

<b>OBJET</b> : Functioning of animal facility : General	<b>POLITIQUE N° PP SA-117</b>
<b>DESTINATAIRES</b> : Tous les employés de la Direction de la recherche	<b>Émise le</b> : 03-10-2017 <b>Révisée le</b> 16-09-2021
<b>ÉMISE PAR</b> : Direction de la recherche (DR)	
<b>APPROUVÉE PAR</b> : Direction de la recherche (DR) Et	<b>Date</b> : 28-09-2021
<b>SIGNÉE PAR</b> : Vincent Poitout, Directeur CRCHUM	

**GOAL**

Facilitate and standardize the use of the animal facility.

**1. PERSONS COVERED**

This PP is intended for all users of the animal facility as well as the personnel of this platform.

**2. POLICY STATEMENT**

The information and regulations in this policy describe the general operations of the animal facility in order to facilitate the integration of users and the use of our premises.

**3. PROCEDURE**

**ACCESS TO THE CRCHUM**

- Please refer to the human resources to know the procedure of the access management at the CRCHUM (obtaining your P code and your access card).

**ACCESS TO THE ANIMAL FACILITY**

**Note** : The opening hours of the animal facility are from 6:30 AM to 8:00 PM. However, access to the

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**animal rooms is not permitted after 6 :30 PM so as not to disturb the tranquility of animals and to preserve the light cycle of 12h of clarity and 12h of darkness (PNF SA 134 – Paramètre environnementaux).**

Access to the animal facility is reserved:

- To the researchers, their collaborators, animals users and the personnel of the animal facility.
- Access for an investigator will be authorized if they have received the required training from the animal facility and the CIPA **PNF C-22 Formations requises**;
- The access must be given by Mme Cordélia Cadieux, assistant chief of the animal facility, [cordelia.cadieux.chum@sss.gouv.qc.ca](mailto:cordelia.cadieux.chum@sss.gouv.qc.ca). This person will verify if the investigator has the prerequisites and will advise whether training is required;
- The access cards are programmed according to the sectors where the investigators will work.
- For the support personnel who must make deliveries, repairs or maintenance on equipment in the animal facility; must be accompanied by a member of the animal facility staff or someone from a research team.
- Access to certain areas is authorized for the janitors, reception employees, logistics personnel and employees from Honeywell.  
Note: Honeywell personnel see **PNF SA-200** Accès et circulation pour Honeywell
- Minors are not permitted in the animal facility except for educational visits organized as part of a school activity.
- A waiver must be requested in order to enter the housing rooms before 6:30AM or 6:30PM. This waiver must be accepted by the coordinator of CIPA, Mr. Christian Demers [cipa.chum@ssss.gouv.qc.ca](mailto:cipa.chum@ssss.gouv.qc.ca) or extension #28947 or the head of department of the animal facility, Dr Hélène Héon [helene.heon.chum@ssss.gouv.qc.ca](mailto:helene.heon.chum@ssss.gouv.qc.ca) or extension #28867.
- Security agents from the research center must have access to all rooms in the animal facility in order to respond adequately to any emergency situation. Although, under normal circumstances, they must never enter an animal housing room in order not to disturb the studies taking place.
- Invites people must be accompanied by someone who has their access at all times
- All other people must obtain an authorization from the animal facility platform by addressing themselves to Dr. Hélène Héon [helene.heon.chum@ssss.gouv.qc.ca](mailto:helene.heon.chum@ssss.gouv.qc.ca) or extension # 28867 or to M. Cordélia Cadieux, [cordelia.cadieux.chum@sss.gouv.qc.ca](mailto:cordelia.cadieux.chum@sss.gouv.qc.ca) , extension # 28938.

#### **ACCESS TO INFORMATION**

- In the CHUM Intranet, go to the section « Plateforme de l'animalerie-CIPA » (Accueil-Les Directions-DR-Services des animaleries-CIPA) and you will find :
  - ✓ Our Politics and Procedures (PP) and our Standard operating procedures (PNF);
  - ✓ Our coordinats;
  - ✓ Documents for important training;
  - ✓ Useful links;

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✓ Other essential information.

To have access to the intranet, you must use a computer from the CHUM (computers in laboratory's or in the animal facility, etc). When a web source is opened, the navigator should automatically open to the homepage of the intranet. If this is not the case, copy and paste this address : <https://portail.chum.rtss.qc.ca/index.php>

### **VOLUNTEER**

- We have developed a volunteer program to promote human contact with the large animals in the animal facility (positive experience).
- If you enjoy playing with animals and wish to offer them a bit of your time, send your application to us in order to become a volunteer.

Note : To learn what to do and to have an idea what the program looks like, refer to **PNF SA-162 Bénévolat pour favoriser les contacts des animaux avec les humains**

### **MAGNETIC CARD**

- **The access card is required at all times in order to enter the animal facility;**
- **It is forbidden to lend your access card to someone;**
- Access to the animal facility is via the elevators # 05-06-07-08, by staircase #1 or by load lifts #15 and 17. The animal facility is situated on the 13<sup>th</sup> and 14<sup>th</sup> floors of the R wing of the CRCHUM.
- A programmable access card for specific sectors is used at the CRCHUM. For the allocation of a new card; replacement of an existing card; or other questions regarding the programming, please contact Ms. Hélène Richard, [helene.richard.chum@ssss.gouv.qc.ca](mailto:helene.richard.chum@ssss.gouv.qc.ca) or extension # 30724.
- If an access card is forgotten, a temporary one must be obtained at the security desk on the ground floor of 900 Saint-Denis (R wing), an identity card will be required.
- By following the animal facility courses and the CIPA, the request for the allocation of new sectors will be made automatically, Ms. Cordélia Cadieux will not have to be contacted.
- Many sectors can be programmed depending on the user and their needs.
  - ✓ Main entrance of the animal facility on the 13th floor and common premises required;
  - ✓ Main entrance of the animal facility on the 14th floor and common premises required;
  - ✓ Manipulation rooms with specialized equipment require a controlled access;
  - ✓ Housing rooms of your animals;
  - ✓ Other necessary locals

### **CIRCULATION**

The animal facility is quite big and is on two floors, circulation plans are found in annex to this PNF. During the obligatory visit (**Course: Orientation course of the animal facility**) the employees of the animal facility

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will show you your work space.

The access details of the animal facility:

- To access the animal facility use elevator # 05-06-07-08, staircase #1 or load-lifts #15 and 17.
  - ✓ 13th floor : rodent imagery, large animal and fish housing rooms, large animal surgery and imagery block, rodent and large animal quarantine, P3 laboratory, instrument cleaning zone, large animal necropsy room, rodent P2
  - ✓ 14<sup>th</sup> floor: rodent housing and manipulation rooms, transgenic platform sector, rodent surgery-telemetry-physiology block, equipment washing sector (cages, water bottles, etc.) rodent necropsy rooms.
- For your displacements between the two floors use staircase #7, load-lifts #15 and 17 or staircase in front of the load-lifts.
- The entrance of carts is done through door R13.001 and R14.003. You must use the clean load-lifts #15 or 17 for your displacements with a cart between the two floors.

**Note** : You must arrive via these two load-lifts from your laboratory when transporting chemical products and/or samples to the animal facility. If the sample is of NC2 status or cytotoxic, a proper packaging is required. Consult PNF : SA-212 Transport du matériel cytotoxique ou biorisque.

- Your access cards will give you access to the rooms you will need.
- Certain rooms and corridors are reserved to the animal facility personnel, please respect the signs.
- Consult the particularities for the 2 sectors : **PP SA-117G et PP SA-117R**
- You can refer to **PNF SA-196** to know the order to respect when you must manipulate animals in different sectors of the animal facility.

### **ANIMALS ORDERS**

- Animal and special diet orders are centralized to the animal facility as recommended by the Canadian Council on Animal Care (CCAC).
- Animals are counted in the protocol management system (*LabTracks*).
- Orders are done to the supplier by the animal facility of the CRCHUM.
- Orders are done Mondays, Wednesdays and Fridays before 10h30.
- Orders are done through the Labtracks system. You must fill the order and submit it to the animal facility. You can consult the training document *LabTracks # 1 Commande d'animaux pour utilisateurs*.
- Orders are done according to the available space in the housing rooms.
- For more information or training on how to place orders, please contact Ms. Isabelle Houle, [isabelle.houle.chum@ssss.gouv.qc.ca](mailto:isabelle.houle.chum@ssss.gouv.qc.ca)

**Note** : Consult **PNF SA-34** pour compléter vos commandes

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**RECEIVING AND SENDING ANIMALS OF NON-RECOGNIZED SUPPLIERS (IMPORT, EXPORT)**

- All imports and exports of animals, embryos and semen must be done through the animal facility.
- Receiving and sending of animals is done by the animal facility staff from both non-commercial suppliers and external collaborations.

It is forbidden to bring animals to the CRCHUM animal facility by your own means. To organize a transport contact, [animagerie.quarantaine.chum@ssss.gouv.qc.ca](mailto:animagerie.quarantaine.chum@ssss.gouv.qc.ca)

**NOTE:** Consult **PNF SA-124** Importation et exportation des animaux

**SPECIAL DIET ORDERS**

- All special diet orders must be processed by the animal facility.
- All researchers who desire to use a different diet within the context of their research project must have the authorization of the CIPA.
- All special diets must be irradiated to at least 20 KGy.
- The researcher or the authorized signatory of the laboratory must complete a form - Commande de diète spéciale # 0. This form is found on the intranet of the CHUM.
- The form must be sent by e-mail to [animagerie.ga.chum@ssss.gouv.qc.ca](mailto:animagerie.ga.chum@ssss.gouv.qc.ca)

**Note :** Consult **PNF SA-9** Commande de diète spéciale

**ORDERING CAGES**

- The investigators can order cages by e-mail by using the form #Q which is found on the intranet: Les direction/DR/Service de l'animagerie-CIPA/Formulaires-Animagerie/Demande de cage laverie #Q.
- Or you can find a printed version of the form next to the door of the clean side of the cage washers, R14-722.
- When the form has been completed, it can be left on the white board next to the door of the clean side of the cage washers, R14-722.

**MAINTENANCE OF PREMISES AND EQUIPMENT**

- The investigators have the responsibility to clean the materiel and the work surfaces with hydrogen peroxide wipes (available in the rooms) immediately after use.
- General maintenance of housing, manipulation and technical rooms is done by the personnel of the animal facility. However, if the floor becomes dirty with blood, feces, food or litter caused by manipulations; the users must pass a broom to prevent soiling other rooms.
- General maintenance (garbage, floor, walls, etc.) of the personnel offices, the surgery rooms, cafeterias, changing rooms as well as the corridors are done at night by the hygiene and sanitary service of the hospital.

**CLOTHING**

Consult and conform to **PP SA-196** Code vestimentaire and the **PNF SA-199** Prévention des allergies. What

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follows is a summary of these 2 PNF's.

- The clothing required to enter the animal facility and each specific room is displayed on each door with pictograms. Clothing aims to protect you and the animals, especially against allergens.
- Non-slip shoes with closed toes and heel, are required at all times.
- People who suffer allergies or are susceptible to developing allergies to animals should avoid entering the animal facility with their civilian clothing. **For these people, wearing a uniform, a gown (to protect their forearms), a hair cap and an N-95 mask are recommended at all times.**
- **Wearing a gown is required for everyone in the animal facility on top of their civilian clothing, if they are not wearing a uniform.** The gowns are available near the changing rooms of the animal facility and in front of the load lifts #15 and 17.
- The uniforms are required when manipulating animals outside of a biosafety cabinet. The uniforms are dedicated to the animal facility ONLY. Clear blue uniforms are available via the uniform distributor at the entrance of the animal facility. For visitors there are green uniforms available at the exit of the changing rooms. All other types of uniforms are not permitted.
- Masks, hair caps, gloves and shoe-covers are available near the animal housing and manipulation rooms.
- All forms of personal protective equipment including gowns and uniforms are not permitted outside of the animal facility.
- Wearing a cap (ex baseball cap, veil...) is not recommended in the allergy prevention program. If it is not possible to remove what covers your head, it would be appropriate to consider wearing a suitable cap or to have a headdress dedicated to be used only in the animal facility.
- Perfumes are strongly discouraged. Guidelines of CCPA : Husbandry, March 2017. Research has shown that perfumes/scents affect animals (Dhanjal, 1991, cited in Howard et al., 2011), and scent-free zones may be useful to consider in animal facilities. This may be particularly important for rodent breeding facilities or behaviour studies.

Note :

- If you do not have access to the uniform distributor, contact Ms. Hélène Richard [helene.richard.chum@ssss.gouv.qc.ca](mailto:helene.richard.chum@ssss.gouv.qc.ca) or Mme Jessica Deschenes [jessica.deschenes.chum@ssss.gouv.qc.ca](mailto:jessica.deschenes.chum@ssss.gouv.qc.ca)

Note : See particularities for the two sectors : **PP SA-117G et PP SA-117R**

**IDENTIFICATION OF CAGES AND ANIMALS :**

- Every animal cage is identified with a card holder holding a card onto which a label is placed with a barcode which has the required information; researcher name, protocol #, species, strain, name and emergency telephone number.
- Every researcher will be attributed a card color.
- We also use a system of labels (flags or stickers with different colors, forms, and sizes) with different inscriptions to place important information on the cage cards. For example: Surgery date, particular condition, medication in water or food, special diet, fasting animals, etc.). Ask a technician of the animal

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facility to provide you with standardized labels of the animal facility.

- Individual identification of the animal is also used. Different identification techniques are used depending on the species.

Note : For more information on identification, consult **PNF SA-32 Identification des animaux, SA-115 Identification des souris**

#### **INCIDENTS AND WORK ACCIDENTS**

- **All incidents and accidents in the animal facility rooms implicating animals or not must be reported to your supervisor** or to the human resources person of the animal facility, Ms. Nathalie Rousseau assistant chief, human resources component- Local R13.404.
- The resource person will indicate the procedure to follow.

Note : For more information consult **PP SA-72 Incident / accident de travail**

#### **LABTRACKS**

To have access, contact Ms. Geneviève Lauzon, [genevieve.lauzon.chum@ssss.gouv.qc.ca](mailto:genevieve.lauzon.chum@ssss.gouv.qc.ca).

- This software of the animal facility permits the management of rodent breeding, animal orders, room and equipment reservation, requests for technical help (TASKS) and the billing of material and cages (perdiem). **Technical help must be requested at least 48 hours in advance.**
- A training on our software, individually or in a group, is offered to the users depending on their needs. Contact: Cordelia Cadieux, [cordelia.cadieux.chum@ssss.gouv.qc.ca](mailto:cordelia.cadieux.chum@ssss.gouv.qc.ca).
- The training documents for *LabTracks* are found in the intranet of the CHUM, go to the area of the Animal Platform – CIPA (Accueil- Les Directions-DR-Services des animaleries-CIPA-Formation des utilisateurs – LAB TRACK).

#### **INSTRUMENT CLEANING**

- The use of sterile instruments for all surgeries and non-terminal manipulations is mandatory.
- We offer, **no charge**, the service of cleaning your surgery instruments used on animals in the animal facility.
- All you have to do is bring the dirty instruments to room: R13.856 and fill out a paper form found on the wall indicated what needs to be done to the instruments and the date that you will be needing them.
- The service of packing, sterilizing, your surgery kits, instruments and material is also available there. **The cost of the material used to pack you instruments is included in the billing of your surgeries.**
- It is favorable to use our services because we have specialized equipment for washing/sterilizing instruments with trained and qualified personnel for this task. Which reduces the incidence of post-surgical infection in animals.

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Note : For more information consult **PNF SA-97 Instruments de chirurgie entretien et utilisation du laveur Reliance Genfor et SA-104 Techniques d'emballage des instruments et du matériel de chirurgie**

#### **LIGHTING IN THE ANIMAL HOUSING ROOMS**

- The lighting in the animal housing rooms is controlled by a computer system. The regular cycle is from 6:30 AM and 6:30PM. The light intensity is generally programmed at 300 lux according to CCAC recommendations.
- For any modifications of light cycles or of the programming, authorization must be asked of the assistant chief of operations, Ms. Cordélia Cadieux, [cordelia.cadieux.chum@ssss.gouv.qc.ca](mailto:cordelia.cadieux.chum@ssss.gouv.qc.ca). Any modification must be asked a minimum of 48 hours in advance.

Note : For more information consult **PNF SA-134 Système de contrôle de l'éclairage**

#### **ANIMAL MANIPULATIONS**

- In order to maintain the level of stress of the animals in their housing rooms at its lowest, we ask you to make as little noise as possible.
- All manipulations done on animals must be indicated in the protocol. If a manipulation is not indicated, a request to amend the protocol must be submitted using the appropriate form. (Plateforme de l'animalerie-CIPA de l'intranet (Accueil- Les Directions-DR-Service de l'animalerie-CIPA-Formulaires-CIPA-CIPA #3 formulaire modification)).
- All manipulations done on animals must be written in the Log Book of the housing room or in the medical or surgery file or any other pertinent document. Refer to PNF C-12 Dossiers médicaux.
- **No live animal and/or manipulation is authorized outside of the animal health facility** (with the exception of the imagerie room on the 12<sup>th</sup> floor – for more information on this room, refer to **PNF SA-244** Plateforme d'imagerie cellulaire 12<sup>e</sup> étage : imagerie intra-vitale rongeurs, Microscope confocal multiphoton droit).
- Animal carcasses must be returned to the animal health facility in order to properly dispose of the anatomical animal waste.

Note : **See the particularities for both sectors PP SA-117G et PP SA-117R**

#### **MEDICAL SUPPLIES AND MEDICATIONS**

- The management of medications is the responsibility of the veterinarian – head of department and of the person responsible of the pharmacy at the animal facility, Ms. Sophie Grenon. The management of the controlled drugs is the responsibility of the pharmacy of the research center and this, with the collaboration of the veterinarian – head of department and the person responsible of the pharmacy at the animal facility, Ms. Sophie Grenon
  - ✓ Consult **PP SA-6 Gestion des drogues contrôlées**, if you use any on animals in your research protocol.

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✓ Consult **PNF SA-145 Gestion des pharmacies**, to know how to obtain medications, anesthetic mixes or dilutions.

- Medications and medical supplies used at the animal facility, must be stored in the appropriate places and according to the politics and procedures of the Animal Facility Platform.
- Carts and drawers are at your disposal to store any **NECESSARY** equipment or medications for your procedures on animals (except the controlled drugs).
- All expired medications or medical supplies must be thrown out. They must not be used on the animals except for certain supplies approved by the veterinarian.
- Any material used from the animal facility must be noted. Either by verbally letting a staff member of the animal facility know or by giving them a detailed sheet of what the research team has taken so that the reseacher can be billed and the material can be replaced.
- Investigators are responsible, via their laboratories, to buy all necessary material for their animal manipulations. Our reserves and storage facilities are limited, the animal facility cannot sell any consumable material (syringes, needles, gauze etc.), except for an emergency. The majority of consumable materials are available via the CRCHUM store (see Ms. Chantal Corriveau).
- Consult **PNF SA-114 Facturation du matériel et des médicaments et la PP SA-71 Facturation générale**, to know the costs related to the services of the animal facility and materials taken on site.

#### **PERDIEM**

- The perdiem are recorded every month via the database, *LabTracks*.
- Every time an animal cage is added or removed, it is important to ensure that there is a correlation with the Labtracks system, for example, if you remove a cage physically from a room yet you do not remove it virtually in Labtracks, the perdiem will be counted until the error is discovered.
- The rooms are scanned once a week by the animal facility service to ensure that the number of virtual cages in Labtracks is equivalent to the actual number of cages in the room.

Note : See particularities for both sectors **PP SA-117G and PP SA-117R**

#### **EMERGENCY PLAN**

If an evacuation is necessary, an emergency warden; member of the animal facility; will give you the indication to leave. You must return the animals in their cage or enclosure before leaving.

For more information consult **PNF C-20 évacuation de l'animalerie en cas d'urgence**. For all emergency situations, refer to both the Animal Facility Procedures and the Research Center's manuals . The manual for emergency procedures can be found in the technician's office on the 13<sup>th</sup> and 14<sup>th</sup> floor.

- Be responsible for your own safety and make sure to know the locations of emergency exits, eye wash stations, emergency showers and fire extinguishers. They are identified everywhere in the animal facility by posters and pictograms and will be shown to you during the orientation course of the animal facility.

**Note:** In the different surgery sectors, the PNF C-20 is available.

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### GENERAL RULES

- **No food and/or beverages are accepted in the animal facility outside of the staff rest rooms. Drinks are accepted in the offices but, must be kept in a closed mug.**
- Placing posters is prohibited on the premises of the animal facility except those already in place by the animal facility.
- Use of a perfume or a perfumed body product should be limited as seen as it could be irritable for the animals.
- Use of a personal radio is authorized in the common premises. However, the volume should not disturb other users. In no case should it be used in animal rooms.
- The animal facility personnel and the investigators have the authorization to listen to music with earphones on their personnel device. Although, for health and security reasons, the volume must be adjusted in order for the employee to be able to hear what happens in their environment and must ensure that they can understand their colleagues when they come talk to them. Thus, although the use of earphones is permitted, one ear must remain free at all times.

**Note:** Do not forget to remove your gloves when manipulating the earphones

- The use of a personnel cell phone with the goal of a telephone conversation is prohibited in the animal housing rooms, regardless of the confinement level. Personnel phones should always be on silent or vibration. If you must make a call, we ask that you step out of the housing room and proceed with your call in the corridor. Before leaving the room, please ensure that the animals have been left in a secure environment. You can also find at certain places in the animal facility telephones available. Do not forget to remove your gloves when manipulating a phone.
- Pictures and videos are not permitted without an approbation from the animal facility, the CIPA, the communications of the CRCHUM and the Direction of communications of the CRCHUM. Please consult **PP SA-63 : Relations avec les médias et le public.**
- The animal facility personnel have a cell phone dedicated and reserved for the communication between employees of the animal facility by text message only. It can be used to take pictures of a clinical case following the approval from one of the veterinarians of the animal facility. The images taken by the cell phone must be deleted in the following 24h or be transferred to the file Animalerie H:\DREC\Infrastructure\Animalerie\PHOTOS
- The cell phone dedicated to work must not serve to connect to any social network or any other internet communication applications (sx. WhatsApp, Messenger). Only the use of the integrated messaging is allowed. It is not possible to transfer images by text message. Remove or disable any application giving you access to social networks (ex. Facebook, Instagram) or shared videos (ex. Youtube).

### RESERVATION OF EQUIPMENT AND ROOMS

- **The user must plan and reserve in advance the rooms and working space, including the biosafety cabinets** and the equipment placed at their disposal. Monitoring devices are also available for reservation.
- Reservations are done in Labtracks in the section « *Inventory Manager* ».
- Charges are associated to the reservation and use of certain devices and certain rooms. **Consult PP SA-71 Facturation générale**

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Note : Consult the training document LabTracks #18 Réserveation de salle et d'équipement.

### **DOMESTIC RODENTS AT HOME**

- If you have one or more rodents as a pet, it is important to advise the chief assistant and/or veterinarian.
- Precautions must be taken to avoid contaminating the rodents of the animal facility.
- Consult **PNF SA-207 Rongeurs domestiques à la maison** for more details.

### **TECHNICAL SERVICES**

- Technical services are offered to the researchers by the personnel of the animal facility platform for research projects. Rates : refer to **PP SA-71 Facturation générale**
- Technical help must be requested **at least 48 hours** in advance in « Task Manager » dans Labtrack..

Note : See particularities for both sectors **PP SA-117G and PP SA-117R**

### **TELEPHONES AND E-MAILS OF RESEOURCE PERSONS**

- Many telephone lines are available at the animal facility, please refer to the list below to determine the extension needed :

#### **Veterinarians**

- Hélène Héon, head of service [helene.heon.chum@ssss.gouv.qc.ca](mailto:helene.heon.chum@ssss.gouv.qc.ca) ext 28867
- Maryse Boulay [maryse.boulay.chum@ssss.gouv.qc.ca](mailto:maryse.boulay.chum@ssss.gouv.qc.ca) ext 23719

#### **Head assistants**

- Cordélia Cadieux , operational component [cordelia.cadieux.chum@ssss.gouv.qc.ca](mailto:cordelia.cadieux.chum@ssss.gouv.qc.ca) ext 28938
- Nathalie Rousseau, human resources component [nathalie.rousseau.chum@ssss.gouv.qc.ca](mailto:nathalie.rousseau.chum@ssss.gouv.qc.ca) ext 24562

#### **Coordinating Assistants**

- Sophie Grenon, large animal sector [sophie.grenon.chum@ssss.gouv.qc.ca](mailto:sophie.grenon.chum@ssss.gouv.qc.ca), ext 30769
- Isabelle Houle, large animal sector [isabelle.houle.chum@ssss.gouv.qc.ca](mailto:isabelle.houle.chum@ssss.gouv.qc.ca) ext 30032
- Suzanne Vincent, small animal sector [suzanne.vincent.chum@ssss.gouv.qc.ca](mailto:suzanne.vincent.chum@ssss.gouv.qc.ca) ext 26282 or their replacement [animalerie.barriere1.chum@ssss.gouv.qc.ca](mailto:animalerie.barriere1.chum@ssss.gouv.qc.ca)
- Marie-Claude Therrien, care and management component [marie-claude.therrien.chum@ssss.gouv.qc.ca](mailto:marie-claude.therrien.chum@ssss.gouv.qc.ca) ext 31424

#### **Individual responsable**

- Mélissa Marcoux or her replacement, Quarantaine, Import-export ext 31422

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[animalerie.quarantaine.chum@ssss.gouv.qc.ca](mailto:animalerie.quarantaine.chum@ssss.gouv.qc.ca)

- Jean-François Schmouth, animal modeling platform [jean.francois.schmouth.chum@ssss.gouv.qc.ca](mailto:jean.francois.schmouth.chum@ssss.gouv.qc.ca) ext 35224

**In the animal facility, a contact person can be reached from 7 :00 AM to 8 :00 PM at extension 36766 unless otherwise indicated on the boards at the entrance of the animal facility.** No service is offered after 8 :00 PM unless there was a prior arrangement with the veterinarian – head of service. In case of emergency, please contact Honeywell security.

**TRANSPORTATION OF MATERIAL :**

- The material must be brought to the animal facility from your laboratory on a cart from the laboratory. The carts from your lab must be clean.
- The metal carts are not permitted in the animal facility because they are too noisy.
- The users can use the carts from the animal facility, yet the carts must stay there. Their use remains a priority to the animal facility staff. Please clean your carts with hydrogen peroxide after use.
- On each of the 2 floors (13th and 14th), a SAS allows the introduction of equipment from the laboratories. These SAS's (R.13.C.001 and R14.003) are clearly identified.

**Note** : The laboratory carts left in the animal facility can be used by all users.

**WORKING IN ANOTHER RESEARCH FACILITY**

- If you work in another research facility, it is important to advise an assistant chief and/or the veterinarian
- Precautions must be taken in order to prevent contaminating the rodents of the animal facility.

**CHANGING ROOMS**

- Certain lockers are identified and are attributed to the personnel of the animal facility or the platforms. Certain lockers are dedicated to the users to the users who come on a daily basis.
- In each of the changing rooms, hooks and empty lockers are for the users and visitors. Use of a personal lock or one used by the animal facility (for the day) is permitted.
- Locks are available for users at the desk of the assistant chief of operations of the animal facility. Local R13-402
- The people who come multiple times the same day can reuse their material and clothes except if they change sectors in the animal facility.
- Users must keep this room clean at all times.
- Forgotten objects will be sent to the security.

**Centre hospitalier de l'Université de Montréal**  
Direction de la recherche / Plateforme de l'animalerie  
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