

6/2/2020

## “Seven Tips for Staff & Students New to the Animal Resource”

New employees, students and staff added to research protocols must complete the UCAR Orientation and Species–Specific training ( <https://www.urmc.rochester.edu/ucar.aspx> ) before given access to the Animal Resource. ***An Animal Resource tour is no longer required***. A facility tour/orientation may however be scheduled upon request at X5-2651 or [animal\\_resource@urmc.rochester.edu](mailto:animal_resource@urmc.rochester.edu).

Principal Investigators and research laboratory co-workers are encouraged to orient new hires or students to the seven tips listed below:

1. Become familiar with the Animal Resource web site [www.urmc.rochester.edu/animal-resource.aspx](http://www.urmc.rochester.edu/animal-resource.aspx) to access all forms to e-mail to [animal\\_resource@urmc.rochester.edu](mailto:animal_resource@urmc.rochester.edu) including animal move requests, special requests, how to order animals and how to report any animal welfare concerns.
2. Know the location of the Animal Resource Office in the School of Medicine & Dentistry in Room G-6708 to ask any questions between 8am and 4:30pm on workdays.
3. Know how to contact the Animal Resource staff for Facilities or Veterinary Emergencies by visiting or calling the office (G-6708, 275-2651 or X5-2651) between 8am and 4:30pm weekdays or after hours by calling X5-2651 for instructions or reading the information posted on the office door.
4. Become familiar with your shared animal housing room including door signage and the binder of approved special requests and hood schedule.
5. Become familiar with your shared procedural spaces for hood scheduling, animal handling, anesthesia, surgery, necropsy and carcasses disposition.
6. Know the approved routes and methods to transport laboratory animals between the lab and 2-way animal housing rooms.
7. Find answers to additional questions by checking our web site [www.urmc.rochester.edu/animal-resource.aspx](http://www.urmc.rochester.edu/animal-resource.aspx) , by calling X5-2651, e-mailing [animal\\_resource@urmc.rochester.edu](mailto:animal_resource@urmc.rochester.edu) or visiting the Animal Resource main office in room G-6708 in the School of Medicine & Dentistry.