

Domestic Regulations

Guidelines to the Animal Facility of MoSAIC

Introduction

MoSAIC is a preclinical research facility for molecular, functional and anatomical imaging. This center also has a laboratory animal facility, that is a satellite of the Laboratory Animal Centre of K.U.Leuven. How the MoSAIC animal facility works, depends highly of the sense of responsibility of all the users. For, one mindless action (e.g. bringing in contaminated animals or transporting animals back to “clean” rooms) can have serious consequences for all the laboratory animals. That is why it is extremely important to follow these Domestic Regulations.

Article 1: Entrance

§ 1.1. For entering the animal facility of MoSAIC you need entrance on your **personnel card**. Non--cardholders (also family and friends of the cardholders) are under no condition allowed to the animal facility of MoSAIC. Loss or theft of the card has to be reported to Dr. Erna Dewil of Mr. Peter Vermaelen immediately.

Entrance to the animal facility of MoSAIC is granted by Peter Vermaelen. The entrance is temporary and can be withdrawn at any time. Students, fellows and other persons that are not immediately linked to the K.U.Leuven, can only enter the animal facility of MoSAIC after explicit permission of Peter Vermaelen.

The entrance to MoSAIC and its the animal facility is electronically controlled. Users of the animal facility of MoSAIC have to comply with the rules of order, cleanness and respect for the other users. Not keeping to the rules will lead to the denial of the entrance to this animal facility.

§ 1.2. Only people, who had a proper training and have a certificate in Laboratory Animal Science, are allowed into the animal facility of MoSAIC (Law of 13 September 2004 concerning the training of people working with laboratory animals) (<https://www.kuleuven.be/animalia/opleidingen/index.htm>).



§ 1.3. Contact:

Function	Name	Telephone	E-mail	Room
Administrator MoSAIC	Peter Vermaelen	30917 or 30906	Peter.vermaelen@med.kuleuven.be	O&N1 05.1560
Assisant Director Animal Facility Centre	Erna Dewil	46244	erna.dewil@pfd.kuleuven.be	O&N1 05.72
Responsible animal facility	Ronny Abts	46242	ronny.abts@pfd.kuleuven.be	O&N1 05.72
Animal room MoSAIC		30912		O&N1 05.682

Article 2: General directives

§ 2.1. The animals are taken care of by the personnel of the Laboratory Animal Centre K.U.Leuven. This means that the animal caretaker puts the animals in a clean cage and gives them feed and water. This is done 3 times a week, on Monday, Tuesday and Friday (only to check the bottles).

When your animals are used in the scanner during the time that the animal caretaker is doing the cleaning, make sure that you give the animals a clean cage yourself and **provide them with enough feed and water** when you bring them back into the animal room. You can use the spare water bottles in the room or you can fill the bottle with water from the large plastic barrel. This water is filtered and clean to use for the animals. Do not use tap water to fill the bottles.

The animal caretaker is not around every day. If you do not provide the feed and water yourself, there is a chance that the animals will not have feed or water during the next day and this is unacceptable. There is a stock of clean cages and other material in the closet in the animal room.

Cages with animals that are treated with **radioactivity** must be clearly indicated. The **researcher** working with these animals **is responsible for the caretaking** of these animals (i.e. cleaning the cage, providing feed and water). These cages are **not cleaned by the animal caretaker**.



Put the animal in the **correct cage and rack**: an IVC cage must never be used in a normal rack, put the IVC cages in an IVC rack. Otherwise the animals will not get enough air and hence suffocate.

The cages must stay in the animal room. When animals have to be transported outside MoSAIC, this has to be done in a white transport box. This box can be obtained from the Animal Center K.U.Leuven (Ronny Abts). These boxes can be re-used several times.

§ 2.2. When you start new experiments or when there are changes in the ongoing experiments (e.g. removing of dead animals, contact person, etc....), make **clear arrangements in writing concerning the housing and care of the animals** with the Laboratory Animal Facility (Ronny Abts) and MoSAIC (Peter Vermaelen).

§ 2.3. ALWAYS wear a lab coat (can be found at the entrance of MoSAIC) and gloves while working in the animal facility. Wearing a mouth mask is strongly recommended.

§ 2.4. Wash and disinfect your hands thoroughly and put on gloves before getting to work (see also website Environmental Service: <https://admin.kuleuven.be/vgm/intranet/BioveiligheidOntsmetting.html>). You can pass germs and cause an infection; viruses can penetrate gloves to the outside. Always wash your hands thoroughly after using the toilet.

§ 2.5. Before leaving the room:

- Wipe the table(s) and decontaminate after use (you have alcohol 70% at your disposal).
- Dump waste in the appropriate recipient (waste basket, *cordie box* for biological waste, needle containers for used needles and scalpel knives (never recap the needles, see also <https://admin.kuleuven.be/vgm/intranet/ArbeidsgeneeskundePrikPersoneel.html>)).
- Put the dirty cages on the rack that is meant for this purpose.
- Make sure the room is tidy before you leave.

§ 2.6. Eating, drinking, smoking and putting on make-up is forbidden in the animal rooms and the corridors.

§ 2.7. Keep the door to the animal room closed as much as possible.

§ 2.8. Clearing animals

If animals are to be cleared, this must be indicated by the researcher by ripping the label or making a cross over the label with a thick black pen (see also Euthanasia of Laboratory Animals Art. 7 §7.1).



§ 2.10. Respect the space that is assigned to you. Do not put any cages into a rack that is foreseen for other researchers (even if the rack is not full at that time). Do not put any cages on top of the rack. If you need more space, discuss this beforehand with Ronny Abts and Peter Vermaelen.

§ 2.11. Special demands

Special demands with regard to feed, administering special substances into the water, etc. must be communicated in writing to the Responsible of the Laboratory Animal Facility (Ronny Abts) and to the responsible of MoSAIC (Peter Vermaelen).

§ 2.12. If there has been a contamination in a certain room (viral, bacterial or parasitological), special regulations will be imposed. These regulations will be explained at the door of the room.

§ 2.13. If you notice technical problems in the animal rooms (temperature, ventilation, etc...) during the evening or the weekend, you can contact the Central Dispatch on phone number 22000.

§ 2.14. Write down your name and phone number on the labels of the cages so that you can be contacted directly in case there are problems with your animals. Fill out the cage label in a correct way. This is not only necessary to arrange the financial aspect of the cage costs, but is also a necessity for the governmental inspection.

Name PI: Prof. Billing to: Prof. Project nr: P - Date: start / / 20... approx end / 20.... Researcher: Tel: Study: (Group nr.). Animal nr / ♀/♂ / strain: Safety: BLI - CT - ECHO - MRI - PET/SPECT - RT - XR other:

Article 3: Housing of laboratory animals: legal regulations

§ 3.1. Law determines the maximal number of animals that can be housed per cage. In the table below you find an overview of the maximum allowed number of animals per type of cage. **This number must be respected at all times.** Not respecting these legal regulations can lead to the cancellation of the laboratory recognition and/or confiscation of the animals of your laboratory by the Inspector of the FPS Health.



	Min. floor- surface in cm ²	T2 small macrolon	T2 macrolon	T2 IVC	T3 low macrolon	T3 high macrolon or IVC
		335 cm ²	370 cm ²	435 cm ²	800 cm ²	800 cm ²
Mouse						
< 20 g	60	5	6	7	13	
20 - 25 g	70	4	5	6	11	
25 - 30 g	80	4	4	5	10	
> 30 g	100	3	3	4	8	
Breeding: pair or trio Per female with litter: 180 cm ² extra	330	1	1	1	3	
RAT						
< 200 g	200					4
200 - 300 g	250					3
300 -400 g	350					2
400 - 600 g	450					1
Female with litter	800					1

Article 4: Obtaining animals

§ 4.1. Ordering animals has **always** to be done through the Laboratory Animal Facility. More information can be found on <https://www.kuleuven.be/animalia/procedures/aankoop.htm>

§ 4.2. Bringing animals in from another location (other institute, other university, Laboratory Animal Facility Heverlee, Laboratory Animal Facility St-Rafaël, Laboratory Animal Facility Gasthuisberg or other satellites of this facility) holds a risk in bringing in a contamination. It is important to be well aware of this.

Importing animals from other institutes or universities can only be done after consulting Dr. Erna Dewil. A recent health report (maximum 3 months old) of the animals that will be imported has to be presented beforehand.

More information on importing animals, including animals from outside the European Union, can be found on <https://www.kuleuven.be/animalia/procedures/import.htm>

§ 4.3. Make sure that the space for the animals is available before you order or import them! Discuss the space you need with Peter Vermaelen well beforehand.



Article 5: Ethical Committee Animal Experiments

§ 5.1. Experiments where laboratory animals are used, must be approved by the **Ethical Committee Animal Experiments (EC)**. The necessary forms can be found on our website www.kuleuven.be/animalia, under the section 'Formulieren'. You have to fill in these forms conscientiously, have it signed by the laboratory director (as acknowledged by the FPS Health) and send it to the Laboratory Animal Facility Gasthuisberg, well before the start of the experiments. If the Ethical Committee has questions concerning the project application, you will be contacted about this. For more information <https://www.kuleuven.be/animalia/commissies/ecd.htm>.

Article 6: Bio-security

§ 6.1. Activities with biological material with a safety risk need to be **communicated** to VGM. More information and directions concerning bio-safety can be found on the following website: <http://admin.kuleuven.be/vgm/Bioveiligheid.html>

Article 7: Euthanasia of the animals

§ 7.1. Euthanised animals are put in a blue plastic bag in the freezer in MoSAIC.

Leaving animals for euthanasia:

- Foresee enough water and food (especially if the cages are left for a weekend)
- Respect the maximum number of animals per cage and do not mix animals of different cages (to avoid animals fighting)
- rip the label or make a cross over the label with a thick black pen

Cadavers of animals that have been treated with radioactive tracers are put in the freezer of the hotellab.

Article 8: Transport of animals in K.U.Leuven

§ 8.1. Transporting laboratory animals between the Laboratory Animal Facility Gasthuisberg and other departments of K.U.Leuven over public highway, should ONLY be done by the Laboratory Animal Facility. Reservation of the van must be done with Mr. Luc Hendrickx (Laboratory Animal Facility Heverlee, De Croylaan 34, 3001 Heverlee, phone 016-32 24 60, fax 016-32 29 92, E-mail Luc.Hendrickx@pfd.kuleuven.be).



§ 8.2. Transporting laboratory animals over public highway should ONLY be done under supervision of the Laboratory Animal Facility.

Article 9: Transport of animals between the Laboratory Animal Facility and the University Hospital

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Article 10: Incidents and accidents

When an accident happens or there is an incident, it is necessary to provide the best help possible. For this reason there is an internal emergency number and E-mail that is available 24/7.

From Campus Leuven, Heverlee and O&N: (016 32) 2222

E-mail address: Noodnummer@kuleuven.be

Never call the external emergency numbers (100, 101, 112, ...)! Always call the K.U.Leuven emergency number. This number can be used by anyone, but only in distress situations, such as:

- Incidents that require medial help, fire department, police, ...)
- In case of fire or smoke production
- In case of bomb alert/explosion
- In case of a severe industrial accident or lab accident
- In case of fighting, burglary, ...
- In case of evacuation of a building
- In case an immediate technical intervention is necessary

How to act

Contact the emergency number
provide the following information:
- your name and position
- name of the building and possibly the room number
- the reason of your call

More information can be found on <http://admin.kuleuven.be/vgm/VGMnoodnummers.html>



Housing animals in the Animal Facility of MoSAIC implicates the acceptance of these regulations.

I, the undersigned, declare that I have read the Domestic Rules and that I agree with the content.

Name: Yewei Liu

Department: Theragnostic Lab, Department of Imaging and Pathology

Date: 21/08/2013

Signature: 刘烨炜