the wound immediately.
  - For bites and scratches, cleanse and irrigate the wound with soap and running water for at least 15 minutes. For feces, urine, saliva, or blood splashes into your eyes, mouth, nose, or into a cut in your skin, rinse the affected area with water for at least 15 minutes.

- Use any necessary supplies from the First Aid Kit located in the area (e.g., disinfectants and bandages).
  - If the Research Staff is affected, call HealthPartners (952-883-6999) during daytime hours, or after hours go to the UMMC Emergency Room (612-273-2700).
  - If the UMMC staff is affected, go to the UMMC Emergency Room (612-273-2700).
  - Notify a supervisor and take necessary measures to isolate the animal for evaluation.
  - Notify Research Animal Resources (RAR) veterinarian (612-624-9100) of bites or scratches.
  - Report the incident to your supervisor and to the Patient Care Service Area Manager.
- **For Non-Human Primates (e.g. Macaques, Rhesus, and Cynomolgus)**
- Remain calm.
  - Follow the procedures in the bite kit if you have a:
    - Bite or scratch that causes bleeding;
    - Cage scratch that causes bleeding;
    - Puncture with a needle (or an object) that has previously been in a non-human primate;
    - Splashing of feces, urine, saliva, or blood into your eyes, mouth, nose, or a skin wound.
  - Instructions for bite kit:
    - Open the sealed packet containing the scrub brush and soap.
    - Scrub the affected area with the bristle side of the brush
    - Swab the affected area deeply using the viral culture swab. Replace swab in the plastic tube, and squeeze the bottom to break the bulb.
    - DO NOT swab your eyes.
  - Bring the swab to:
    - If one of the Research Staff is bitten, call HealthPartners (952-883-6999) during business hours, or if after hours go to the UMMC Emergency Room (612-273-2700).
    - If one of the UMMC staff is bitten, go to the UMMC Emergency Room (612-273-2700).
  - Call RAR (612-624-9100) and/or page on-call RAR (612-899-6285) as soon as possible.
  - Report the incident to your supervisor and to the Patient Care Service Area Manager.

## **ANIMAL ESCAPES**

- If the research animal escapes while it is located in the patient care service area:
- Secure the area by closing the door of the room or area.
  - Recapture the animal if it would not endanger the health of the person attempting to do so.
    - If you are unable to recapture the animal:
      - Call RAR (612-624-9100) during daytime hours, or page the on-call RAR veterinarian (612-899-6285).
      - Call Fairview Security (612-273-4544) for assistance in securing the area.
  - Report the incident to your supervisor and to the Patient Care Service Area Manager.

## **ANIMAL DEATH IN PATIENT CARE SERVICE AREA**

- In the event of an unexpected research animal death:
- Call RAR (612-624-9100) during daytime hours, or page the on-call RAR veterinarian (612-899-6285) for guidance on the removal and the sanitation of the area.
  - Do not dispose of the carcass in the patient care service area biohazard waste receptacles.
  - Report the incident to your supervisor and to the Patient Care Service Area Manager.
- In the event of an expected research animal death:
- Notify the Pt Care Service Area Manager when scheduling to communicate to appropriate staff.
  - Follow RAR guidelines for the handling and disposal of the research animal.

## APPENDIX

### Safety & Infection Control Plan

The Researcher must be able to communicate, implement and adhere to the strategies developed to address the required information in the sections below. Please note that most of the information requested should already be contained in the IACUC application for the research study.

**Additional information needed for Fairview appears in bold text.**

### Transportation

The Researcher and Research Staff must define and follow the process for which research animals will be transported and must address:

- Locations from and to which animals will be transported.
- Route via which animals will be transported.
- Personnel who will transport the animals.
- Equipment used to transport the animals.
- Time(s) when the animal will be transported.
- Name(s) & location(s) of research contact person(s).

### Containment

The Researcher and Research Staff must describe the containment plan to be in effect when the research animal is located within the patient care service area to include:

- Description of the caging (size, material, ventilation, etc.).
- Identification of the caging as permanent or for transportation-purposes only. For both, include the maintenance and sanitation records.
- If applicable, the procedure used when transporting the animal from the caging to the service area equipment before, during, and after the research procedure.
- Description of caging and /or restraint (chemical or physical) to be used when the animal is undergoing the research procedure (refer to the RAR website for Restraint and Handling of Animal Principles).
- Description of the Action Plan in the event that the animal escapes the restraint and/or caging.

### Monitoring & Animal Husbandry

The Researcher and Research Staff must identify and adhere to the animal monitoring plan to include:

- **List of personnel responsible for transporting and monitoring the animals during the procedure.**
- **Name & location of contact person(s). Contact person(s) must be available before, during, and after the research procedure.**

### Sedation

**The Researcher and Research Staff must outline and inform the Patient Care Service Area Manager regarding sedation use at the time of scheduling.** Practices must be in accordance with the use of anesthesia described in the RAR website (refer to the “Guidelines for the Use of Anesthetics, Analgesics, and Tranquilizers in Laboratory Animals”).

### Prevention of Zoonotic Diseases

The Researcher and Research Staff must promote the prevention of zoonotic diseases (those that can be transmitted from animals to humans and from humans to animals). Prevention can be accomplished via the use of personal protective equipment and proper animal handling and restraint. See the RAR website for more details.

## Sanitation Process

The Researcher must review the sanitation plan with the Patient Care Service Area Manager before the time of service.

The Researcher and Research Staff must identify a sanitation plan to include:

- **Procedure for cleaning and disinfection of contaminated equipment, surfaces, and floors during or following the research procedure, including the type of hospital grade EPA-approved disinfectant (i.e., Virex) to be used.**
- **Identification of personnel responsible for the sanitation process**
- **Description of the handling, processing and/or disposal of the soiled cleaning supplies (i.e., separate dedicated biohazard waste bag).**
- **Disposal of an animal carcass (if applicable) must be in a separate dedicated biohazard waste bag that will be removed by the Research Staff and must be in accordance with the RAR guidelines (see website for more details).**

## Useful Links

IACUC: [Institutional Animal Care and Use Committee](#)

Research Animal Resources: [Research Animal Resources Home Page](#)

Fairview Research Administration: [Research - Fairview Health Services](#)