



## Display Animal Policy

**Document Type: Policy**

**Version: 1.0**

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### SCOPE

To allow faculty greater flexibility and teaching resources by providing clear guidelines for the safe and proper management of Display Animals on the SUNY Potsdam Campus.

**Important note: This policy ONLY applies to animals being used for display purposes. If animals are used for ANY experimental purposes, then the Institutional Animal Care and Use Committee (IACUC) must be notified and must pre-approve all experimental protocols. IACUC's major function is to ensure that the methods used in all research projects involving the use of animals are in full compliance with the guidelines set forth in the National Institutes of Health (NIH) Guide for the Care and Use of Animals, the Animal Welfare Act, and the Public Health Service (PHS) Policy. Please contact IACUC with any questions involving the clarification on what procedures apply.**

### ROLES & RESPONSIBILITIES

#### Display Animal Care Manager (Manager)

The Manager will maintain a current **Display Animal Log**. This log must contain the following:

1. Name of animal (species)
2. Number of animals
3. Location of where animals will be kept.
4. List of any permits required to possess this animal and the expiration date of current permit.

5. Name and contact information of Display Animal Care Provider.

The Manager must regularly submit updated copies of the **Display Animal Log** to the Environmental Health and Safety Office (EH&S).

The Manager ensures all Animal Display Areas (where the animals are kept) are labeled with the following Information:

1. Name of Animal (species).
2. Number of Animals.
3. Display Animal Care Provider Name & Contact Information.
4. Display Animal Care Manager's Name & Contact Information.

**Note: If more than one species of animal is kept in the same Animal Display Area all must be listed on the label.**

The Manager will ensure Signage indicating that Display Animals are inside must be placed on the doors of the room where the Display Animals are located.

The Manager is the Emergency Point of Contact for all Display Animals. He or she will contact the Display Animal Care Provider(s) (**Provider**) if there is any emergency that will impact their Display Animals care in anyway. He or she will manage the best solution for continued care throughout the emergency. The Manager will select a back-up in the event he or she is not available during an emergency and their contact information must be made readily available to EH&S.

The Manager must coordinate, attend and document Display Animal inspections/audits conducted by EH&S at least once a semester. The Manager must maintain up-to-date contact information of a veterinarian in case emergency care is needed.

**Important Note: Display Animals can not be housed in the same living space as an animal that is part of an experiment protocol.**

**Important Note: Animals that are part of an IACUC approved experiment protocol can not become Display Animals after the completion of that protocol unless written permission is given by the IACUC.**

**Animal Health Emergencies:** A Veterinarian must be contacted by the Manager or Provider if an animal is experiencing unrelieved pain or distress. If the animal must be humanely euthanized the method used will be selected and conducted by the Veterinarian.

If a Display Animal dies the Manager will ensure the Provider double bags the animal before placing into an outside regular garbage dumpster.

The Manager will contact EH&S with any questions involving the clarification on what procedures apply.

## **Display Animal Care Provider (Provider)**

**The Provider may bring Display Animals on campus per their discretion as long the animals are not used for ANY experimental purposes and the following conditions are met:**

The Provider is ultimately responsible for the overall care of his or her Display Animals. This includes but is not limited to the following:

1. Animal Display Areas must be comfortable, clean, and free of hazards.
2. Display Animals must have free access to clean water and a food supply.
3. Provisions must be made to ensure that a safe temperature and humidity level are maintained in the animals' display area.
4. Weekend, vacation and holiday Display Animal care must be arranged and monitored.
5. Must coordinate with Manager to arrange veterinary care if needed.
6. \*Training of faculty, students and visitors who will handle or care for the Display Animals must be arranged and monitored.
7. This will include training on the proper methods and techniques so as not to cause harm or stress to the animals, themselves, or others.

**\*Important Note: The Provider is responsible for documenting in writing by use of a training roster that he or she will maintain, that all who will handle the Display Animal are properly trained, inoculated (if necessary) and fully aware of any health risk associated with the handling of this Display Animal or the handling and/or cleaning of the Animal Display Area. If the Provider recommends an inoculation and the inoculation is refused, the Provider must have he or she sign a declination statement (EH&S will provide this document if needed).**

The Provider will provide up-to-date information to the Manager to ensure the **Display Animal Log** is accurate.

Any permits required to possess a certain animal must be acquired and maintained by the Provider. This permit must be readily available for inspection purposes.

The Provider is aware that he or she is the secondary emergency contact during an emergency that may impact the care of their Display Animals (They will be notified by the Manager).

**Important Note: Display Animals can not be housed in the same living space as an animal that is part of an experiment protocol.**

**Important Note: Animals that are part of an IACUC approved experiment protocol can not become Display Animals after the completion of that protocol unless permission is given by the IACUC.**

**Animal Health Emergencies:** A Veterinarian must be contacted by the Manager or Provider if an animal is experiencing unrelieved pain or distress. If the animal must be humanely euthanized the method used will be selected and conducted by the Veterinarian.

If a Display Animal dies the Provider will double bag the animal before placing it into an outside regular garbage dumpster. The Provider will then up-date his or her Display Animal information with the Manager as soon as possible.

The Provider will contact the Manager and/or EH&S with any questions involving the clarification on what procedures apply.

### **Environmental Health and Safety (EH&S)**

EH&S Will Inspect/Audit the Display Animal Program once per semester. All deficiencies will be documented and reported to the Dean of Arts and Sciences and Provost upon request. Serious deficiencies or repeat offences will be reported immediately to the Provost to assess disciplinary action.

EH&S will investigate any reports of misconduct, mishandling or actions not in compliance with the Display Animal Policy and will report findings directly to the Provost.

EH&S will review the Display Animal Policy once every three years with the Manager and make minor revisions (if needed). If an immediate or large revision is needed EH&S will manage this action and submit to the Provost for approval. All revisions will be fully logged in the Revision History Section of the Display Animal Policy.

### **Provost**

The Provost, with advice from a veterinarian, will review the deficiencies found by EH&S inspections/audits.

The Provost will review and approve immediate or large revisions made to the Display Animal Policy submitted by EH&S.

<b>Revision History</b>			
<b>Date</b>	<b>Version #</b>	<b>Author</b>	<b>Revision Description</b>
June 23, 2009	1.0 <i>Draft</i>	C. Smith	-
November 17, 2009	1.0	C. Smith, M. Madden	Effective Date