

**University of Pennsylvania-Radiology
Small Animal Imaging Facility Steering Committee
Standard Operating Procedure**

**Title: General Policies and Procedures for Animal Users at the
Small Animal Imaging Facility**

SOP Number: 1.01

Effective Date: January 2, 2006

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Approval: _____

Co-Director

Revision Number: 1

Page 1 of 3

Co-Director

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- I. Purpose:** The Department of Radiology, School of Medicine is committed to making a safe and pleasant place to work at the Small Animal Imaging Facility (SAIF). In order to fulfill this goal, it is necessary for animal users to understand what is expected of them when working at the SAIF. It is also necessary to receive full cooperation of each staff member in adhering to the policies and procedures outlined.
- II. Responsibilities and Scope:** All animal users working at the SAIF, Department of Radiology, School of Medicine on the University of Pennsylvania Philadelphia campus are responsible for knowing and adhering to the policies and procedures outlined in this SOP. The Principal Investigators (PI) are responsible for making sure their staff understand and adhere to the policies; the sub-core directors, facility managers and/or designees are responsible for implementing these policies; and the SAIF Steering Committee is ultimately responsible for administering these policies.
- III. Definitions:**
- A. Small Animal Imaging Facility (SAIF):** This facility provides multi-modality radiological imaging and image analysis for small animals, mostly mice and rats. The assets of the SAIF include state-of-the-art instrumentation and a nationally recognized staff. SAIF currently provides four Sub-Cores of imaging modalities. **1) MRI/ MRS Imaging Core:** magnetic resonance imaging (MRI) and spectroscopy (MRS), **2) PET, SPECT, CT Nuclear Medicine Imaging Core:** positron emission tomography (PET), single photon emission tomography (SPECT), and computed tomography (CT), **3) Optical-Bioluminescence and Fluorescence Molecular Imaging Core, 4) Ultrasound Imaging Core**, thus giving researchers access to a broad spectrum of imaging modalities. A number of ancillary facilities are devoted to Chemistry, Radiochemistry, Image Analysis and Animal Tumor Models.
- IV. Procedures:**
- A. General Practices-**All animal users shall conduct their research in accordance with the United States Department of Agriculture (USDA) Animal Welfare Act and the National Institutes of Health (NIH) Guide for the Care and Use of Laboratory

Animals and University policies. To reduce conflicts with researchers at the SAIF, the principal responsibility will belong to the PI and not their associates, post-docs, and technicians.

1. **Work Areas**: All researchers at the SAIF are responsible for their work areas including but not limited to the following:
 - a. Humane care and treatment of all laboratory animals.
 - b. Reporting of all mortality and morbidity of study animals to their PI and SAIF staff.
 - c. Reporting of any and all abnormal conditions and illnesses of research animals to their PI and ULAR staff.
 - d. Cleaning-up after themselves as a common courtesy for the next person coming in to do an imaging procedure.
2. **Humane Treatment of Animals**: All researchers are responsible for reporting any inhumane treatment or conditions of animals.
 - a. Incidents shall be reported to PI and the appropriate officials (facility supervisor, attending veterinarian, or a member of IACUC).
 - b. Documented incidents of mistreatment of any animal by an animal user may result in losing PI's privilege to use the SAIF for their animal studies, and disciplinary action according to University policies.

B. General Work Practices:

1. **Small Animal Imaging Facility (SAIF)**:
 - a. All animal research personnel are expected to conduct themselves in a professional manner at all times.
 - b. Children are not permitted in the SAIF are being used. Visitors who must see researchers at the SAIF, must report to the appropriate Administrative office to obtain approval.
 - c. Eating, drinking, and storing food and beverages, for human consumption is not permitted at the SAIF.
 - d. Smoking is not permitted at the SAIF.
2. **Hygiene**:
 - a. All research personnel must wear gloves to prevent the transmission of infectious agents, etc. (refer to SOP #2.01).
 - b. Wash hands after working with the animals.

C. Reporting of accidents:

Although SAIF provides multi-modality radiological imaging and image analysis for small animals, mostly mice and rats, specific procedures **must be followed** for injuries involving dogs, cats, or non-human primates (refer to SOP #2.02).

V. Directions: None

VI. Safety Considerations: None

VII. References: None

VIII. Attachments: None

IX. Document History:

Version Number	Effective Date	Author	Reason
1	January 2, 2006	L.R. Cheatham & I. Lee	New Policy
2	December 10, 2014	E.A. Browning	Revised