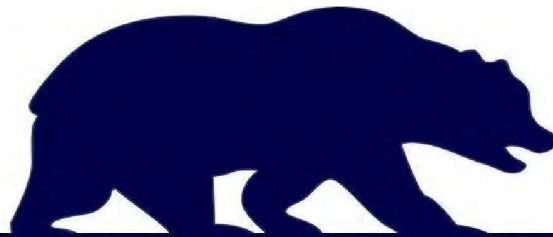


# Guide to Services

Office of Laboratory Animal Care

University of California, Berkeley



OFFICE OF LABORATORY ANIMAL CARE

# BERKELEY

Updated September 2022

## **OLAC Guide to Services - Table of Contents - p.1**

[OLAC Website](#) - p.2

[OLAC Contact Information - link to website OLAC Directory](#) - p.2

[OLAC Mission Statement](#) - p.2

[Accessing Animal Facilities](#) - p.2

- [Building and Room Entry Procedures and Security](#) - p.2
- [Hours of Operations and After Hours, Weekends, and Holidays](#) - p.3
- [Approved Vivarium Attire](#) - p.3
- [PPE Requirements](#) - p.3
- [Food and Drink Policy](#) - p.3
- [Health Status and Traffic Patterns](#) - p.3

[Animal Room Use: Procedures, Approved & Prohibited](#) - p.4

[Protocols, Policies and Relevant SOPs](#) - p.4

- [Rodent Breeding Policy/SOP's](#) - p.4

[Training and Certification Process for Animal Related Procedures](#) - p.4

[Use of Procedure Rooms and Scheduling - OLAC Calendar](#) - p.5

[Services Provided by OLAC](#) - p.5

- [Requesting Services and Items from OLAC](#) - p.5
- [Enrichment and Non-pharm purchases - shopping list](#) - p.6
- [Cage cards & stickers, use & info, "Big Poster" link](#) - p.6
- [Use of OLAC Equipment and Scheduling](#) - p.6
- [Research Service Requests \(RSR\)](#) - p.6

[Billing and OLAC](#) - p.6

[Animal Purchases](#) - p.7

[Animal Shipping](#) - p.7

- [Quarantine](#) - p.7
- [Transfers](#) - p.8

[Veterinary Care](#) - p.8

[Pharmacy and Veterinary Supply Purchases](#) - p.8

- [Working with Controlled Substances](#) - p.8
- [Disposal of Controlled Substances](#) - p.9

[PI Care, Non-Standard Husbandry, & SSRs](#) - p.9

[Rodent Imaging and Transgenic Resources](#) - p.

[ABSL2 And Viral Vector](#) - p.9

[Space Assignment Procedures](#) - p.10

[Visitor Access](#) - p.10

[Cameras/Video Equipment](#) - p.10

[Emergency Procedures](#) - p.10

[Location of Safety Equipment](#) - p.10

[Animal Welfare and the OACU Whistleblower Contact Information](#) - p.10

[Consequences for Non-Compliance](#) - p.11

**The OLAC website**, <https://www.olac.berkeley.edu/>, has information such as: (click on [blue](#) text for active links to website, forms, and info)

- [Cost of services](#) (Per diems, fee information, or recharge rates)
- [Training and Certification information](#)
- [Order forms](#) (plus more on the OLAC website in link)
  - [Cage Card Order Instructions](#)
  - [Transfer RequestHires](#)
  - [Animal Import/Export Form](#)
  - [Non-standard Husbandry, Special Services Request \(SSR\)](#)
- [PI Resources](#) (plus more on the OLAC website in link)
  - [SOP Templates](#)
  - [Cage cards and stickies, June.2021](#)
  - [Policies & guidelines, ACUC](#)
- [Safety and Emergency contact information](#)

**OLAC Directory** - Departmental contacts:

<https://www.olac.berkeley.edu/olac-directory>

General questions: (510) 642-9232, [olac@berkeley.edu](mailto:olac@berkeley.edu)

### **[OLAC Mission Statement](#)**

To support UC Berkeley's quality research program by promoting the highest standards of animal care, welfare, regulatory compliance, education, training and customer service.

### **Accessing Animal Facilities**

All animal facilities require appropriate training and an activated card key and/or brass key to gain entrance, see the required steps here: [Quick Start for New Hires - OLAC Access](#). To obtain the access, you **must** complete all the training and verification steps as listed on the forms. This includes CITI and EHS205 online courses, Occ. Health Risk Assessment, and be added to the Animal Use Protocol personnel list. These forms are available on the OLAC website ([Card Key Access Form - General](#) and for rare locations [Brass Key Request](#)).

Please note: **No access to OLAC areas or animals until added to the AUP with ALL training steps completed to activate the individual's card key.**

By fulfilling all the requirements to enter the OLAC areas, it ensures that all personnel entering are part of the required Occupational Health Program, have some minimal safety training, have learned about what an IACUC is, and its purpose in ethical animal research.

Please note that "piggy backing" or "tailgating" is not a good security practice. This includes allowing others to borrow your card key for access, or to bring in lab members who have not completed the orientation process to give them their own OLAC facility access.

Policy Update Sept. 2022: Do not bring in those who have not yet finished training to access OLAC areas. Research staff who are found to have "followers" will have their card key deactivated from OLAC areas, and will need to retake the OLAC orientation.

Additionally, some areas require a higher level of security and training. If working in ABSL2, ABSL3, Bats, NHPs, or the High Barrier Facility, then additional training must be completed ([Card Key Access Form - Restricted](#) ).

The Card Key Access form must be submitted in person. Please come by the **OLAC office** at the Northwest Animal Facility, room #203 (at ground level) to submit your completed printed paper forms between **9:00am-12:00pm & 1:00Ppm-3:00pm, Monday - Friday**.

For brass keys, once the request form is processed, you will be contacted to pick-up the key at NAF203. A deposit of \$10.00 for each brass key must be paid at pick-up.

### **Building and Room Entry Procedures and Security**

After the proper forms and training are completed and access is granted to the animal facilities, it is imperative that individuals abide by security procedures. Individuals should make sure that people **do not “tailgate” or follow** them through the entry ways. All doors should close firmly behind individuals as they pass through the facility. Doors should not be propped open and any damaged doors, locks or readers should be promptly reported to the OLAC supervisor. **Individuals should only access animal rooms that house their animals**. Please report any unusual activity to either the OLAC supervisor or UC Berkeley Police at **(510) 642-3333** or **911**.

### **Hours of Operations and After Hours, Weekends, and Holidays**

OLAC business office NAF203 is open Monday thru Friday from 9:00am - 12:00pm and 1:00pm - 3:00pm. The business office is closed the holidays listed in this link - <https://hr.berkeley.edu/hr-network/personnel-resources/holiday-sick-vacation/holiday-schedule>

The animal facility is available for use after hours. Most of the **animal room lights will be OFF from 7pm to 7am**. Plan your day to ensure you exit before the lights go off. If you must turn ON the animal room lights during the dark hours, please ensure that you turn the lights back OFF when you leave, including hoods.

Turning on the lights after hours affects the circadian rhythm, breeding performance, and is a source of stress.

### **Approved Vivarium Attire**

Full length pants (or equivalent) and closed toe/heel shoe attire **MUST** be worn at all times by all students and researchers who are occupying or entering laboratory/technical/vivaria areas. The area of skin between the pants and shoe should not be exposed.

<http://policy.ucop.edu/doc/3500597/PersonalProtectiveEquip>

### **PPE Requirements**

Personal Protective Equipment (PPE) functions to protect both human and animal health. It is extremely important that ALL door signs directing the use of PPE to be followed exactly as posted. Note that PPE may vary throughout the facility and that different species, health statuses, biosafety levels, and procedures may require different levels of PPE. PPE should be donned (put on) and doffed (removed) at appropriate locations.

### **Food and Drink Policy**

For your safety food and drinks are not allowed in the animal or laboratory areas at any time. This includes water bottles for human consumption.

### **Health Status and Traffic Patterns**

Different species and animal rooms have different health statuses at any given time and

can potentially change due to disease outbreaks. Please read all door signs for notice of established foot patterns and PPE requirements. It is best practice to not move from animal room to animal room without a full change of PPE. Please consult with the Facility Veterinarian with regards to health statuses. When there is a contamination concern, rooms will be labeled with signage indicating rooms to enter first vs rooms to enter last.

### **Animal Room Use: Procedures, Approved & Prohibited**

Most procedures can be performed in the Animal Rooms, as long as all other policies, safety procedures, and your AUP are followed. Rodent procedures should ideally be performed in a biosafety cabinet or cage change station while using microisolator cage handling and/or aseptic practices.

Sharps should be disposed of appropriately. Work areas are to be cleaned and disinfected after use. Bedding and fecal material should **never** be left on a workplace surface. If using a volatile anesthetic agent, a ducted biosafety cabinet or down draft table should be used for human safety.

Euthanasia **SHOULD NOT** be performed in the Animal Housing Rooms. Animal vocalizations and pheromones released during the process have been shown to cause stress and anxiety to the other animals housed in the room. Please utilize the appropriate locations for euthanasia.

### **Protocols, Policies and Relevant SOPs**

It is **YOUR** responsibility to have read your AUP, and to know and seek out information related to your Protocol, as well as ACUC and OLAC policies, and relevant facility and procedure SOPs. If you are not sure, please ask! Your PI or Lab Manager will be able to help you locate much of this information. The OLAC Training Coordinator at [olactraining@berkeley.edu](mailto:olactraining@berkeley.edu) is also a resource for questions or concerns.

Below are some links that you may find helpful.

<http://www.acuc.berkeley.edu/guidelines.html>

<http://www.acuc.berkeley.edu/training.html>

Contact OLAC or the ACUC for further clarification or questions.

<https://www.olac.berkeley.edu/olac-directory>

### **Rodent Breeding Policy/SOP's**

As an AAALAC accredited facility, OLAC follows the Guide for the Care and Use of Laboratory Animals for recommendations regarding animal housing space for breeding rodents. The ACUC also has a policy for the number of animals that can be housed per cage.

[Overcrowded Mouse Cage Guidelines](#)

<https://grants.nih.gov/grants/olaw/guide-for-the-care-and-use-of-laboratory-animals.pdf>

### **Training and Certification Process for Animal Related Procedures**

Personal training for animal care, husbandry, handling and basic procedure related activities can be requested through OLAC (e.g. restraint and handling, injections, blood collection, etc.).

It is **required**, by the ACUC, that OLAC perform training and **certification for anyone** listed on a protocol **that will be performing** any of the following tasks: **Euthanasia, Anesthesia, Surgery, and any other invasive procedures.**

Requests for OLAC orientations, training, and certifications can be requested through the OLAC website under the “Training” tab. <https://www.olac.berkeley.edu/training>

Please contact the OLAC Training Coordinator at [olactraining@berkeley.edu](mailto:olactraining@berkeley.edu) for any further questions or concerns.

Any training using animals performed by a member of a lab to other lab members, must be documented and available to the ACUC during semi annual facility inspections. This document is to include: date, training subject, trainer, person trained. [Example of Lab Training Record](#)

### **Use of Procedure Rooms and Scheduling**

There are Shared Animal Procedure spaces available in most of the facilities. They are scheduled by signing up on the OLAC website calendars (see link below) for each of the rooms. Please remember that these are **shared spaces**. If you no longer need to use the space, please return to the calendar, and remove your name, thus allowing other researchers to use the space.

### **OLAC Shared Room Calendars**

Go to the OLAC website, under PI Resources tab:

<https://www.olac.berkeley.edu/pi-resources> - [OLAC Shared Room Calendars](#)

The login information for the shared rooms is the lab name.

The password is the PI's last name. Dr. Doe's lab example - User name: **DoeLab**

Password: **Doe**

### **Services Provided by OLAC**

Standard OLAC Services Includes:

- Husbandry and Care
  - Food
  - Water
  - Cage Change
  - Health Monitoring
- Veterinary support and the animal health care program
- Facility and equipment maintenance
- Room level environmental monitoring
- Purchasing: animals, pharmaceuticals, enrichment materials, and more
- Veterinary research service support: quarantine, anesthesia services, and more
- Coordinate transfers and the import/export of animals
- Training and certification of key skills: euthanasia, anesthesia, and more

In coordination with the Animal Care and Use Committee (ACUC), OLAC works with investigators to ensure compliance of all state and federal regulations and provides information regarding training requirements. In addition, OLAC oversees security access to all animal facilities.

### **Requesting Services and Items from OLAC**

Forms for all OLAC services (including facility key card access) are available on the OLAC website. <https://www.olac.berkeley.edu/forms>

Most forms are submitted directly online through the OLAC website. The Card Key Access paper form must be submitted in person; please come by the OLAC office at NAF203 to submit your completed printed paper forms between 8:00AM-12:00PM & 1:00PM-3:00PM.

Please read the form carefully and fill it out completely to ensure timely delivery of the service. Expected turnaround times are listed on the forms.

### **Enrichment and Non-pharmaceutical purchases - shopping list**

Use this link to the [Non-Animal Purchase Request](#) form (also found on the OLAC website) for additional cage **enrichment materials (shepherd shacks, nesting materials, ect.)** as detailed in the Lab Shopping list linked below, as well other services and items in other sections in this Guide.

- [Enrichment, Non-Animal Purchases, Lab Shopping List](#)

All orders placed by OLAC are confirmed via email. If there is a problem with the order, such as an incomplete form or delay by a vendor, the requestor will be notified before further action is taken.

### **Cage cards, stickers & Cayuse communications**

[Cage Card Order Form](#) - Order cards in advance to use to set up experimental groups or to manage and expand your breeding colony. This process is done through the Cayuse management system. Personnel who need to order cards or animals need to be authorized by the PI. PI is to notify [olacit@berkeley.edu](mailto:olacit@berkeley.edu) with the names on the AUP who are allowed to order cards or animals.

Please feel free to contact [OlacTraining@berkeley.edu](mailto:OlacTraining@berkeley.edu) for any questions regarding the use of these special stickers and cards. Training presentations on the “Big Poster” are available on request. See link below for more details on cage cards as communication tools.

- [Cage cards and stickies, June.2021](#)
- [Google Groups listserv, Cayuse, & Animal Health Reports](#)

### **Use of OLAC Equipment and Scheduling**

OLAC offers to labs, some specialized rental equipment including: Mobile Isoflurane anesthetic machines, downdraft tables, as well as services for the sterilization of surgical equipment, tools & other devices: Steam Autoclave, Gas Sterilization.

[Research Services Request](#) (RSR) Form for equipment rental

This form must be filed in advance of the requested rental. Equipment availability is not guaranteed due to limited supply.

**RSR: Technical Support** Please give at least two weeks notice if requesting Technical Support from OLAC staff. This allows for scheduling, and at least 2 business days for equipment rental.

<https://www.olac.berkeley.edu/research-service-request>

### **Billing and OLAC**

Completed orders are billed to the account indicated on the order form. In the case of animal care per diem, the monthly per diem charge is billed to the account the animals

were originally purchased under, unless otherwise indicated. Each form has a section for indicating a UCB chart string number and authorizing signature. It is the responsibility of the requestor to indicate the correct billing chart string number.

The account number used by each investigator must be registered as a Recharge Account with OLAC. Please submit a Recharge Account Application form to set this up. Update and resubmit form if the chart-string changes.

<https://www.olac.berkeley.edu/recharge-account-andor-change-application>

Charges are accumulated monthly for each investigator's account and submitted for automatic payment. Statements of charges are generated and e-mailed to the person indicated as the account manager.

A list of service fees, as well as the per diems, can be found on the OLAC website, under the Business tab. [OLAC's COST OF SERVICES](#)

### **Animal Purchases**

Animals purchased for use in campus research must be acquired through OLAC, using OLAC approved commercial vendors. The animal purchasing service includes processing orders with vendors, receiving, on-campus delivery, housing set-up, and arrangement of standing orders. Standard orders are placed by submitting an [Animal Purchase Request](#) in the Cayuse online system via the OLAC website. Personnel who need to order cards or animals need to be authorized by the PI. PI is to notify [olacit@berkeley.edu](mailto:olacit@berkeley.edu) with the names on the AUP who are allowed to order cards or animals.

Please note that animals from non-approved vendors, such as outside institutions or collaborators are required to undergo in house testing and quarantine. For information on the length of quarantine, please see the UCB Quarantine Guidelines. <http://acuc.berkeley.edu/guidelines.html>

### **Animal Shipping**


All animal shipments to or from the UCB campus must be coordinated through OLAC. Requests for shipment of animals to or from a noncommercial source should be placed by submitting an Animal Import/Export form. <https://www.olac.berkeley.edu/forms>

### **Quarantine**

Rodents received from a non-approved vendor- (e.g. another university, biotech firm), must complete a quarantine period of about 3 weeks, during which they will be tested for infectious agents. An [Animal Import/Export form](#) must be completed on the OLAC website, where it is submitted to the shipping coordinator. The health status of the originating colony and the incoming animals must be reviewed and approved by OLAC veterinarians prior to initiating any animal shipment to quarantine. Unless a veterinary approved exception has been granted, only OLAC staff may have access to the animals in quarantine. Breeding of animals is not allowed in quarantine. Scheduling of shipments and acceptance of animals into the quarantine area is dependent upon:

- Animal health history
- Availability of space
- Approval by veterinary staff at both UCB and the originating institution
- Correct and timely identification of cages of animals to be shipped





See [OLAC's COST OF SERVICES](#) for Rodent Quarantine for associated service costs. Charges incurred for non-rodent quarantine diagnostic procedures will be charged directly to the investigator. Investigators wishing to bring field caught animals into animal facilities must first contact OLAC veterinarians to determine appropriate shipping and quarantine procedures.

## **Transfers**

OLAC provides a transfer service for on-campus transportation of animals. In order to request this service, submit a Transfer Request form to OLAC through the website: <https://www.olac.berkeley.edu/transfer-request>

OLAC does not provide transport of animals to or from off-campus sites. If such services are required, OLAC can arrange for this with an approved outside transportation service or a lab person's vehicle can be approved after a brief inspection by the IACUC. This transportation must be approved in the labs AUP.

Please place requests at least 3 business days, excluding weekends and holidays, in advance and be sure animals are available for pickup at the requested time.

## **Veterinary Care**

Veterinary Care is provided by OLAC veterinary staff. Veterinary supplies and non-campus services such as clinical and pathological lab work are charged to the investigator at cost with no additional service fees or surcharges. See [OLAC's COST OF SERVICES](#) for specific information on cost and fees.

For non-emergencies or general questions please email the Vet Staff team at [vetstaff@lists.berkeley.edu](mailto:vetstaff@lists.berkeley.edu)

OLAC provides a **24-hour call line with veterinary support** for animal health problems and emergencies. At any time, please call **510-643-8387** (643-VETS, or just 3-VETS, ext.3-8387, if dialing from an internal landline), and you will be connected to an answering service that will contact the on-call veterinarian. The veterinarian will ask questions regarding the animals' medical history, research parameters, and current problem(s).

## **Pharmacy and Veterinary Supply Purchases**

Investigators may purchase research related pharmaceuticals and veterinary supplies from the OLAC Pharmacy as approved on your Animal Use Protocol (AUP). If an item is stocked in the OLAC Pharmacy it will be readily available, otherwise it will be ordered and received with the following shipment. Common stocked items include: triple antibiotic ointment, isoflurane, meloxicam, and more. To place an order to the Pharmacy, submit from the OLAC website Form tab, [Pharmacy Purchase Request](#), or for controlled substances, submit a [Controlled Substance Request](#) .

## **Working with Controlled Substances**

The Federal Drug Enforcement Administration (DEA) strictly regulates the purchase, use and disposal of controlled substances to prevent diversion. A complete list of controlled substances is available from the DEA. <https://www.dea.gov/pubs/scheduling.html>

Please note: isoflurane, meloxicam, and tricaine (MS-222) are not controlled substances.

Please visit <http://www.ehs.berkeley.edu/hs/84-controlled-substances-used-inresearch.html> for further instructions and forms regarding the use of controlled substances in research, or contact Environmental Health and Safety (EH&S) for assistance.

### **Disposal of Controlled Substances**

The DEA strictly regulates the disposal of unwanted controlled substances. To assist those on campus who use controlled substances in their research, EH&S has prepared a step-by-step program for disposal. Following their guidelines will help ensure your unwanted or expired controlled substances are safely and legally managed.

Download forms and instructions for proper disposal at the EH&S website.  
<https://ehs.berkeley.edu/manage-waste>

### **PI Care, Non-Standard Husbandry, & SSRs**

Non-standard OLAC husbandry, PI care of cages, or other special needs, must first be added to your AUP and approved by the ACUC. This includes: maintaining animals on special diets, additives to water, fasting, special weaning practices, experimental monitoring of tumors, surgery, and hazardous agents used with animals. There are a variety of special cards that assist in communicating between the lab and OLAC when these special planned situations occur. [Cage cards and stickies, June.2021](#)

Before a study with special needs starts, OLAC must be notified via a **Special Services Request (SSR)** which will help OLAC staff to be aware of the special needs when the study begins. [Non-standard Husbandry, Special Services Request \(SSR\) form](#)

### **ABSL2 and Viral Vectors**

ABSL2 and Viral Vector use requires additional training,(Online & In-Person), as outlined in the OLAC form: [Card Key Access Form - Restricted](#).

#### **Required Training:**

- Must take EHS 201 Biosafety in Labs online via the UC Learning Center (<https://jwas.ehs.berkeley.edu/lmsi>).
  - Please print out confirmation of completion and bring to the In-Person ABL2 Orientation training.
- An In-Person ABSL2 Orientation is required for anyone requesting access to an ABSL2 facility.
  - Please contact the EH&S Assistant Biosafety Officer Chips Hoai ([chips@berkeley.edu](mailto:chips@berkeley.edu)) or visit <http://ehs.berkeley.edu> for more information.

### **Rodent Imaging and Transgenic Resources**

Investigators may utilize special equipment as shared by other labs, such as IVIS, MRI, and CT and biological irradiation.

[OLAC Resources: Imaging Rodents & transgenic production, w/ contact info.docx](#)

**Production of transgenic mice core:** 415 Weill Hall  
UCB Transgenic core director: Angus Lee [ayflee@berkeley.edu](mailto:ayflee@berkeley.edu)  
Faculty director: Russell Vance [rvance@berkeley.edu](mailto:rvance@berkeley.edu)

UC Davis also has the Mouse Biology Program -  
[https://mbp.mousebiology.org/services\\_products/](https://mbp.mousebiology.org/services_products/)

### **Space Assignment Procedures**

Each investigator is only allotted a certain amount of square footage as set by CARSA (Committee on Animal Research Space Assignment). For expansion space, the [Animal Facility Space Allocation Form](https://www.olac.berkeley.edu/forms) (<https://www.olac.berkeley.edu/forms>) must be filled out and submitted to the OLAC Director and Facility Manager. All final decisions are made based on space availability and animal housing supplies.

### **Visitor Access**

UC Berkeley is committed to maintaining excellence in its animal care and use program. The access to animal facilities by visitors is restricted and monitored to protect the health and safety of both visitors and research animals and to avoid disrupting teaching or research activities. Visitors over the age of 18 may be permitted when approved by the Principle Investigator and/or the Director of OLAC as per the ACUC Policy on Admission of Visitors to Animal Facilities. For more information:  
<https://acuc.berkeley.edu/policies/visitors.pdf> .

### **Cameras/Video Equipment**

Use of cameras, video, or recording equipment is prohibited in any of the campus animal facilities without prior approval and authorization by the OLAC Director and campus legal services.

### **Emergency Procedures**

All building occupants are required by law to evacuate when the fire alarm sounds. Animals should never be taken out of the building during an emergency. If animals are outside of their cage, return them to their enclosure and follow evacuation procedures. If you are in the middle of a surgery or other procedure, stop at once and return the animal to their enclosure or euthanize the animal, if necessary, and follow normal evacuation procedures. Human safety should always be your first concern.

Please refer to the OLAC Safety Manual and Building Emergency Plans on the OLAC website <https://www.olac.berkeley.edu/safety-emergency> .

### **Safety Equipment**

It is critical that in an emergency situation, ALL emergency equipment is available and in working order. Please do not block any emergency equipment and report broken or blocked equipment to the OLAC facility supervisor immediately.

### **Animal Welfare and the OACU Whistleblower Contact Information**

Animal Welfare for all species is a TOP priority at UC Berkeley. It is vital that everyone participates in the assurance of proper care of our animals. Please bring up any questions or concerns to Facility Veterinarians, Facility Supervisors, or your Principal Investigator.

You can also report any animal related concerns to the ACUC: Dr. Becky Armstrong, Director of OACU at 510-642-8855 or [acuc@berkeley.edu](mailto:acuc@berkeley.edu)

If for any reason you do not feel comfortable reporting to any of the above contacts, you can use the Confidential University-wide **Whistleblower Hotline** at **(800) 403-4744**, or



contact [www.universityofcalifornia.edu/hotline](http://www.universityofcalifornia.edu/hotline)

**Consequences for Non-Compliance**

Access to OLAC areas can be revoked if there is non-compliance to safety, security, training or welfare procedures and policies.