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**Veterinary Technology Center (VTC)  
Organization and Operation Handbook**



**Veterinary Technology Program**

**LaGuardia Community College  
City University of New York  
31-10 Thomson Avenue  
Long Island City, NY 11101**

## Introduction

This Handbook has been prepared to provide information and guidelines to both students and staff concerning the operation of the facility and their respective responsibilities in this regard. Students in the Veterinary Technology (VT) Program clinical phase are responsible for the contents of this handbook, for following its procedures in the care and use of animals, and to understand Program policies. Staff members are also bound by the policies set forth here.

## Government Regulations

### Laws, Policies, and Accreditation Standards

There are at least 27 federal laws that impact on animal use in one way or another, and one state law in particular, plus federal policies, guidelines and accreditation process.

#### **The Principal Federal Laws and Regulatory Agencies are:**

1. Animal Welfare Act - A federal law administered by the US Department of Agriculture (USDA). All facets of facilities and programs are regulated. An annual report must be filed.
2. Nuclear Regulatory Commission (NRC) - Regulates the isotope usage in animals and proper disposal of contaminated carcasses and other contaminated wastes.
3. Occupational Safety and Health Administration – regulates various safety aspects in the workplace.
4. Environmental Protection Agency – Regulates incinerator emissions among other things.
5. Drug Enforcement Agency – Regulates controlled substances.
6. Department of Interior – Endangered Species Act, regulates the use of rare and endangered species, which includes species of non-human primates (NHP).
7. Food and Drug Administration – Regulates clinical and non-clinical trials of drugs or materials from which data are to be used in seeking approval of the FDA.

#### **The Principal State Laws and Agencies are:**

1. The State Public Health Department Division of Labs and Research – Governs the same things as USDA. Failure to comply can result in revoking license.
2. Department of Environmental Conservation (DEC) – Concerns with waste disposal of various types including incinerators.

#### **The Principal Federal Guidelines are:**

1. The NIH Guide for the Care and Use of Laboratory Animals (The Guide).
2. The Federal Inter-Agency Research Animal Committee (IRAC).

#### **The Principal Agency Regulating Federal Policy:**

1. Office of Laboratory Animal Welfare (OLAW) of NIH; Policy on animal welfare – This requires the filing of an assurance statement, biennial inspection of the VMU and labs where animals are maintained for 24 hours or more, manipulated or have surgery performed. Review of animal protocols and other things.

#### **Accrediting Agencies**

1. American Veterinary Medical Association: The Accrediting Process for the VT Program is under the guidelines of the American Veterinary Medical Association. This Program is fully accredited. Students graduating from the Program are eligible to sit for the Veterinary Technician National Examination (VTNE).
2. Association for the Assessment and Accreditation of Laboratory Animal Care:

AAALAC is a private nonprofit organization that promotes the humane treatment of animals in science through a voluntary accreditation program. AAALAC stands for the "Association for Assessment and Accreditation of Laboratory Animal Care."

More than 670 companies, universities, hospitals, government agencies and other research institutions have earned AAALAC accreditation, demonstrating their commitment to responsible animal care and use. These institutions volunteer to participate in AAALAC's program, in addition to complying with the local, state and federal laws that regulate animal research.

Most of the above agencies and laws are interrelated, very detailed and require a tremendous amount of paper work. An annual report of all changes, positive or negative, must be filed with OLAW and AAALAC. The USDA also requires an annual report of animal acquisitions, use of anesthetics, analgesics, etc. The annual USDA report and USDA inspection reports are available to the public under the State and Federal Freedom of Information Act.

### Animal Activist Organizations

There are over 130 animal activist organizations dedicated to the elimination of the use of animals in teaching, testing and research and education. Many of these organizations are well financed, have large membership (over 200,000), and a core of dedicated, articulate, and politically astute individuals totally committed to their cause.

The tactics of activist groups vary from strong lobbying to false accusations directed towards institutions and investigators, theft of animals and other forms of harassment. The best defense against this is to have programs and facilities that meet all laws, policies, accreditation standards, maintain good security of animals and teaching areas and assure that all people involved are properly trained and sensitive to the needs and care of animals.

### The Animal Welfare Act

The Federal Animal Welfare Act requires that certain standards of care and use of animals be maintained in any animal program. These standards include appropriate use of anesthetics, analgesics and agents for euthanasia, as well as minimum standards for housing and comfort of animals. Students are expected to be familiar with the provisions of the Act as they relate to Program curriculum and the operation of the facility.

The College Animal Facility conforms to the standards set forth in the *Guide for the Care and Use of Laboratory Animals*, Revised 2010. Official compliance is maintained through the college's Institutional Animal Care and Use Committee (IACUC). Reports of IACUC meetings are sent directly to the president of the college, who serves as the College's Institutional Official.

**It is the right of any individual who has a concern about the treatment of our animals to express that concern. Contact with the College's Institutional Officer for the IACUC can be made by calling the Department of Health Sciences at 718-482-5740.**

### New York State Public Health Service

The New York State Public Health Service also regulates the college animal facility. An annual report is filed with that agency and NYSPHS veterinarians conduct periodic inspections of the facility.

### Accreditation Status:

The VT Program is a fully accredited program of study in veterinary technology by the American Veterinary Medical Association (AVMA) and adheres to all accreditation guidelines in this regard. Students graduating from the Program are eligible to sit for New York State Board examination to be New York State licensed veterinary technicians (LVT).

### Animal Care and Use Committee

LaGuardia Community College has maintained its own Animal Care and Use committee since 1981. It is the duty of this committee to oversee the operation of the facility to insure that the provisions of the animal Welfare Act are followed and that the standards of the NIH Guide are maintained. The current members of the committee are:

- Ann Feibel, DPT, Chairperson, Assistant Dean of Academic Affairs
- Rosann Ippolito, M.S, Professor, Department of Health Sciences
- Catherine Reid, D.V.M., Program Director, VT Program; Attending Veterinarian
- Bruce Brooks, MFA, BA, Professor, LaGCC Humanities Department, Non-scientist member
- Richard Mann, DVM, Chief, Veterinary Medical Unit, Bronx & Northport VA Medical Center Animal Facility, Scientist, Non-affiliated
- Theodora Blackmon, M.S., Non-affiliated, non-scientist member
- Janine Cappadona, LVT, senior laboratory technician, Veterinary Technology Program, scientist, affiliated
- Ellen Fox, B.A., Non-affiliated, non-scientist member
- Jessie Finkinger, B.A., Non-affiliated, non-scientist member

Both the Animal Welfare Act and NIH Policy require an institutional committee to oversee the animal care and use program. This committee is charged with among other things making sure that the VT Teaching Center is in compliance with the statement of assurance filed with OLAW to meet the requirements of their policy on animal welfare. This includes but is not limited to:

- a. Review of animal use protocols, which must be approved prior to use of all vertebrate species. The committee can withhold approval.
- b. Review and approve or disapprove annual renewals of animal use protocols.
- c. Recommend to the administration certain policies related to various facets of the animal use program.
- d. Assure that the OLAW required training for all involved in animal use has been received prior to approval of animal use.
- e. Have the responsibility and authority to terminate an animal project that is deemed to be in violation of OLAW Policy on Animal Welfare.
- f. Semiannual review of the institutions program for the humane care and use of animals.
- g. Semiannual inspection of all institutional animal facilities.

### Research Proposal Review.

The IACUC Committee must review and approve modifications, or withhold approval of, all research (usually related to class curriculum in the case of the VT Program) proposals when such research includes the use of live vertebrate animals. Evaluations of the animal component are based on standards promulgated by the United States Department of Agriculture as authorized by the Animal Welfare Act, the Public Health Service "Guide,"

The IACUC must determine that all activities involving animals meet the following requirements:

1. Procedures involving animals will avoid or minimize discomfort, distress, and pain to the animals.
2. The principal investigator has considered alternatives to procedures that may cause more than momentary or slight pain or distress to the animals, provided written narrative descriptions of the methods and sources used to determine that alternatives were not available.
3. The principal investigator has provided written assurance that the activities do not unnecessarily duplicate previous experiments.
4. Procedures that cause more than momentary or slight pain or distress to the animal will:
  - a. Be performed with appropriate sedatives, analgesics or anesthetics, unless withholding such agents is justified for scientific reasons, in writing, by the principal investigator and will continue for only the necessary period of time.
  - b. Involve consultation with the attending veterinarian or designee.
5. The animals' living conditions will be species appropriate and contribute to their health and comfort.
6. Medical care for animals will be available and provided as necessary by a qualified veterinarian.
7. Personnel conducting procedures will be appropriately qualified and trained in procedures.
8. Activities that involve surgery include appropriate provision for pre-operative and post-operative care of the animals. All survival surgery will be performed using aseptic procedures.

#### Changing an existing protocol

Any change to an existing protocol must be approved by the IACUC prior to initiating said change.

#### Laboratory Inspections

All laboratories must be approved prior to animal use and every six months thereafter as per OLAW Policy:

1. The laboratory is to be neat and clean.
2. Sharps are to be in proper container.
3. Gas cylinders are to be properly secured.
4. Fire extinguishers are to be properly secured if applicable.
5. Ether should not be in the laboratory. If it is it must be stored in an explosion-proof refrigerator or hood.
6. Flammable liquids are to be stored in proper cabinets
7. Cages are to be cleaned.
8. Animals are to be properly identified.
9. No drugs are to be outdated.
10. No mixing of species.
11. If animals are there on weekends and holidays they are to have an appropriate photoperiod provided, and someone to come in to assure that they have feed and water and assure they are not ill or injured.
12. If controlled substances are used they must be stored as per DEA requirements and required records maintained. Note: These things are covered in the Guide for the Care and Use of Laboratory Animals, which must be adhered to as per OLAW.

## Organizational Structure of the Veterinary Technology Center

The **director** is responsible for the overall organization of the program and the animal facility. He/She also assists the clinical veterinarian for the facility when necessary. The director is a licensed veterinarian and is directly accountable for the health and well being of all college-owned animals.

The **attending veterinarian** is responsible for the health of the animals in the facility. His/Her duties are more fully described in the agreement for veterinary services filed with the USDA (see Appendix). Currently, the attending veterinarian and the program director are the same person.

The **senior college laboratory technician** (Sr. CLT) is responsible for routine animal care, technical assistance and equipment. The manager also conducts the business affairs of the facility, including ordering feed, bedding, supplies and equipment. The manager is a New York State-licensed Veterinary Technician.

The **college laboratory technician** (CLT) reports to the senior college laboratory technician and is a licensed or license eligible graduate of an accredited veterinary technology program. He or she assists the director and senior technician in all aspects of the Program's operation.

The **veterinary technician college assistants** provide reception and secretarial services for the program.

**Student animal caretakers** are responsible for routine day-to-day husbandry and care of animals on a rotational basis, including weekends and holidays. Such care includes: daily observation for signs of disease, feeding and watering, changing bedding, sanitizing caging exercising dogs and cats, dog and cat grooming, general room cleaning, and treating sick animals as prescribed by the veterinarian. See Appendix regarding Student Animal Care Requirement.

Animal care duties form a part of each laboratory course in the Veterinary Technology curriculum. Student performance will be evaluated by the manager of animal care and will be a crucial factor in the student's grade for each course. Weekend and holiday assignments are made on a random basis to assure equity. Failure to meet Animal Care assignments will result in an "F" grade for that course. Failure constitutes neglecting to appear on an assigned day, accumulating excessive negative points in areas such as keeping medical records, abiding by treatment protocols, and monitoring all parameters of the animal environments. Other regulations, as determined by the Laboratory Technicians, will be discussed at the beginning of each school year. All students are required to sign an agreement stating that they understand and will abide by the requirements for animal care. This is a mandatory part of remaining in this Program.

**Note:** Only the Program Director, Attending Veterinarian, Veterinary Technology Faculty, Senior College Laboratory Technician and College Laboratory Technicians are considered to be "**OFFICIAL PERSONNEL**" in the Veterinary Technology Center.

## The Physical Plant

### The Building:

The Veterinary Technology Center (VTC) exists to serve the needs of the Veterinary Technology (VT) Program. LaGuardia Community College is located at 31 -10 Thomson Avenue, Long Island City, New York. The offices of the director and clinical veterinarian are located in Center Three (C building), Room 252 G and H, respectively.

The Veterinary Technology Center occupies approximately 8000 square feet of space on the first floor of the C Building (specifically, room C 106). The Center was designed to meet all state and federal regulations regarding the use of animals. It is a self-contained facility with an HVAC system separate from the rest of the building. There is one room for learning resources/library. The humane procurement and utilization of laboratory animals is essential to meeting the goals of the program.

The teaching laboratories consist of three rooms. The first is called the research lab and is designed for teaching research animal technology and veterinary laboratory techniques. It has counters and cabinets around the periphery of the room. Movable tables are brought in depending on needs of instruction. A fume hood is present.

The largest teaching area is a multi-purpose room designed for teaching all veterinary technical procedures except surgical assisting. It includes a mock pharmacy, tub table for dentistry, surgical prep area, scrub area and gloving/gowning area. It adjoins the operating room, which is visible through a large window. There is room for three surgical groups to work at one time. Both prep room and surgery have central oxygen and nitrous oxide supply lines as well as waste anesthetic gas exhaust.

The Center's radiology suite consists of three rooms: a control room, machine room, and processing room. The X-ray machine is a Vet DX digital system with automatic controls. A leaded glass window enables students to view the machine during exposures. Animals are chemically restrained therefore there is no need for anyone to hold animal patients or films during testing. The darkroom includes both manual and automatic processors which are used for demonstration purposes. The X-ray facility is routinely inspected and approved by the New York State Department of Health.

The cleanliness of these laboratories is the responsibility of all who use them. Provided in the laboratories are necessary cleaning implements: trash can, dustpan, counter brush, broom, sponge, disinfectant spray, detergents, soap and towels. The trashcan liners are to be emptied after lab, class must be tied closed, removed and taken to the dumpster on the loading dock. Always use two trash can liners. The tables and counter tops must be cleaned with disinfectant spray and wiped dry with a clean towel after each use. The floor is swept daily and mopped after class. Mops, buckets with wringers and detergents should be prepared, emptied and rinsed after use in Janitor Closet D. More details regarding student responsibilities in the maintenance of the VTC are found in Appendixes F & G.

Replenishment of the supplies and equipment used in the laboratories is the responsibility of all those who use them. The Senior CLT ensures that equipment is maintained in correct operating condition. Supplies used in the program are stored in the locked wall-mounted cabinets along the periphery of the room. Access to these cabinets is limited to Official Personnel under the supervision of the licensed veterinarian. Controlled drugs are stored in a double-lock controlled drug cabinet in accordance with federal and state guidelines. When these drugs are used in conjunction with classes or laboratories, no students may leave the room until the CLTs announce that all drugs are accounted for.

## General Information and Policies

### Students

Please refer to the Program's student handbook for information regarding admission to and continuation in the clinical phase of the Program. Please note that a student may take no more than four years from the time of acceptance into the clinical phase to complete his/her degree. Students enrolled in the Clinical Phase of the Veterinary Technology Program utilize the working laboratory during regularly scheduled laboratory hours. They are further encouraged to spend additional time practicing techniques learned in the laboratory session. Volunteer and paid tutors may be available during practice hours for consultation. The lab will be open during the posted tutoring hours. CLTs may not be interrupted during laboratory hours except in the case of medical emergency (human or animal).

Please note that students who fail a course, either academically or by failing animal care, will have an opportunity to rejoin the program only if space permits, after the deficits have been remedied. This remains at the discretion of the Program Director.

Students are required to maintain a grade of C- or higher in both the laboratory and the lecture component of all vet tech courses that have a laboratory section. This grade must be achieved in each of these, lecture and lab. If either the lecture or the lab grade is below C-, that grade will be reported as the course grade.

### Declaration of Pluralism

We are a diverse community at LaGuardia Community College. We strive to become a pluralistic community.

We respect diversity as reflected in such areas as race, culture, ethnicity, gender, religion, age, sexual orientation, disability and social class. As a pluralistic community we will:

- \* **Celebrate: individual and group diversity.**
- \* **Honor: the rights of people to speak and be heard on behalf of pluralism.**
- \* **Promote: intergroup cooperation, understanding and communication.**
- \* **Acknowledge: each others' contributions to the community.**
- \* **Share: beliefs, customs and experiences which enlighten us about members of our community.**
- \* **Affirm: each others' dignity.**
- \* **Seek: further ways to learn about and appreciate one another.**
- \* **Confront: the expression of de-humanizing stereotypes, incidents where individuals or groups are excluded because of  
Difference, the intolerance of diversity and the forces of racism, sexism, heterosexism, homophobia, disability  
Discrimination, ageism, classism and ethnocentric that fragment the community into antagonistic individuals and groups.**



## Assistance in Emergencies

In the event of a serious injury, the Director or Senior CLT, or other Official Personnel of the Program, should be notified at once. In addition the Health Center at X5280 and Security at X5555 should be contacted. If Official Personnel are not available, the Security office at X5555 will assist with any emergency.

## Animal Bite Wounds and Other Medical Emergencies

In the event that someone is bitten by an animal during normal staffing hours, the following measures should be taken: 1. Report the injury to a faculty member or CLT and contact the Health Center by phone, extension 5280. The Health Center, based on the seriousness of the injury, will determine if a student is in need of immediate medical care by an EMT/Paramedic paged to the VTC, or if a student, instead, should report in person to the Health Center, in Room MB40. 2. Thoroughly clean the wound with soap and water. Apply a sterile dressing from the First Aid Kit, which is mounted on the wall outside Room B. 3. An accident report must be completed by the student and submitted to the Health Center. 4. An incident report, filled out with Campus Security, should also be filed. 5. Keep the animal apart from others. Its disposition should be determined by the attending veterinarian, depending on its species and the circumstances. 6. All students incurring animal bites must also contact their physician for further follow-up care. In the case of an animal bite or other medical emergency after hours or when the Health Center is closed, the student or staff member is to call X 5555 for emergency assistance in the College. Reporting policies are as described above. Campus Security may submit an incident report, in addition to the accident report.

If an injury or medical problem occurs at an internship or other off-campus site, the student is to notify the immediate supervisor as soon as possible. If the facility requests the student fill out an incident report, this should be done as soon as possible. Please request that the site send a copy of such report to the Director of the Vet Tech Program here. As noted above, any bite wound should be immediately cleaned thoroughly with antiseptic and water, after which the supervisor should be notified.

## Student Health

All faculty and staff in the veterinary technology program must be immunized against tetanus during the past 10 years and proof of this must be shown before entering the clinical phase of the Program. Proof of Health Insurance coverage for the entire "clinical phase" for all students is also required, and this proof must be shown prior to the first day of the clinical phase. In addition, a physician-signed medical form, and Hepatitis B and prophylactic rabies immunizations, are required. These must be completed by the deadline given by the Program, prior to the beginning of the Clinical Phase classes. (Note: students have the option to decline hepatitis and rabies immunization, but this is strongly not recommended)

Clinical Phase students with medical conditions (such as but not limited to allergies, asthma, pregnancy, recent physical injuries, surgical procedures) should notify the program director and consult their physician, following their physician's advice with regard to continued progression in the clinical phase of the VT Program. Physical requirements for the Program are listed in the student handbook.

Written documentation from a physician regarding the safety and advisability of a student to continue in a Clinical Phase class, work or internship with a given medical condition, as well as their ability to perform the activities, duties and responsibilities of a student VT may be required. Students may also be asked to sign a waiver indicating their understanding of any personal safety

risk due to their continuation in the Program. Students may, with the approval of the Program Director, ask for a 1-year medical leave of absence and will be allowed to re-enroll in the Clinical Phase the following year with medical clearance and space permitting, and provided the student has successfully completed all class work until that time. They may be asked to take the final exam of the last clinical course they took to verify retention of the appropriate information.

It is the student's responsibility to exercise appropriate caution when handling animal feces, waste anesthetic gases, and limit exposure to other chemical or physical hazards. Students may be required to pay for and wear anesthetic gas monitoring badges during classes.

#### Dress Code

Students will not be admitted to C106 if they are not wearing scrub tops with a long-sleeved shirt and/or laboratory coats (for any coursework I.E. animal care or laboratory classes for SCV 201). Short sleeve scrubs will be permitted for other Veterinary Technology courses Open-toed shoes, crocs, ballet slippers and sling-back shoes are not permitted at any time. Rubber-soled shoes are required throughout the VTC, including animal care areas. Clothes that show bare skin other than on the head and hands are not permitted, due to safety concerns. For example, skirts or pants must be ankle-length. If you are changing from street clothes to laboratory attire, this must be done before you enter the VTC. Any jewelry or other adornments that hang down or from the body, including the face or head, are not permitted in animal treatment/laboratory areas. The CLT/Senior CLT will have the final say on what is and is not permitted in the clinic; this is for your safety as well as that of the animals.

#### Fire and Emergency Evacuation Procedures

Fire Alarm Evacuation of personnel is the first order of priority in case of fire. No attempt should be made to evacuate animals **without the permission and cooperation of security, fire and/or VT Official Personnel (VTOP, as defined on p .6)**. Let there be no confusion about this policy: students must NOT attempt to evacuate animals from the animal rooms without clear and unequivocal direction from official personnel. Animals that are being worked on at the time of alarm may be carried out of the building if such action does not delay the departure of the persons involved.

At the sound of the alarm, the students will evacuate the premises appropriately, and a VTOP member will notify the C building security desk that official personnel will be staying behind with any sedated or anesthetized animal(s), or in the event that animal safety would be jeopardized, by the complete evacuation of the animal care area.

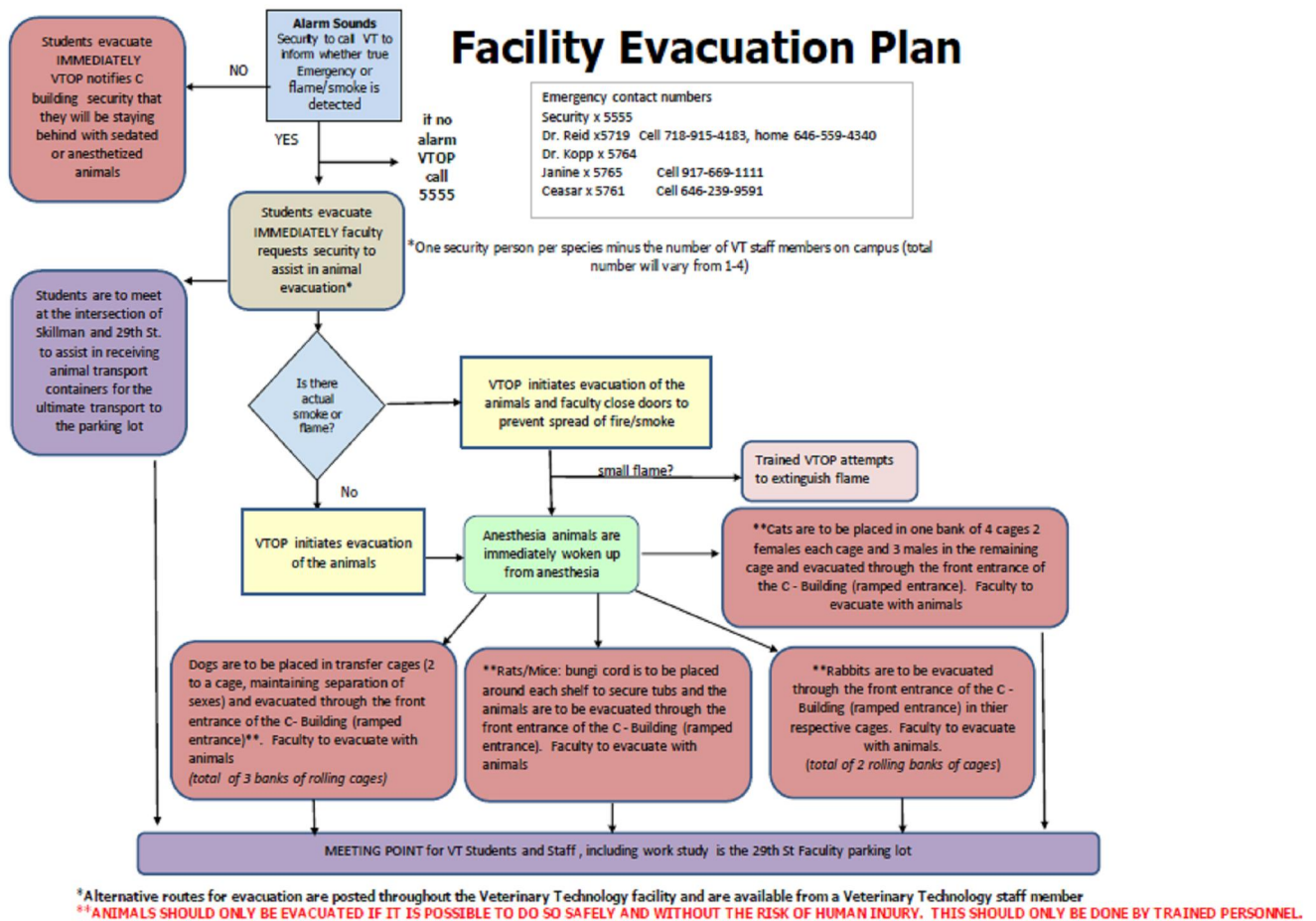
If actual smoke or flame is noted in the area of the clinic, security is to be called (X5555), and as the students and/or staff leave, they are to close all doors to prevent spread of any fire. In the event of a small, localized fire, an attempt may be made to extinguish it by VTOP after security has been called, but students are to evacuate immediately.

In the event of an actual fire, the Fire Safety Director will advise VTOP at extension 5765/5761 (or secondarily at 5719), and/or a VTOP will call or go to the C building security desk or Fire Safety Director to receive clarification with regard to evacuation of animals and VTOP. In as prompt a manner as possible, the Fire Safety Director will:

- a) Authorize one or more VTOP to stay with sedated or anesthetized animals, or animals that might be jeopardized by the complete evacuation of all personnel,
- or
- b) Require the immediate evacuation of all VTOP, together with any sedated or anesthetized animals, and other animals that, where possible, can be removed from the facility with the evacuating personnel. The VTOP will then remain in close contact with the Fire Safety Director in order to ascertain the possibility of evacuation of other animals.

Security personnel will have a phone number by which they can contact an official member of the Veterinary Technology faculty and/or staff in case of an emergency after-hours.

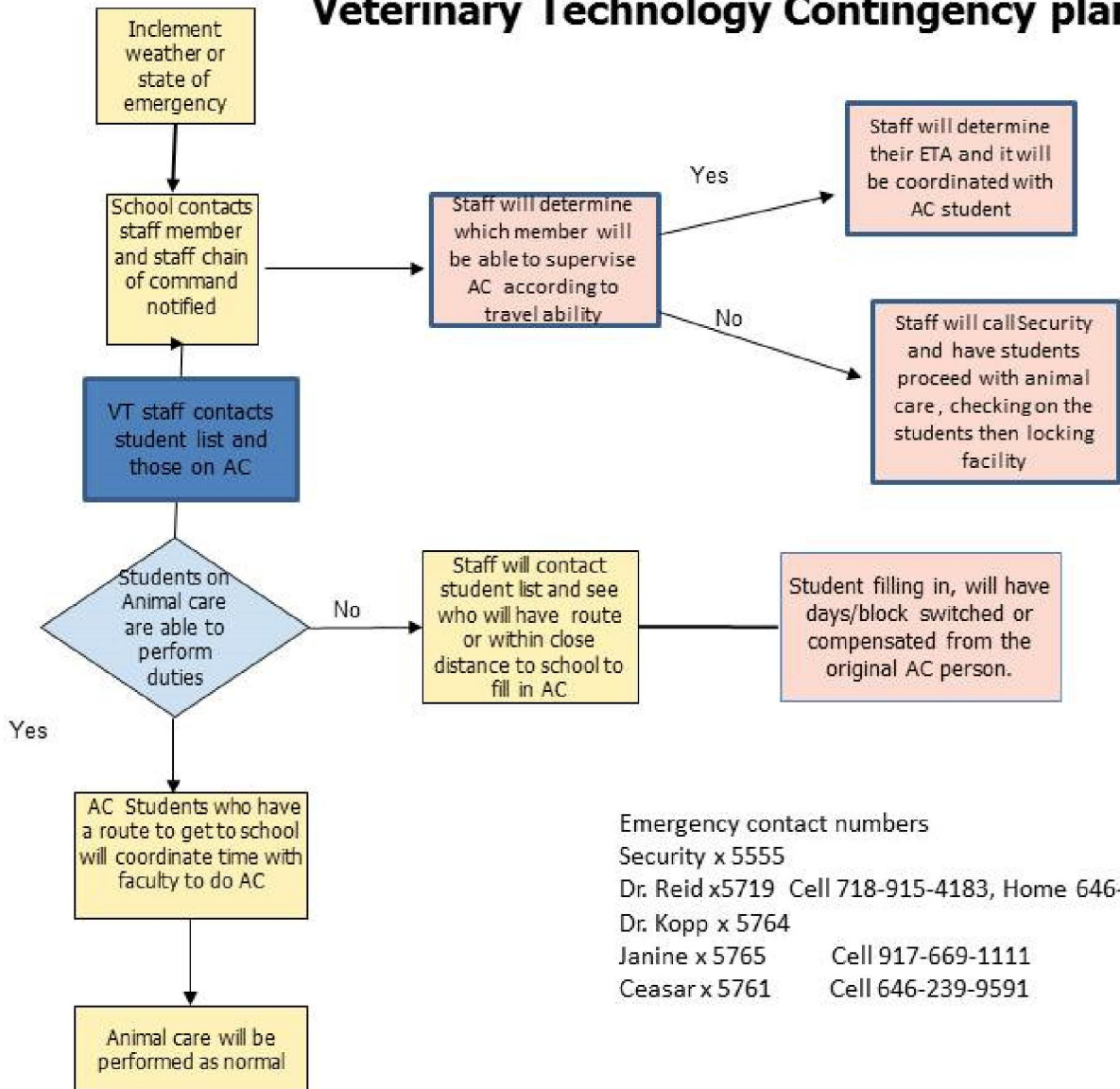
The animal care area will maintain a protected area for leashes, collars/harnesses, and cat carriers for evacuation purposes in the event of an emergency. This location will be pointed out to all students and staff within the animal care facility.



## CATASTROPHIC WEATHER EVENTS

In the event of flood, earthquake, hurricane or tornado, students and staff are to follow official instructions. If the building is to be evacuated, students, under VTOP guidance, will place animals on leashes or in carriers and remove them from the building, at which time the VTOP will take charge of the patients. Any animals that are in surgery or under sedation will be cared for by a designated staff member, who will notify the security office and/or the front desk of such actions. The VTOP will take full responsibility for the patients if students are not in the animal facility at the time.

### Veterinary Technology Contingency plan



#### Emergency contact numbers

Security x 5555

Dr. Reid x5719 Cell 718-915-4183, Home 646-559-4340

Dr. Kopp x 5764

Janine x 5765

Cell 917-669-1111

Cesar x 5761

Cell 646-239-9591

## POWER FAILURE

If electricity fails, students and staff are to follow official instructions. VTOP will consult with security regarding the nature of the outage, and its expected time frame; if ambient temperature and humidity will be affected, evacuation will ensue as for catastrophic weather events.

If power goes out during a surgical procedure, VTOP will remain with the patient(s) to ensure that he or she can be moved safely, or can be monitored safely in the absence of automated equipment.

## WORKPLACE VIOLENCE

All VTOP personnel are to adhere to CUNY policies regarding workplace violence (pages 38-40 of the Instructional Staff Handbook). Students are to report any act of violence that they observe to the security office and/or the front desk of the C Building. Students are not to intervene in any violent episodes, and are to alert nearby staff members as well as security if such events transpire.

Volatile Materials, including ether and chloroform, are not permitted in any rooms of the VTC. Alternatives are available for anesthesia and euthanasia. Isoflurane, and Sevoflurane, as used in anesthetic machines, must be connected to the Waste Anesthetic Gas (WAG) scavenger. If the chamber method is used the entire procedure must take place under the fume hood.

Replacement of anesthetics in vaporizers should be done just before vacating the laboratory to allow any spills to dissipate.

Natural disasters and other security issues should follow the same rules as for fire emergencies, unless directed otherwise.

### Animal Use

Animals no longer needed by the program are placed in adoptive homes or, in some situations, may be euthanized. Arrangements for adoption must be made with the VTC manager and include the signing of an adoption agreement. (See appendix 5) Each adoption is subject to review by the VTC veterinarian. Euthanasia is carried out according to methods recommended by the AVMA. Each student reviews a copy of the AVMA Euthanasia Report during his or her first laboratory course in the curriculum.

Identification of Animals: Dogs and cats are individually identified with assigned USDA numbers. Animals may have a collar, the USDA number tattooed inside the ear or a microchip implanted subcutaneously as part of one of the laboratory exercises. Animals are also identified by a cage card with name, gender, date of birth, USDA number and color indicated.

For all other animal species, cage cards must be on all cages and appropriately filled out. It is imperative that every student use extreme care in assuring that the animal used is the correct one.

Dead animals are placed in the freezer in Room P until arrangements are made for removal. Removal and disposal of dead animals is done periodically by a commercial company contracted for this purpose by the college.

## Aggressive Animals

Dogs may be aggressive to each other. Students should not attempt to break up a fight with their hands. Seek assistance immediately from a technician or call Security (X 5555). If the fight takes place when a technician/instructor is not present, the technician on emergency coverage for that day must be contacted. See Animal Emergency SOP in this booklet. A stream of water from the hose may be used to try to break up the fight while waiting for trained assistance.

## Behavior

Radios, “walkmen” of any kind, cell phones, photographic equipment, Ipods or any kind of recording and/or transmitting devices are not allowed in the VTC. Food, gum chewing, eating and drinking are also prohibited. Under no conditions are these items to be brought into the “R” room, “A” room (lounge) or animal housing areas. LaGuardia Community College is a smoke-free campus. Use of radios is restricted to use for enrichment of Program animals. The only exceptions to this policy may be authorized by Official Personnel for use in the two front offices and adjacent lobby.

The veterinary technology program strictly adheres to the **College’s Policy on Academic Integrity** and all policies listed in this manual, the VT Program Handbook, and the College Catalogue. Assigned individual homework, take home examinations, and animal care responsibilities are also governed by the College’s Policy on Academic Integrity. Discussion of practical examinations with other students prior to their examinations is also prohibited. No written materials may be brought into laboratory practical examinations unless stated prior by a class instructor or staff member. There is no talking during practical examinations unless specifically discussed before or at the time of the examination itself by an instructor or staff member.

Students are expected to act professionally at all times, whether in the classroom, the laboratory, or at outside internships. Photography of facility animals or necropsy materials, as well as anything at internship sites, is strictly prohibited. Nothing related to classwork, laboratories or internships may be posted on any social networking site (e.g., Facebook, Twitter, Youtube). This is for the protection of the animals and the facility. Failure to follow this rule will lead to penalties up to and including expulsion from the program.

## Visitors

Guests are welcome in the VTC. However, because of security and disease control measures, tour arrangements must be made in advance through the director or manager. Children are not permitted in the laboratories and animal rooms due to the danger of animal bites, zoonotic diseases and possible laboratory accidents. Special exceptions, in advance, may be made by the Program Director on a case-by-case basis.

## Security and Keys

All laboratories and animal rooms are locked when not in use. After hours and during holiday hours, entry is permitted to the animal rooms only by obtaining access from an authorized staff member of the Veterinary Technology Program. At the beginning of each semester, the class roster is sent to the authorized staff members. Only student names appearing on the class roster will be given access to the animal rooms by an authorized staff member.

## Disposal of Sharp Objects

Students and college personnel may be injured by needles, glass, etc., that are discarded in the trash cans. Specially designed boxes for the safe disposal of sharp objects are located in the work laboratories. Students are provided with a "Regulated Medical Waste" policy and must adhere to it. Filled boxes are discarded properly by the manager. Replacement boxes are provided by the manager. The safety of students and staff depends upon proper use of the disposal boxes. See: Regulated Medical Waste Policy in the Appendix A of this Handbook.

## Non-College Owned Animals

Only college-owned animals are permitted in the animal rooms of the VTC. Due to health, safety and liability reasons, and in accordance with AWA and OLAW guidelines stray animals, wild animals, and injured animals are not permitted in the VTC facility animal rooms under any circumstances. They may not be housed even temporarily in college facilities. Persons should be advised to call NY Animal Care & Control at (212) 722-3620 for assistance with strays, wild animals, and unwanted pets.

Individually owned animals may occasionally be treated for teaching purposes if certain specific conditions are met. All such decisions must have the prior approval of the Program Director.

## Procurement of Animals

### General Policy

Dogs and cats are purchased from licensed vendors in accordance with U.S.D.A. regulations. Donations are occasionally accepted if the animal was born and raised on the donor's premises, as allowed by USDA regulations.

Rodents and rabbits may be purchased from vendors or acquired from cooperating laboratories that wish to donate animals from their surplus stock.

Reasonable assurance of good health is to be secured from donor institutions. In some cases prior use of an animal would not be incompatible with its use by VTC. For example, a rabbit that had been used for antibody production would be satisfactory for VTC use. The director will make decisions on suitability of donated animals on a case-by-case basis.

### Purchase Procedures

The VTC senior technician, in accordance with procedures set forth by the college's business office, is responsible for these purchases. Delivery dates should be specified according to needs, as determined by the college calendar.

### Receiving of Animals

College personnel under the direction of the VTC manager will pick up donated animals. Pick-up dates and times will normally be at the convenience of the donating institution. On arrival at the College, animals are taken directly to the VTC for caging.

Delivery of purchased animals is the responsibility of the vendor. When animals are ordered, the expected arrival date is given to the VTC Manager (X5765) who informs appropriate College personnel. When animals arrive at the loading dock the VTC Manager is called and he or she supervises the movement of animals from the loading dock to the animal facility.

The VTC supervisor (a licensed veterinary technician) and/or one of the veterinarians examine all purchased animals before the delivery receipt is signed. Animals that are not within the proper weight range, or who show evidence of sickness may be refused. Parasite infestation and disease are not automatically reasons for rejection if there is a reasonable chance of cure. Animals with parasites, for example, provide students with a chance to practice diagnostic and treatment methods. Suitability of such animals must be determined on an individual basis by the attending veterinarian.

### Animal Care

#### Veterinary Care

The ideal health care system for laboratory animals is primarily preventive medicine. Through programs of vendor evaluation, quarantine, and separation of healthy from diseased animals, the VTC veterinary care program attempts to maintain animals suitable for the education of students. Each source of animals is a potential source of disease carried by one population of animals to another. The success of the preventive medicine program relies on the compliance with simple rules listed below:

1. Purchase/acquire only healthy animals. At the time of arrival to the VTC all animals receive a physical examination for evidence of signs of disease. Because new animals are brought into the VTC only at specified times, the possibility of introducing disease is minimal.
2. If additional animals need to be brought into the VTC, they will be housed separately. All felines will also be tested for Feline Leukemia Virus and Feline Immunodeficiency Virus before introduction into the feline areas. Only retrovirus negative felines will be accepted for use in the VT Program.
3. Reduce potential disease transmission by working with animals individually. Sanitize instruments, restrainers, clothing, your hands and other potential disease transmissions sources before working with other animals.
4. Whenever unexpected morbidity or mortality is observed, contact the manager immediately.

For educational purposes it may at times be preferable for students to directly observe ill health and the effects of disease in the living animal. When sick animals are encountered, the clinical veterinarian performs a physical examination on the affected animals, requests necessary diagnostic tests, and recommends treatment. Students are then instructed to carry out the prescribed treatment regime to fully understand the value of restoring an ill animal to a more healthy status.

If there is any concern regarding the care and/or well-being of the animals, you are free to detail your concerns in writing to the senior CLT, the Program Director, or the Department of Health Sciences.

#### Routine Animal Health

##### *A note regarding animal care responsibilities*

*Animal care is a core part of the student's ability to succeed in this program. The student is encouraged to keep this manual on hand while performing animal care chores, to make sure that nothing is missed. The arrangement for a "buddy" to provide assistance during animal care is highly recommended.*

The student assigned to animal husbandry for each day will monitor the health status of animals in residence prior to 12:00 noon. Sick animals are to be reported immediately to the Veterinarian or CLT. The animal is then assessed on a twice-daily basis by observing them prior to 4:00 pm. Sick animals may receive prescribed treatment by the veterinarian, to be administered by the students,



under the manager's supervision. All care, husbandry and medication of animals must be fully completed by noon.

In order to prevent the spread of disease, student scrubs and animal care clothing must be clean and washed. Clothes worn at a student's animal care job outside the College may NOT be worn for student animal care duties at the VTC unless they have been washed immediately before being worn on the premises of the VTC (i.e. after the student's most recent work shift).

### Maintenance of Animal Rooms

All students enrolled in the Veterinary Technology program participate in animal husbandry. Each student is assigned approximately seven days of animal husbandry per semester. The Financial Aid Office also sponsors a College Work Study program where students are paid to work at the college while they are not in classes. College Work Study students are also utilized in animal husbandry after thorough training by a veterinary technician. The animal husbandry schedule depicting student names and dates of responsibility is posted in the VTC opposite Room A. At the beginning of the semester, students choose, using a lottery system, the dates for which they are responsible for care of the Program's animals. (Appendix D). A complete standard operating procedure and daily activity log are posted in all animal rooms. ). A complete standard operating procedure and daily activity logs are kept on the workstation outside of the G and I rooms. (For further details, see Appendices G – L.)

### Weekend and Holiday Staffing

The VTC is staffed every day of the academic calendar year. Students service the animal rooms as part of their animal husbandry responsibilities. Feeding, watering, cage cleaning and overall health assessment of each animal are performed.

A licensed veterinary technician is also available on weekends/holidays from 8 am to 12 noon and official personnel are always on-call if an emergency arises. See the Appendix for Animal Emergencies for proper procedures to follow and telephone numbers of on-call staff.

### Cleaning Schedules

Animal rooms are swept, mopped and dusted daily. Depending upon species and usage, the animal rooms are periodically stripped, cleaned and sanitized according to the posted schedules. Veterinary technology students clean corridors on a daily basis. Mops, buckets, wringers and detergents are stored in Janitor Closet, D.

The working laboratory is cleaned and sanitized after each use by the students using the room. There will be a posted laboratory cleaning schedule with a student's assigned day. Laboratories are stocked with soaps, disinfectants, brooms, dustpans, counter brushes, paper towels and trashcans.

Animal cage bedding is cleaned according to the following schedule:

- Dogs, cats: daily and spot cleaned as needed
- Rabbits: three times a week (Sun., Wed., Fri.)
- Rats, mice and miscellaneous rodents: two times a week (Sunday, Thursday)

Bedding materials are selected for their clean source, minimal dust and innocuous composition. Animal caging is sanitized at the time of bedding change. Animal cage racks, food and water devices are to be regularly sanitized.

## Routine Room Sanitization

Rooms should be sanitized monthly, but no less than twice yearly, by emptying animal rooms and scrubbing with disinfectant. Any caging brought into the animal room must be sanitized prior to use. Animal Rooms are stocked with soaps, disinfectants, brooms, dustpans, counter brushes and paper towels.

## Feeds

We use commercially formulated diets as the primary feed source. Proper consideration is given to the various dietary requirements of all species. Feed composition and analysis sheets are available from the VTC staff. Attention is paid to milling dates, stock rotation, and condition of bags to assure the use of fresh, clean and reliable feeds. Supplements in combination with the prepared feed may be fed upon veterinary approval. All animals are fed ad libitum unless otherwise advised by the veterinarian. Further details are found in the various Appendices. Adult Dogs and Cats undergoing anesthesia will have food withheld for 8 hours prior to the procedure, or as directed by the veterinarian. Small amounts of water may be provided as directed by the veterinarian or VTC staff. A "DO NOT FEED" card will be placed over the cage card of the individual animal for dogs, and/or on the center of the animal door for felines. Fasting periods may not be used for rabbits and rodents. Students are to follow the directions of their laboratory instructors.

**A student who feeds an animal with a "DO NOT FEED" card will lose points from his/her animal care grade, and will be required to do 3 extra days of animal care, in addition to his/her regular schedule. Animal caretakers should look at the animal use calendar posted on the CLT office window to be sure the proper animals are marked NPO. If there is a discrepancy, the CLT should be contacted.**

A mobile feed bin containing animal feed is available to replenish individual food supply for daily use. Feed is stored in the storage room adjacent to the clean side of the cage wash area. It is the responsibility of the students to verify that they are feeding the correct diet to the animals every day. There will be a point deduction for students who feed the animals inappropriately on a day to day basis.

Students must follow all memos posted on the animal room doors as the diet and the amounts of food given may change due to dietary needs. It is also the students responsibility to replenish the food supply and to advise the Sr. CLT when supplies are low.

## Water

Animals are supplied with New York City tap water via manual and automatic water devices. Both students and staff check the adequacy of the water supply daily. Any manual water device should be at least half-full. Water should be available ad libitum. Acidified or otherwise treated water may be provided on orders of the veterinarian.

The automatic watering system is flushed daily and sanitized monthly. (See Appendix L)

## Standard Operating Procedures

Daily and weekly procedures are posted in the daily activity log notebooks, according to the species housed. It is recommended that **Animal husbandry should be started between 6:00 am and 9:00 am on weekdays and at 8:00 am on weekends - and must be completed prior to 12 noon.** Copies of SOPs are attached.

## Surgical Protocols

Prior to surgical procedures, the animal should be fasted for a species appropriate time with water available. Prophylactic antibiotics and preemptive analgesia will be used upon the discretion of the veterinary surgeon. Students will be expected to perform technical services, such as: pre-anesthesia, anesthesia, recovery and post-operative care, in some cases extending beyond the time allotted for class.

Guidelines for anesthesia are:

1. Obtain and complete the log sheet, entitled "Anesthesia Record" and "Recovery Sheet" which is available from the manager of the animal facility. (A blank copy is shown in the Appendix)
2. Observe the animal for signs of disease and fill in the Physical Examination part of the medical record.
3. Participate in the surgical team according to the assignment for the day. The functions of surgical assistant, anesthetist, etc. will be assigned according to the particular course and exercise.
4. In all cases a student will be responsible for post-operative follow-up of the patient. This time will usually extend beyond the time allotted for class, and takes precedence over other student responsibilities. Analgesics and other medications are to be administered by the anesthetist as prescribed by the veterinarian in charge of the class.
5. Complete the Surgery/Anesthesia Log, which is maintained in Lab C.

**PLEASE NOTE:** Students registered for SCV courses who are found to be unprepared or unable to safely engage in laboratory skills will be requested to observe the laboratory session until a meeting can be scheduled with the course instructor, student and program director, to determine guidelines for the student to continue to actively participate in the laboratory component of the course.

In addition, please be aware that surgery notes, anesthesia and exam records, and any material recorded in the patients' chart are legal documents. As such, you may **ONLY** use **black ink** to record animal care and laboratory records. Please make sure that you have at least one black pen with you at all times.

## Housing

Caging for all animals will be in accordance with the Guide for the Care and Use of Laboratory Animals, the Animal Welfare Act and AAALAC accreditation standards.

Recommended Space for Commonly Used Group-Housed Laboratory Rodents:

Animals	Weight g	Floor Area/Animal in <sup>2</sup>	Height in
Mice	<10	6	5
	Up to 15	8	5
	Up to 25	12	5
	>25 d	>15	5
Rats	<100	17	7
	Up to 200	23	7
	Up to 300	29	7
	Up to 400	40	7
	Up to 500	60	7
Hamsters	<500	>70	7
	<60	10	6
	Up to 80	13	6
	Up to 100	16	6
Guinea pigs	<100d	>19	6
	<350	60	7
	>350 d	>101	7

Recommended Space for Rabbits, Cats, Dogs, Non-human Primates, and Birds

Animals	Weight kg	Floor Area/Animal ft <sup>2</sup>	Height in
Rabbits	<2	1.5	16
	Up to 4	3.0	16
	Up to 5.4	4.	16
	>5.4	>5.0	16
Cats	<4	3.0	24
	>4	>4.0	24
Dogs	<15	8.0	
	Up to 30	12.0	
	>30	>24.0 --	

These recommendations might require modification according to body conformation of individual animals and breeds. Some dogs, especially those toward upper limit of each weight range, might require additional space to ensure compliance with the regulations of the Animal Welfare Act. These regulations (CFR 1985) mandate that the height of each cage be sufficient to allow occupant to stand in "comfortable position" and that the minimal square feet of floor space be equal to "mathematical square of the sum of the length of the dog in inches, as measured from the tip of its nose to the base of its tail, plus 6 inches."

It may be worthwhile for the student to develop a checklist to be sure that all tasks have been completed. Each person will find a way that is best for him or her. We enclose a partial example in appendix R. These materials can be carried in a notebook, on flash cards, on a spreadsheet, or in whatever form is convenient.

## Appendices

A	Regulated Medical Waste Policy
B	Physical Plant Layout
C	Student Animal Care Requirement
D	Animal Care Block Change Form
E	Medical Emergency Protocol
F	Protocol for All Animals
G	Protocol for Rodents
H	Protocol for Rabbits
I	Protocol for Felines
J	Protocol for Canines
K	Protocol for Automatic Watering System Flush
L	Sanitization of the Watering System
M	Protocol for Cage Wash Rooms
N	Protocol for Radiology
O	Anesthesia Record and Recovery Record
P	Procedures for Implementation of the City University's Policy against Sexual Harassment
Q	Professional Behavior

**APPENDIX A**  
LaGuardia Community College  
Veterinary Technology Center

**REGULATED MEDICAL WASTE POLICY**

1. Regulated medical waste includes waste generated in the diagnosis, treatment or immunization of animals, in research pertaining thereto, or in the testing of biological materials. Needles, microscope slides, cover slips, test tubes, Vacutainers, scalpel blades, Pasteur pipettes, and intravenous catheters, butterfly infusion sets and broken glassware are known as **SHARPS**.
2. **SHARPS** are to be disposed of in the following manner:
  - a. Scalpel blades, needles and other regulated medical waste are to be placed in the red plastic SHARPS Collector provided.
  - b. A licensed regulated medical waste hauler provides disposal service.
3. In veterinary clinics, syringes without needles and needle and syringe wrappers may not be treated as SHARPS. **Here**, we will treat **both** syringes and needles as **SHARPS**. Both items are to be placed in the SHARPS container.
  - a. A needle\* can be separated from a Luer lock syringe by twisting the capped needle counterclockwise and the syringe clockwise. Hold both the needle and syringe at the hub of each.
  - b. In research situations and during SCV 201, the entire syringe and needle should be thrown uncapped into the Medical Waste Containers or a one-handed safety capping technique may be used at the instructor's discretion. Safe needle handling is required at all times.
4. Needles and syringes are not to leave the Veterinary Technology Center.
5. Items such as paper towels, tissue, tape and gauze should never be thrown in the sharps container.
6. Any items containing human blood should be discarded into a biohazard waste bag.

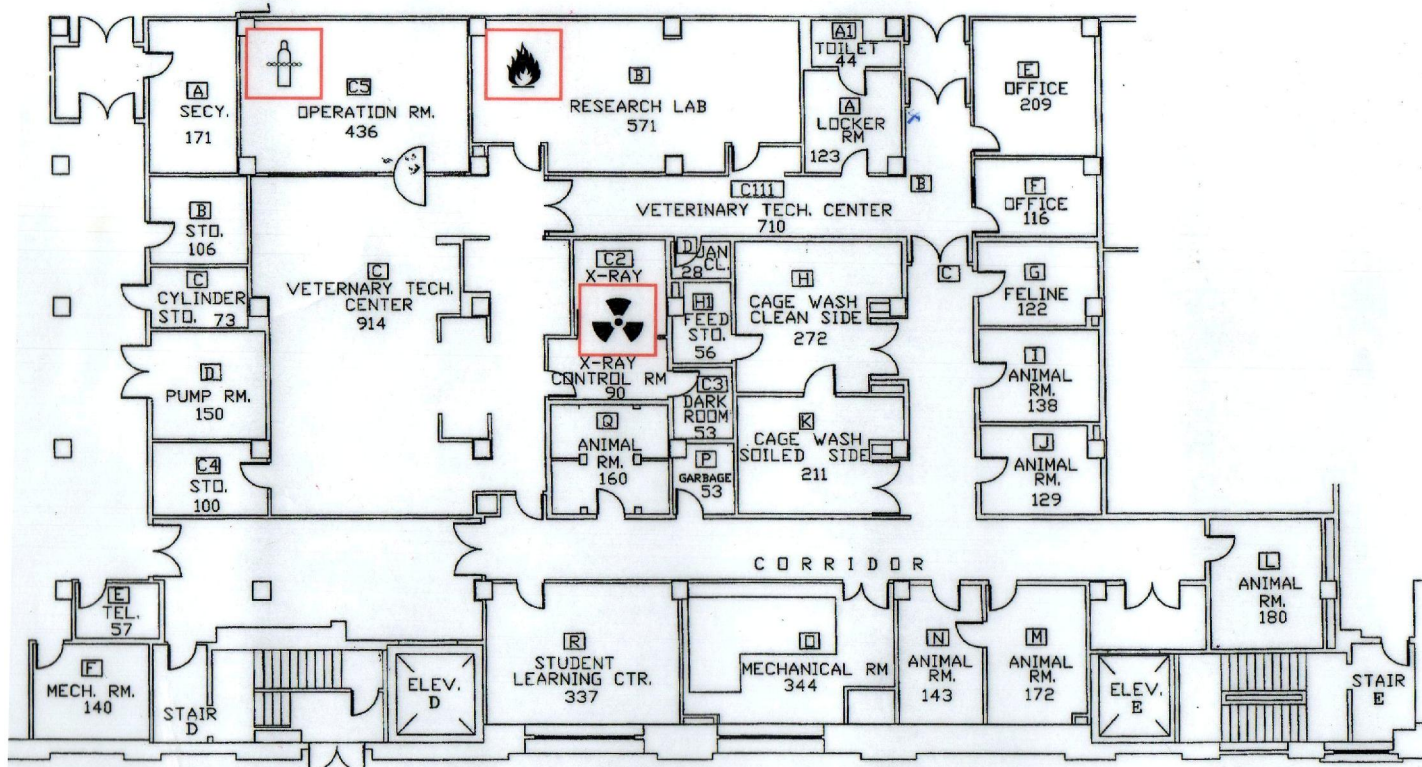
Please note: OSHA laboratory standards prohibit manual recapping of syringes in the laboratory setting due to the potential biohazard of some laboratory substances. In veterinary clinics, these standards are not currently applied. To mimic and comply with OSHA laboratory research standards, your instructor should appropriately advise you to treat needles & syringes as a single unit and dispose of them as SHARPS in the correct containers.

**APPENDIX B**

LaGuardia Community College  
 Veterinary Technology Center

**VETERINARY TECHNOLOGY CENTER - C106**  
**Floor Plan**

KEY					
A	Locker Room	A	I	Animal Room	I
AI	Restroom	AI	J	Animal Room	J
B	Research Lab	B	K	Soiled Side Cage Wash	K
C	Surgical Prep Lab	C	L	Flushable Animal Room	L
C 1	X-Ray Control Room	C 1	M	Flushable Animal Room	M
C2	X-Ray Room	C2	N	Flushable Animal Room	N
C3	Darkroom	C3	O	Mechanical Room	O
C4	Storage Area	C4	P	Facility Freezer	P
C5	Operating Room	C5	Q	Cubicle Room	Q
D	Janitor Closet	D	R	Student Learning Center	R
E	Manager's Office	E	C105-C	Cylinder Storage	C 105 C
F	CLT Office	F	C105-D	Pump Room	C 105 D
G	Animal Room	G			
H	Clean Side Cage Wash	H			
H1	Feed Storage	H1			



**LaGuardia Community College Veterinary Technology Teaching Center**

**Hazard Locations**

**APPENDIX C**  
LaGuardia Community College  
Veterinary Technology Center  
**STUDENT ANIMAL CARE REQUIREMENT (12/11)**

**Animal care and husbandry are integral parts of course material in the Veterinary Technology program.** Students enrolled in the Veterinary Technology program are responsible for the daily morning care of animals in the facility, including weekends, holidays and intersession periods. Students will choose animal care days based on a lottery system. Failure to report ("no-show") for an assigned student animal care day will result in an "F" grade (or 10 day penalty and loss of grade points for first year students) for the course as listed below. Please Note: a) Points for the quality of work performed in animal care and husbandry are part of the student's Research Animal Techniques or Veterinary Nursing grades, as listed in course syllabi. The Pass/Fail animal care attendance rules apply to the class, listed below, in which the student is actively enrolled for that particular 12 or 6 week semester:

Animal care is required for all students enrolled in the following courses:

<b>Research Animal Technology</b>	<b>Veterinary Nursing I</b>
<b>Veterinary Laboratory Techniques</b>	<b>Veterinary Nursing II</b>
<b>Veterinary Radiography</b>	

First year Clinical Phase students:

- 1) Missing 1 day of animal care in the Research Animal Technology course will result in the assignment of 10 additional days of Animal Care and a loss of 20 Animal Care grade points (equivalent to 5% of a student's grade).
- 2) Missing a second day in the Research course will result in an "F" for the course.

Second year Clinical Phase students:

- 3) Missing ANY DAY of animal care in the second year VN I, VN II, VLT, and/or Vet. Radiography courses will result in an "F" for that course.

**Please note:** Weekend and holiday animal care begins at 8:00 am. Students that have not reported for their assigned animal care day **by 11am** will be considered as "no-show" and care of the animals by VT staff or another student will begin at that time. After 11 am, a student will not be permitted to start their animal care for that day. Animal care and cage washing must have a technician present and a census count signed off upon by two people, as listed in the written protocols in this manual.

**\*\* In addition, failure to complete all animal care responsibilities by 12 noon will result in the lowering of a student's total Animal Care Points for Veterinary Nursing or RAT class by 50%. If a student does not complete animal care before 12 noon a second time in the same semester, and for each subsequent time, their final grade in the respective RATS or Veterinary Nursing class will be dropped by a full letter grade each time thereafter.**

**A student who feeds an animal with a "DO NOT FEED" card will lose points from his/her animal care grade, and will be required to do 3 extra days of animal care, in addition to his/her regular schedule.**

All students are required to sign an agreement that they will abide by the requirements of, and accept the penalties of non-compliance with, the animal care responsibilities of our students. This agreement is mandatory.

My assigned days for animal care for the current \_\_\_\_\_ semester are: \_\_\_\_\_

**\*\* Regardless of the reason, if a student cannot fulfill his/her obligation on an assigned day, it is his/her responsibility to find an emergency substitute student and to notify the college technician. You may work together with classmates and a buddy system is strongly encouraged, although you are ultimately responsible for your respective animal care day.**

**\*\* Students may switch their assigned block of days by properly completing the "Animal Care Block Change Form" and appropriate procedures. Seven-day advance notice must be provided in order to switch blocks.**

**In the case of an emergency a CLT must be notified immediately**

**I understand and accept the above conditions of the Student Animal Care Requirement.**

Print Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_



**Appendix D**  
LaGuardia Community College  
Veterinary Technology Center

**ANIMAL CARE BLOCK CHANGE REQUEST FORM (Revised 8/10)**

**Animal care and husbandry are integral parts of course material in the Veterinary Technology program.** Students enrolled in the Veterinary Technology program are responsible for the daily care of animals in the facility, including weekends, holidays and intersession periods. Students are assigned blocks of animal care days based on a lottery system and must complete their total number of days.

If a student cannot fulfill his/her obligation due to other commitments, it is his/her responsibility to find a substitute student willing to switch with him/her. The Veterinary Technology program policy dictates that said students must switch the **entire block of days**, not specific days during the block. It is imperative that each student be responsible for an entire assigned block so that he/she will receive proper credit. **Please remember that failure to satisfy the student animal care requirement will result in an "F" grade for the course.**

Students may ask for an Animal Care Block Change Request Form from the college laboratory technician. It must be filled out properly, signed by BOTH students, and approved by the CLT. Before final approval, **both students involved must contact the college laboratory technician in person during posted hours for Change Requests to acknowledge the request.** This change form alone will not be sufficient for final approval. A change request form must be submitted at least seven days in advance from the animal care date of both students requesting the change.

Filling out and signing this form indicates that the students have read, understood and accepted the above conditions of the Animal Care Block Change Request Form.

	STUDENT 1	STUDENT 2
Print name	_____	_____
Signature	_____	_____
Date submitted	_____	_____
Currently assigned block dates	_____	_____
Requesting these block dates	_____	_____

TO BE RETURNED TO STUDENT 1 UPON APPROVAL BY COLLEGE LABORATORY  
TECHNICIAN

Date approved:

The change request for your assigned block of animal care days

from \_\_\_\_\_ to \_\_\_\_\_ has been approved.

Signature: \_\_\_\_\_

## APPENDIX E

LaGuardia Community College  
Veterinary Technology Center

### Standard Operating Procedures ANIMAL MEDICAL EMERGENCIES

1. **If a technician or veterinarian is in the VTC, get these staff members immediately to assist you.**
2. **If a staff member is unavailable, administer the appropriate first aid** (Clean fresh wounds with soap and water, apply pressure bandage for hemorrhage, etc.). Look for supplies in the medication box, which is located on the stainless steel cart.
3. **Check the animal's vital signs and record:**
  - a. Temperature, pulse & respiration rates
  - b. Appetite, fecal & urine output
  - c. Hydration
  - d. Mental state (depressed/quiet, bright/alert) & physical activity level
  - e. Overall condition
4. **Call the college veterinary technician.** The veterinary technician will determine whether or not further attention is needed based on your reporting the animal's condition. If leaving a message, please provide: date, time, your name, telephone number, and location.

<b>Janine Cappadona, LVT</b>	<b>(h) 718 351-5006</b>	<b>(c) 917 669-1111</b>
<b>Cesar Colon, LVT</b>	<b>(c) 646 239-9591</b>	<b>(other) 646 321-2987</b>
<b>Naomi Lingenhol, LVT</b>	<b>(c) 917-682-6370</b>	
<b>Melissa Ortiz, LVT</b>	<b>(c) 347- 538-3500</b>	

**These numbers are provided for EMERGENCIES only. If one contact attempt is unsuccessful, please continue down the list of emergency contacts until you are able to speak with a VT Staff member.**

5. **For dogs, cats and rabbits only:** Contingency plans are in place for advanced medical care for Program animals. Call a college veterinary technician immediately as described above.

**APPENDIX F**  
LaGuardia Community College  
Veterinary Technology Center  
Standard Operating Procedures  
**ALL ANIMALS**

1. Check the health status of all animals and report abnormalities to the Veterinary Technician at x5765/5761 or Room C106E. First, perform a head count of all dogs, cats and rabbits to be sure all animals are present and accounted for. This is a physical count and does not need to be written on the census sheet. The census sheet should only be filled out if you are in the process of running a cage wash.
2. Automatic timers control the lighting in the animal rooms. Make sure the light switch is in the AUTO position and the timing mechanism is positioned at the present time. The white knobs/ metal tabs around the periphery of the dial should indicate that lights turn on at 6 AM and off at 8pm.
3. Provide clean fresh water to all water bottles and bowls that are not at least half full. (See Appendix G for exception) Check proper function of the automatic watering system by depressing the sipper tubes of each cage in use. Water should flow readily when the valve is depressed.
4. Record humidity & temperature on the Daily Activity Log for all animal-holding rooms. The *"Guide for the Care and Use of Laboratory Animals"* states 40 - 60 % as an acceptable range for relative humidity. The acceptable temperature range is 64 - 72 F. Deviations for both should be noted on the Daily Activity Log. Entries must be made daily, and all entries must be in black ink.
5. Check all supplies and re-stock those in need of replenishment. All supplies must be stored in a neat and clean manner. Keep the interior of the food storage bins free of any loose food pellets. Please clean and mop up the room after you are finished. If inventory is running low, please inform the CLT.
6. Spray tabletops, supply carts and the sink area, including all pipes, thermostats and door jams, with disinfectant spray and wipe dry with paper towels. Disinfectants are mixed according to manufacturer's directions and are already provided by the Sr. CLT/ CLT.
7. Sweep and mop all of your assigned areas in the facility. Mops, buckets, wringers and detergents are located in the Janitor Closet, Room D. Return these materials to Room D after use. Please keep the large bottles in the slop sink. Replenish supplies as needed. Thoroughly rinse the mop, bucket and wringer in the slop sink and hang the mop to dry after use. Water in buckets should be changed with each use and mops should be washed and disinfected after each use. Mop heads will be changed once a month according to the posted schedule on Room D door.
8. Remove all garbage, towels, paper towels, and spray bottles from all rooms. Soap and sponges must be kept on the shelves above the sink when not in use in rooms L and N. A yellow trashcan is located outside Room K is designated for cat care. A blue can located outside of room N is designated for Dog care. Use two garbage bags to line the trashcans. When it is half-full or smelly, tie the bags individually upon themselves, bring it to the loading dock and empty it in any of the large garbage containers located there. Garbage must be removed daily and is done by the responsible animal care person.
9. Perform animal treatment, if a green treatment card is on the animal's cage card or in the animal's individual chart. (This is the responsibility of the cat care person. There will be an exception for surgical patients during midterm week.) Upon completion of treatments, initial

the treatment sheet that is in the animals chart as well as write it onto the medical evaluation sheet.

10. Remove all garbage from all rooms. A yellow trashcan is located outside Room K. Use two garbage bags to line this trashcan. When it is half-full or smelly, tie the bags individually upon themselves and place in the blue trash bin located by the rear exit door, outside room R. When all other animal care duties are completed, take blue bin to the loading dock and empty it in any of the large garbage containers located there. Retrieve any empty blue bins and wash them in Room K. Invert to air dry. Garbage must be removed daily!!
11. Perform animal treatment if indicated in the animal's individual chart. Upon completion of treatments, sign the treatment sheet that is in the chart.
12. Perform the daily flush of the automatic watering system and sign the appropriate log. (This is the responsibility of the cat care student)
13. Sanitize animal caging and feeding implements according to the directions and schedule found in the SOP entitled Cage Wash Room.
14. Feed, exercise and clean all animals as indicated by the individual species SOPs.
15. A cage card, with a description of the animal, is attached to the animal room doors. It should remain on the appropriate room at all times and pertinent information noted should be recorded in the appropriate animals chart.
16. Complete the Daily Activity Log for each room. Each room has a separate activity log. All log notebooks are stored in the blue Rubbermaid bin, which is located on the stainless steel cart.

## APPENDIX G

LaGuardia Community College  
Veterinary Technology Center

### Standard Operating Procedures RODENTS

1. Complete SOP entitled ALL ANIMALS.
2. Provide ample supply of Purina Rodent Chow by filling any food hopper. Rats should have no more than **2 cups** of chow in the hopper. Mice should have no more than **1 cup** of chow in the hopper. Rodents are fed ad libitum. Rodents that are under or over fed will have point deductions. Food should not be thrown out on a daily basis. Instead measure the remaining amount and refill quantity necessary. Water bottles should be rinsed and refilled  $\frac{3}{4}$  of the way daily. Please use the larger bottles for the rats and smaller bottles for the mice.
3. Rodents are housed in polycarbonate shoebox cages with stainless steel wire bar covers. These cages utilize direct or contact bedding. Clean shoeboxes are lined with a thin layer of substrate, located in blue bin inside Room Q. Shoeboxes require the use of water bottles. Shoebox cage styles are listed below:

<u>Cage Name</u>	<u>Species Housed</u>	<u># Housed</u>	<u>Cage Height (")</u>	<u>Cage Length (")</u>	<u>Cage Width (")</u>
Small Mouse	Mice	5 (4)	6	11	7
Large Mouse	Mice	15 (12)	6	17	9.5
Rat	Rat, Hamster	3	8	17	9.5
Large Rat	Rat	15	18	118	115
Guinea Pig	Guinea pigs	13	18	118	115

4. All used rodent caging is cage washed on **Sundays and Thursdays**. Shoebox bottoms are completely exchanged for clean cages with fresh bedding. The used shoeboxes are sanitized in the cage washer.

The amount of bedding should be: **Rats- 1 scoop and Mice  $\frac{1}{2}$  scoop**. The used shoeboxes are sanitized in the cage washer.

Shoe boxes that are designated for lab will be cage washed on Sundays and should **NOT** have bedding.

5. **Cage Wash use:** All rabbits, rats and mice in the room must be accounted for. Rodents are to be placed in new cages and an animal census count of all animals in the room is to be performed by two animal care handlers **after** placing the cages in the cage washer but before running a cycle. The rabbit, rat and mouse census counts are to be logged on the census sheets which are located in a binder in the Rubbermaid container on the stainless steel cart and initialed by both animal care handlers. If there are any questions regarding the room census, please consult with a laboratory technician before beginning cage wash. In addition, an animal census count of **all** animals in the facility is to be performed by two animal care handlers. (This can be either first or second year students). If there is only one animal care handler on premises a VT staff member can sign the census with you. Cages are to be checked twice to be sure no animals are in or on these cages before placing them in the cage wash. The cage washer itself must be physically inspected to ensure that it is empty of all animals and bedding. Consult the SOP entitled Cage Wash Room for further details.
6. All wire tops are sanitized in the cage washer every week (Thursdays and Sundays).
7. All rodent and rabbit water bottles are sanitized in the cage washer every week (Mondays) using the appropriate bottle rack holders. This is the responsibility of the rodent care student.

8. Any cage that is heavily soiled or flooded should be changed regardless of the day of the week.
9. Any cage that has a newborn litter should not be disturbed. Cages may be changed when the litter is 3 days old. Record birth dates of litters on the cage card.
10. Weanlings should be separated from the parents at 3 weeks of age. Weanlings should be separated by sex and housed accordingly. Cages with weanlings and young pups may receive several food pellets on the cage floor to promote eating.
11. All rodent and rabbit enrichment should be sanitized in the cage washer every week using the appropriate racks. This is the responsibility of the rodent care student.

**APPENDIX H**  
LaGuardia Community College  
Veterinary Technology Center  
  
Standard Operating Procedures  
**RABBITS**

1. Complete SOP entitled ALL ANIMALS.
2. Rabbits are fed Purina Rabbit Chow in food hoppers, which are attached to the outside of each cage. Rabbits are fed ad libitum. To prevent rabbits from becoming overweight and having intestinal problems they should be only fed 2 cups per day. Food should not be thrown out on a daily basis. Instead measure the remaining amount and refill quantity necessary. Please leave an inch of air at the top of the water bottle as to not fill it all the way. Timothy hay can be placed in the cages as an additional dietary supplement.
3. Rabbits are housed in stainless steel cages. Most feces and urine fall through a grid and are collected in a cage tray beneath the grid. To clean the cage tray, roll up the paper liner and dispose into the trash. Cage trays are hand washed with disinfectant, rinsed and wiped dry. A fresh liner is replaced on the tray. \*(See note below)\*. Cage trays are cleaned in this manner on **SUNDAY, WEDNESDAY AND FRIDAY**. Please hand-clean all enrichment devices on Mondays and Thursdays.

*\*A commercially available cardboard liner, called DAKBOARD, may be used to line rabbit and rodent cage trays. If this material is not available, line the cage tray with newspaper and a thin layer of aspen bedding*

4. Rabbit racks, trays, grids and food hoppers, are sanitized in the cage washer every **WEDNESDAY**. All animals in the facility must be accounted for and a census sheet must be filled out for every cycle run through the cage washer. Rabbits are to be placed in new cages. The rabbit, rat and mouse census counts are to be logged on the census sheets which are located in a binder in the Rubbermaid container on the stainless steel cart, and initialed by both animal care handlers. If there are any questions regarding the room census, please consult with a laboratory technician before beginning cage wash. In addition, an animal census count of **all** animals in the facility is to be performed by two animal care handlers. This can be either first or second year students. If there is only one animal care handler on site, a staff member can sign the census with you. Cages are to be checked twice to be sure no animals are in or on these cages before placing them in the cage wash. Any empty feed dishes or pans are to be placed into the cage banks **BEFORE** placement of the bank in the cage wash. **IMMEDIATELY** before wheeling the cage bank into the cage washer on the dirty side, the cage washer itself must be physically inspected to ensure that it is empty of all animals and bedding. Consult the SOP entitled Cage Wash Room for further details. Rabbit water bottles are to be cage washed on Monday and enrichment on Tuesdays. This is the responsibility of the rodent care student.
5. The **Daily Rabbit Observation Sheet** must be filled out in addition to the Rabbit room log each day. These sheets are kept in a binder in the blue Rubbermaid container on the stainless steel cart. Please thoroughly record the amount of water in ml left in the bottle prior to refilling. Each day the food must be weighed in cups, record the remaining amount left in the log, and then add more food to equal 2 cups. (each rabbit should have a total of 2 cups at the start of the day after weighing) The food must stay consistent from hopper to hopper and should not be mixed from one cage to the other. In addition, you must record the urine and bowel movement. Follow the directions as stated on the sheet.

## **STANDARD OPERATING PROCEDURE**

### **Rabbit Enrichment**

#### **I. PURPOSE**

The purpose of this standard operating procedure is to provide proper enrichment and social interaction for the rabbits housed at the Veterinary Technology Center at LaGuardia Community College.

#### **II. RESPONSIBILITY**

It is the responsibility of the veterinary professionals as well as the students to assure that the rabbits that are housed in the Vet. Tech center are given the opportunity to exercise.

#### **III. PROCEDURE**

The rabbits housed in the Veterinary Technology Center receive enrichment in various ways.

- a. All rabbits will receive at least one form of enrichment in their cage. It may be a hut, ball, plastic dumbbell, or treats. All enrichment must be washed by hand with dish detergent and rinsed thoroughly and alternated by bank on Mondays and Thursdays.
- b. Enrichment will take place in the Q room. During enrichment the enrichment mat should be placed on the floor, (this can be found in the J room). All bio doors must be closed, and only one rabbit may be out of their cage at a time. Each rabbit should have 15 minutes of enrichment at a time. The exercise area will have fresh food, water, hay, as well as any enrichment devices listed in letter **A** available during the period the animal being exercised. Food and water should be kept in separate metal dishes. (Please see enrichment sign up sheet to see which rabbits you will be allowed to enrich and at what times.)

#### **IV. SAFETY CONSIDERATION**

- A. When placing animals onto the exercise mat for the first few exercise periods, the CLT will monitor the rabbits very closely for any signs of stress.
- B. If an animal is being unduly stressed due to exercise, the veterinary services staff should be notified to monitor the animal.
- C. Please always use proper restraint when transporting or handling rabbits. Refer to your S.O.P., R.A.T.S. handbook, or one of the veterinary staff if you have questions about handling rabbits.
- D. UNDER NO CIRCUMSTANCES SHOULD MALE AND FEMALE RABBITS BE ALLOWED TO INTERACT.



## APPENDIX I

LaGuardia Community College  
Veterinary Technology Center

Standard Operating Procedures  
FELINES

1. Complete SOP entitled ALL ANIMALS.
2. Provide food to cats according to the directions provided on the door. Generally, cats are fed twice daily. Every morning each cat receives one-half can of Hill's Feline Maintenance Diet. Wet food should be fed separately. This bowl should be washed and removed from the cage as soon as the cat has consumed the food. Hill's Feline Growth Diet may be substituted for pregnant females and kittens. Two feeding stations (consisting of two bowls dry cat food and two bowls water) must be left out in the "G" room at all times. Please fill the dry food bowls according to the specifications on the door. One feeding station (consisting of one bowl dry cat food, and one bowl water) must be left out in the "I" room at all times. Please fill the dry food bowl according to the specifications on the door.
3. Cats housed temporarily within cat cages, even just for a few minutes, must have two bowls properly placed in the bowl holders before the cat is placed in the cage (unless the bowl holder spaces are covered).
4. Hand wash all cat food and water bowls daily with the approved disinfectant. Rinse thoroughly and dry. Please use the sink on the clean side of cage wash to wash the bowls. Rinse thoroughly and air dry on the shelf above. When dry put the bowls away in the J room. Make sure that the sink is cleaned from any food or debris.
5. Cat litter pans are emptied into the trash; hand washed with the approved disinfectant, dried, relined with newspaper and a thin layer of litter, and replaced **Daily**. (Please use the designated yellow trash can outside of room K.) Be sure not to put litter down the sink drains. When cats have "free run" of the room, litter boxes will be kept in bottom cages only. Four litter pans should be provided in Feline room "G", and are to be placed in the bottom four cages, the doors to the cages must be left open. Two litter pans should be provided in Feline room "I", and are to be placed in the bottom two cages, the doors to the cages must be left open.
6. Bottom cages **MUST** have 2 bowls in the designated slots even if the cage doors are open. Top cages should remain open; however in the case where they must be closed, bowls should be put in the slots.
7. Cat cages and cage racks should be sprayed with the approved disinfectant and wiped dry with a paper towel **daily**. Cats should not be in the cages while spraying with disinfectant. The bottom trays need to be lined with fresh newspaper daily.
8. Individual animals should be exercised for at least 30 minutes each day. Compatible cats may be allowed to exercise together in the room during the day. Females in heat are **NOT** allowed contact with males.
9. All cat racks with accompanying litter pans, grids, trays and bowls should be sanitized in the cage washer each **Saturday**. Before removing a cage bank from a cat room for placement in the cage wash, all cats are to be accounted for and safely placed in carriers or in other banks of cages in the room. An animal census count of all animals in the room is to be performed by two animal care handlers **AFTER** placing the cages in the cage washer but before running a cycle. The feline census counts are to be logged on the census sheets which are located in a binder in the Rubbermaid container on the stainless steel cart and initialed by both animal care

handlers. If there are any questions regarding the room census, please consult with a CLT before beginning cage wash. In addition, an animal census count of **all** animals in the facility is to be performed by two animal care handlers (This can be either first or second year students). If there is only one animal care handler on premises a VT staff member can sign the census with you. For more information, consult the SOP entitled Cage Wash Room.

10. When washing bowls, litter pans or other small objects, lock them inside one of the cat cages so they do not fly around inside the cage washer. Place bowls and pans on end so they can drain. Properly stack cage grids and trays inside the three left sidewall shelves of the cage washer. They should be contained behind the rotating bar so they do not obstruct the carriage system, which travels the length of the cage washer. The carriage system sprays water from the jets.
11. Feline caretakers are required to do treatments on **ALL** facility animals (Dogs, Cats, Rodents, Rabbits, etc.). An animal treatment is warranted, if a green treatment card is on the animal's cage card or an updated treatment sheet in the animal's individual chart. (This is the responsibility of the cat care person. (Exception will be for surgical patients during midterm week.) Upon daily completion of treatments, initial the treatment sheet that is in the animals chart as well as write it onto the medical evaluation sheet.
12. Feline caretakers are also required to do laundry. Any towels that are dry, need to be folded and sorted accordingly. Any laundry that is in the basket needs to be washed. ALL laundry in the washing machine that had a finished cycle, or if the laundry finishes by the time you are completing your animal care, will need to be hung up to dry. This is part of your duties and will also need to be done before the 12:00pm time limit. PLEASE NOTE: Time management is important. It is advised that laundry be started as one of the first duties, after checking the health status of the animals. This is to ensure that you have plenty of time for the laundry cycle to finish and to hang the laundry.
13. Feline caretakers are responsible for sweeping and mopping the following hallways. Starting at the J room, down to the double doors of the entrance, and then the hallway from the CLT offices to the double doors of the C laboratory. These floors also include the Clean and dirty sides of cage wash and the A room.  
Please place a "caution: wet" sign in the hallway while the floors are drying.

## APPENDIX J

LaGuardia Community College  
Veterinary Technology Center

### Standard Operating Procedures **CANINES**

1. Complete SOP entitled ALL ANIMALS.
2. Provide food to dogs according to current directions provided on the door. Generally, dogs are fed once daily. Each morning each dog receives ½ can of Hill's Canine Maintenance Diet mixed with 1 cup (8 ounces) of DRY Hill's Canine Maintenance Diet. Feed quantity may vary slightly with size, age and weight. Hills Canine Growth Diet may be substituted for pregnant females, pups, and dogs in need of weight gain. All dogs must be fed separately. Please check the doors and/bulletin boards for any updates on food or housing changes
3. Hand-wash all dog food and water bowls daily in the N room with the approved disinfectant. Rinse thoroughly and dry. Once the bowls are dry they need to be put away. Make sure all sponges and spray bottles are put on the shelves as to ensure that there is no ingestion.
4. Individual animals should be exercised for at least 30 minutes each day. Compatible dogs may exercise simultaneously. Intact females are NOT allowed to have contact with males. Dogs should be returned to their assigned kennels before animal care is considered completed. Transfer cages must be cleaned thoroughly after every use.
5. To clean individual kennels, remove the animal and allow it to exercise in Room M. Turn the faucet which regulates water in the trough side pipes ON. Turn the Strahman hose station water faucets ON. Flush all kennels from front to back with clear water. Enter the kennels and flush all fecal material down the center drain in the trough. Flush the center trough drain by depressing the circular button on the wall mounted flush panel for 30 seconds. Fill mop bucket with water from the hose in the room L or N, add the appropriate amount of disinfectant into the bucket. Using your deck brush, continue with the cleaning of the kennels. Remove the racks so you can clean and rinse underneath. If there are large pieces of feces, you may need to pick them up and dispose of them in the trash. When replacing the racks, make sure they are fitted properly so the dogs do not get their feet/toes caught. Cages, glass, walls, door jambs, sinks, floor drains and floors must be thoroughly cleaned and dried. Please use the designated blue trash can outside of room N.)
6. All dog bowls should be sanitized in the cage washer each **Saturday, along with the cat racks**. For more information, consult the SOP entitled Cage Wash Room.
7. Dog kennels in Room N are equipped with raised slatted floors, which are removed from the kennel and cleaned every day. The drain must also be cleared of any feces.
8. All squeegees and scrub brushes must be stored in the rooms with the bristles facing the ceiling and the handles as far from the floor as possible.
10. Dog caretakers are responsible for sweeping and mopping the following hallways. Starting at the L room, down to the double doors of the loading dock. Please place a caution wet sign in the hallway while the floors are drying.

# **STANDARD OPERATING PROCEDURE**

## **Canine Enrichment**

### **I. PURPOSE**

The purpose of this standard operating procedure is to provide proper enrichment and social interaction for the canines housed at the Veterinary Technology Center at LaGuardia Community College.

### **II. RESPONSIBILITY**

It is the responsibility of the veterinary professionals as well as the students to assure that the canine that are housed in the Veterinary Technology Center are given the opportunity to exercise according to IACUC and USDA guideline.

### **III. PROCEDURE**

B. The canines housed in the Veterinary Technology Center receive enrichment in various ways.

- a. Students will allot one hour of time to enrich the animals. Students will sign up on the enrichment sheet on an allotted time 1 hour frame. The time should be split between the males and females giving them at least one half hour of enrichment. Students may work in pairs.
- b. Enrichment will take place in the playroom (Room M). During enrichment all doors must be closed. Canines are not to be left unattended during their enrichment (especially when toys are in use).
- c. The exercise area contains an automatic watering system which will allow the dogs to have a water source. The canines are offered enrichment devices which have been previously approved by the Veterinary Technology staff. Enrichment devices can be found in Room J or obtained by from a Veterinary Technology staff member.
- d. All enrichment devices must be hand washed before being returned.
- e. When finished with the allotted enrichment exercise hour, the playroom will need to be properly cleaned and disinfected.

### **IV. SAFETY CONSIDERATIONS**

- E. When placing animals into Room M for the first few exercise periods, the laboratory animal technician/students will monitor the canines closely for any signs of stress or aggression towards each other. Enrichment devices will not be permitted until it is deemed appropriate and safe by a Veterinary Technology staff member.
- F. If animal aggression is observed, proper handling measures should be taken as described on pg.12 of the SOP manual, the Veterinary Technology staff should be notified immediately.
- G. If enrichment devices are being used, caution is to be taken so that dogs do not swallow any enrichment items, other than edible ones.
- H. When enrichment devices are in use students should make sure that there is a minimum of one enrichment device per canine.
- I. UNDER NO CIRCUMSTANCES SHOULD MALE AND FEMALE CANINES BE ALLOWED TO INTERACT.

## **APPENDIX K**

LaGuardia Community College  
Veterinary Technology Center

### Standard Operating Procedures **AUTOMATIC WATERING SYSTEM FLUSH**

The automatic watering system should be flushed each day. There are three red handled valves in the facility. Each drains into a sink. They are located in Rooms G, N and Q. The pressure reducing station is mounted on the wall in between Dog Rooms L and M.

To flush the system:

1. Open the pressure reducing station, by pulling down on the two black finger levers and allowing the panel to swing down. You will see a pressure gauge in the lower left corner. Adjacent to the pressure gauge is a red handled valve. OPEN this valve.
2. Open all three red handled valves in Rooms G, N and Q. Please note the order in which they were opened. A valve is OPEN when it is in line or parallel to the attached stainless steel piping. A valve is CLOSED when it is at right angles or perpendicular to the attached stainless steel piping.  
Further to the right side of the pressure reducing station, you will see another red handled valve, which is attached to a blue covered filter. DO NOT TOUCH THIS VALVE.
3. Allow the water to flush for five minutes.
4. Turn the red handled valve in the pressure reducing station OFF first. Then proceed to Rooms turning the valves off in reverse order. (G, N, Q). Failure to turn off any other way may result in the system backing up.
5. The pressure in the pressure reducing station will read 3 psi during normal function. During the flushing process, the pressure gauge will register 9 - 12 psi. If the pressure gauge registers any other number, contact the Veterinary Technician. Please make sure to completely close the reducing-valve station door.
6. Complete the Daily Automatic Watering Flush Log after the flush procedure is complete. The log is found in the clear bin with the blue top on the stainless steel cart.

## APPENDIX L

LaGuardia Community College  
Veterinary Technology Center

### Standard Operating Procedures AUTOMATIC WATERING SYSTEM SANITIZATION

The automatic watering system should be sanitized once a month. Filters are changed at this time as well. To sanitize the system:

1. Render all animals OFF line, by removing the animals from the room or disconnecting all racks from the recoil hoses.
2. There are three red handled sink valves, one each in Rooms Q, N and G. OPEN all three.
3. Turn the main water supply valve OFF. This valve is the red handled valve located in the lower right hand corner of the pressure reducing station. The valve is OFF when the red handle is perpendicular to the attached piping. Above the sink in Room H, there is a silver colored valve near the ceiling. Turn this valve OFF also.
4. The pressure gauge in the pressure reducing station now reads zero because there is no water in the system.
5. Remove and discard the two used water filters. The filters are located in the blue filter housing units. One filter is located in Room H above the sink the other filter is in the pressure reducing station. Filter housings can only be unscrewed if pressure reads zero. Reduce pressure in Room H by inserting the male adapter into the recoil hose.
6. Wash the blue filter housings and then fill each 1/4 full with Clorox bleach. Screw the blue filter housings back into place.
7. Turn both main water valves ON. One is located in the pressure reducing station. The other is above the sink in Room H.
8. Allow water to run through pipes until the bleach odor is present in the animal rooms. Attach a quick disconnect valve to the recoil hose in Room H. Disconnect the valve when the bleach odor is noticed from the recoil hose.
9. Similarly press the dog lick valves until the bleach odor is detected. This will sanitize the lixit valves as well.
10. Turn the red-handled room valves OFF.
11. Allow the bleach to remain in the pipes for 1 1/2 hours.
12. Open all red handled room valves. Open the dog lick valves by inserting a hypodermic needle cap or cotton applicator stick into the valve and allowing them to drain. Attach a quick disconnect valve to the recoil hose in Room H. Allow water to drain into the sink until NO bleach odor is detected.
13. Leave the valves OPEN until NO bleach odor is noticed.
14. Perform a daily flush of the system until the water is clear.
15. Close the main water supply valve by turning the red handled valve in the pressure reducing station perpendicular to the attached piping.
16. Place a clean filter in both blue filter housing units and screw hand tight back into place.
17. Open the main water valve and perform a daily flush of the system again.

## APPENDIX M

LaGuardia Community College  
Veterinary Technology Center

### Standard Operating Procedures CAGE WASH ROOMS

The automatic cage washer includes prewash, wash, rinse #1, rinse #2, and rinse #3 and exhaust cycles. The doors of the cage washer are HOT during operation. Rinse # 3 uses, 180 F water. Remain CALM when operating the cage washer. Cage washing must be completed during your scheduled animal care hours on the days listed below. Any empty stainless steel litter pans or stainless steel food dishes for cage washing must be placed into the cages BEFORE the banks are wheeled into the cage wash. Then, IMMEDIATELY after wheeling the cage bank into the cage wash on the dirty side and closing the cage washer door, two students and/or staff are to verify that all animals in the facility are accounted for through census counts (which must be recorded on the census sheets), the cages have been thoroughly inspected to ensure that there are no animals in any of the cages, and, before wheeling the cage bank into the cage washer, the cage washer itself must be physically inspected to ensure that it is empty of live animals. The tops of the cage banks and any empty cage spaces between support bars must also be carefully inspected before placing the cages in the cage wash.

1. Soiled cages and racks are brought into the soiled side of the cage wash area, K. After being washed by the automatic cage washer, sanitized equipment is released onto the clean side of the cage wash area, H, where it is prepared for use or stored.
2. The contents of shoebox cages are scraped into the trash. No material should remain in the shoebox. Shoeboxes and lids are then placed upside down on the cage rack for washing.
3. The contents of excreta pans or trays are scraped into the trash. No material should remain in the tray. WASH PLASTIC LITTER PANS BY HAND.
4. Remove cage trays and grids from animal racks. Place these objects securely in the triple tier slots on the far inside wall of the cage washer
5. Water bottles are inverted and placed into the square slots of the water bottle rack. The rack is then placed on the mobile water bottle wash cart. Three racks fit snugly **and should be placed on** the cart, to prevent sliding. The red hose on the cart is attached to the washer connector just inside the cage wash door.
6. Close the Clean side door first. Then, after the cage washer has been inspected to be sure that is empty of live animals, the cage washer is loaded and the dirty cage door closed. Open the steam valve by pulling the white handle along the east wall of the Cage washer down. (This should be done when you first come in to ensure that the steam is up by the time you are ready to run the cage washer) Open the window housing the control panel. Turn the power switch ON.
7. Select the appropriate wash program depending on the contents of the washer. Choices are: rodent, rabbit or bottles. Use the rabbit program when washing rabbit racks. This cycle is programmed to utilize an acid wash in addition to the standard cycles. Use the bottle program when the water bottle wash cart is in use. Use the rodent program for all other washing.
8. The lighted digital display will provide directions. After the program is selected, press START. The washer operates and detergents are dispensed automatically.
9. At the end of the exhaust cycle the washer will beep and the lighted digital display will flash a temperature. Record the temperature on the log which is kept in room K. OPEN DOOR AND REMOVE CONTENTS. Steam may escape as the doors open. **USE CAUTION.** Clean equipment is prepared for use and stored on the clean side of the cage wash area, H.

10. After use turn the steam valve OFF by pushing the white handle on the east wall of the cage washer UP. Open the door to the control panel. Turn the power OFF. Close display door to the control panel.

11. In the event that the cage washer gives an error message I.E.: too long in sump or too long to fill, press the alarm reply button, followed by the By-pass Phase button. Then press the start cycle button. This should leave you where the cage washer faltered. It will not rerun a whole new cycle. If there is a system carriage failure, please notify an LVT. The by-pass phase will not work for that issue until it is corrected by a trained staff member.

12. Both the clean and dirty sides of the cage-wash room must be swept and mopped at the end of the last cage wash cycle of the day. This will be the responsibility of the cat care student unless a cage wash cycle is being run. In those instances, the responsibility will be on the current student running a cage wash cycle.

13. All Feline cages must be prepped for the following week by adding fresh newspaper to the clean trays.

14. All metal canine and feline food and water bowls, including all feline metal litter pans, should be washed on Saturday, the feline cage-wash day. Place the bowls and pans inside the Cat cages, remembering to close and lock the cage doors to prevent the bowls from flying out of the cages, damaging the cage-washer.

15. Cages are sanitized according to the following schedule:

<b>Monday:</b>	<b>Rodent and Rabbit water bottles (done by rodent care student)</b>
<b>Tuesday:</b>	<b>Rodent and Rabbit enrichment (done by rodent care student)</b>
<b>Wednesday:</b>	<b>Rabbit caging</b>
<b>Thursday:</b>	<b>Rodent caging, wire tops</b>
<b>Saturday:</b>	<b>Cat Caging, metal litter pans and cat/dog bowls</b>
<b>Sunday:</b>	<b>Rodent caging and wire tops</b>

16. At the end of the cage wash day, the machine must be properly shut down by turning the control panel off and the steam valve must be place back into the perpendicular position. The large metal panel door must also be closed and secure.



## APPENDIX N

LaGuardia Community College  
Veterinary Technology Center

### Standard Operating Procedures Radiology

**NO EXCEPTIONS!! NO ONE** is permitted in the X-Ray room while X-rays are being taken. In case of emergency, contact the Veterinarian or Technician in charge.

**NO EXCEPTIONS!! DO NOT** enter processing room while red light is on, and the door is closed. Knock first and wait for an answer or for red light to go off.

**NO EXCEPTIONS!! NO ONE** under the age of eighteen is permitted in the radiology suite. If you are or think you may be pregnant, it is your responsibility to alert your professor and/or the laboratory technician.

All animals anesthetized are to be continually monitored, as in a surgical procedure, on the anesthesia report form, until the animal is awake and returned to its cage. Anesthesia Forms are given out at the beginning of the lab class and are to be completed and turned in to the Technician in charge before leaving class.

Any abnormalities noticed concerning equipment, animals, supplies, etc. are to be brought to the immediate attention of the Technician in charge.

Enter information in logbooks:

- |                                |                                 |
|--------------------------------|---------------------------------|
| 1) Anesthesia log book (lab C) | 2) X-ray Log Book (x-ray suite) |
| a) Patient                     | a) Date                         |
| b) Species                     | b) X-Ray ## Films               |
| c) Sex                         | c) Animal Name                  |
| d) Weight                      | d) Student                      |
| e) Procedure                   | e) View & Size Film             |
| f) Pre-surg. Assmt*            |                                 |
| g) Student Comments            |                                 |

All equipment is to be returned to normal positions before leaving class.

All materials, (i.e. tape, positioners, ropes, etc) are to be returned to their proper storage area before leaving. All counters, sinks, tabletops are to be thoroughly cleaned with disinfectant before leaving.

All floors (Processing Room, Control Room, X-ray room and Waiting Room) are to be swept and damp-mopped before leaving class.

Type information from logbooks on computer in room "R" in the "animal use records" file.

# APPENDIX O

LaGuardia Community College  
Veterinary Technology Center

## ANESTHESIA RECORD

DATE 9/1/11

Student(s) Name(s) 1. J. Cappadona 2. C. Colon  
3. S. Kopp  
4. J. Jones  
5. S. Smith

Patient Information (Signalment) JC (initial)  
NAME BABY USDA# AX54321  
SPECIES canine/feline BREED beagle/ DSH  
COLOR tri DOB 6/28/10 SEX M/F or MN/FS

Physical Examination JC (initial)

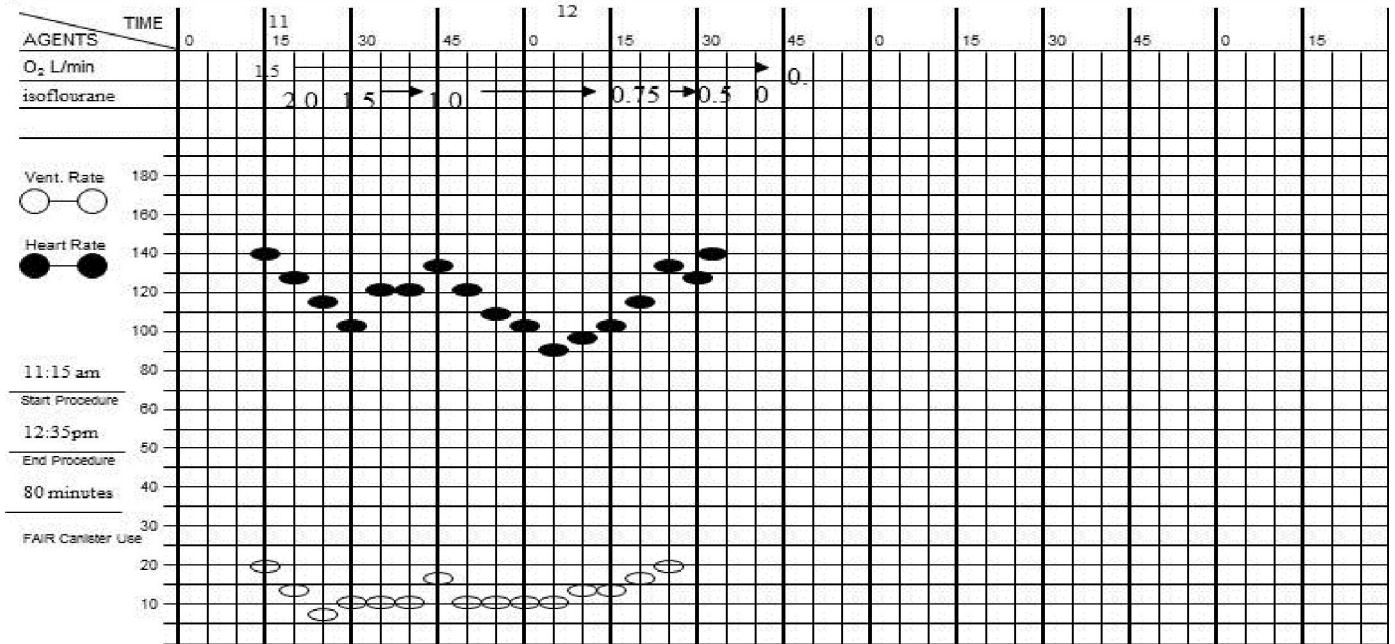
WT (kg) 22kgs	TEMP (F) 101.6 F	PULSE (bpm) 118 bpm	RESP (rpm) 20 rpm	M.M. COLOR pink	CRT (sec) <2sec	HYDRATION adeq	ANESTH RISK (ASA class) 1 2 3 4 5
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Normal? yes Normal? yes Normal? yes

<p><b>HEENT</b></p> <p><input checked="" type="checkbox"/> eyes</p> <p><input checked="" type="checkbox"/> ears</p> <p><input checked="" type="checkbox"/> nose</p> <p><input checked="" type="checkbox"/> throat</p> <p><input checked="" type="checkbox"/> teeth</p> <p style="text-align: center;">WNL</p> <hr/> <p><b>SKIN/HAIR</b></p> <p>Dry? <u>normal?</u> Erythema? <u>no</u> Oily? <u>no</u> Alopecia? <u>no</u></p>	<p><b>HEART/LUNG</b></p> <p><input type="checkbox"/> cardiac rhythm</p> <p><input type="checkbox"/> Eupnea <u>yes</u></p> <p>NSR? (normal sinus rhythm) Arrhythmia? <u>no</u></p> <hr/> <p><b>ABDOMEN</b></p> <p><input type="checkbox"/> bladder palpable <u>yes or no?</u></p> <p style="text-align: center;">WNL?</p>	<p><b>PERIPHERAL LYMPH NODES</b></p> <p><input type="checkbox"/> axillary</p> <p><input type="checkbox"/> inguinal</p> <p><input type="checkbox"/> submandibular</p> <p><input type="checkbox"/> prescapular</p> <p><input type="checkbox"/> popliteal</p> <p>NSF? WNL? <u>no</u> Enlarged? <u>no</u></p> <hr/> <p><b>MUSCULOSKELETAL</b></p> <p>IGF? (in good flesh) <u>yes</u> Overweight? Underweight? <u>no</u></p>
--	--	---

Pre-anesthetic Agent(s) <u>JC</u> (initial)					Induction & Maintenance Agent(s) <u>sk</u> (initial)			
DRUG (mg/ml)	DOSE (ml)	ROUTE	TIME	DRUG (mg/ml)	DOSE (ml)	ROUTE	TIME	
tranquillizer Acepromazine	10mg/ml	IM	10:20am	Ketamine 100mg/ml	0.8ml	IV	11:00am	
anticholinergic Atropine 0.54 mg/ml	0.5 ml	IM	10:21am	Valium 5mg/ml	0.8 ml	IV	11:00am	
other Butorphanol 10mg/ml	0.2ml	IM	10:20am	O <sub>2</sub> + Isoflourane				

MACHINE # 12345  CIRCLE  N.R.  IV  ENDOTRACHEAL INTUBATION: SIZE 6.0 MM; PROBLEMS? no



Record Keeper J. Cappadona

Date Entered into Computer 9/1/11

(over)

Dosage Calculations (Show all work!) \_\_\_\_\_ (initial)

---

Procedures \_\_\_\_\_ (initial)

Extra Comments (if any) \_\_\_\_\_ (initial)

**LaGUARDIA COMMUNITY COLLEGE  
VETERINARY TECHNOLOGY CENTER  
RECOVERY SHEET**

Wt (kgs) \_\_\_\_\_

PATIENT NAME _____	DATE _____
USDA# _____	SPECIES _____
BREED _____	COLOR _____
DOB _____	SEX _____
<b><u>PRE-MEDICATION DRUGS</u></b>	
Time Given _____	Given By _____
<b><u>INDUCTION DRUGS</u></b>	
Time Given _____	Given By _____

**POST OP INSTRUCTIONS**

**All post op meds should be given when TPR is WNL**

<input type="checkbox"/> Rimadyl (NO CATS) 2mgs/kg SQ Dose: _____ Time: _____	
<input type="checkbox"/> Buprenex 0.01mg/kg IM Dose: _____ Time: _____	
<input type="checkbox"/> Butorph 0.2mg/kg IM Dose: _____ Time: _____	
<input type="checkbox"/> Ace 0.02mg/kg IV/IM Dose: _____ Time: _____	Post op meds given by _____
Clean Ears YES / NO <input type="checkbox"/>	
Clip Nails YES / NO <input type="checkbox"/>	

**HEAT SUPPORT IS REQUIRED FOR ALL HYPOTHERMIC ANIMALS**

**FOLLOWING ANESTHESIA/SEDATION.**

TIME	Ext.	30	60	90	2 hrs	3hrs
Temp till normal						
Heart Rate						
Respiration						

FOOD & H2O WHEN AWAKE? YES / NO

EXTUBATION TIME: _____
STERNAL RECUMBENCY TIME: _____
TIME RETURNED TO CAGE: _____
<b><u>Notes:</u></b>

RECOVERY DONE BY: _____
Group Leader (Student 1): _____



## APPENDIX P

# The City University of New York

## Policy against Sexual Harassment

### Policy Statement

It is the policy of The City University of New York to promote a cooperative work and academic environment in which there exists mutual respect for all University students, faculty, and staff. Harassment of employees or students based upon sex is inconsistent with this objective and contrary to the University's non-discrimination policy. Sexual harassment is illegal under Federal, State, and City laws, and will not be tolerated within the University.

The University, through its colleges, will disseminate this policy and take other steps to educate the University community about sexual harassment. The University will establish procedures to ensure that investigations of allegations of sexual harassment are conducted in a manner that is prompt, fair, thorough, and as confidential as possible under the circumstances, and that appropriate corrective and/or disciplinary action is taken as warranted by the circumstances when sexual harassment is determined to have occurred. Members of the University community who believe themselves to be aggrieved under this policy are strongly encouraged to report the allegations of sexual harassment as promptly as possible. Delay in making a complaint of sexual harassment may make it more difficult for the college to investigate the allegations.

### A. Prohibited Conduct

It is a violation of University policy for any member of the University community to engage in sexual harassment or to retaliate against any member of the University community for raising an allegation of sexual harassment, for filing a complaint alleging sexual harassment, or for participating in any proceeding to determine if sexual harassment has occurred.

### B. Definition of Sexual Harassment

For purposes of this policy, sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other oral or written communications or physical conduct of a sexual nature when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic standing;
2. Submission to or rejection of such conduct by an individual is used as a basis for employment or academic decisions affecting such individual; or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile or abusive work or academic environment.

Sexual harassment can occur between individuals of different sexes or of the same sex. Although sexual harassment most often exploits a relationship between individuals of unequal power (such as between a faculty member and student, supervisor and employee, or tenured and untenured faculty members), it may also occur between individuals of equal power (such as between fellow students or co-workers), or in some circumstances even where it appears that the harasser has less power than the individual harassed (for example, a student sexually

harassing a faculty member). A lack of intent to harass may be relevant to, but will not be determinative of, whether sexual harassment has occurred.

### C. **Examples of Sexual Harassment**

Sexual harassment may take different forms. Using a person's response to a request for sexual favors as a basis for an academic or employment decision is one form of sexual harassment. Examples of this type of sexual harassment include, but are not limited to, the following:

- requesting or demanding sexual favors in exchange for employment or academic opportunities (such as hiring, promotions, grades, or recommendations);
- Submitting unfair or inaccurate job or academic evaluations or grades, or denying training, promotion, or access to any other employment or academic opportunity, because sexual advances have been rejected.

Other types of unwelcome conduct of a sexual nature can also constitute sexual harassment, if sufficiently severe or pervasive that the target does find, and a reasonable person would find, that an intimidating, hostile or abusive work or academic environment has been created. Examples of this kind of sexual harassment include, but are not limited to, the following:

- sexual comments, teasing, or jokes;
- sexual slurs, demeaning epithets, derogatory statements, or other verbal abuse;
- graphic or sexually suggestive comments about an individual's attire or body;
- inquiries or discussions about sexual activities;
- pressure to accept social invitations, to meet privately, to date, or to have sexual relations;
- sexually suggestive letters or other written materials;
- sexual touching, brushing up against another in a sexual manner, graphic or sexually suggestive gestures, cornering, pinching, grabbing, kissing, or fondling;
- coerced sexual intercourse or sexual assault.

### D. **Consensual Relationships**

Amorous, dating, or sexual relationships that might be appropriate in other circumstances have inherent dangers when they occur between a faculty member, supervisor, or other member of the University community and any person for whom he or she has a professional responsibility. These dangers can include: that a student or employee may feel coerced into an unwanted relationship because he or she fears that refusal to enter into the relationship will adversely affect his or her education or employment; that conflicts of interest may arise when a faculty member, supervisor, or other member of the University community is required to evaluate the work or make personnel or academic decisions with respect to an individual with whom he or she is having a romantic relationship; that students or employees may perceive that a fellow student or co-worker who is involved in a romantic relationship will receive an unfair advantage; and that if the relationship ends in a way that is not amicable, either or both of the parties may wish to take action to injure the other party.

Faculty members, supervisors, and other members of the University community who have professional responsibility for other individuals, accordingly, should be aware that any romantic or sexual involvement with a student or employee for whom they have such a responsibility may raise questions as to the mutuality of the relationship and may lead to charges of sexual harassment. For the reasons stated above, such relationships are strongly discouraged.

For purposes of this section, an individual has "professional responsibility" for another individual at the University if he or she performs functions including, but not limited to, teaching, counseling, grading, advising, evaluating, hiring, supervising, or making decisions or recommendations that confer benefits such as promotions, financial aid awards or other remuneration, or that may impact upon other academic or employment opportunities.

E. **Academic Freedom**

This policy shall not be interpreted so as to constitute interference with academic freedom.

F. **False and Malicious Accusations**

Members of the University community who make false and malicious complaints of sexual harassment, as opposed to complaints which, even if erroneous, are made in good faith, will be subject to disciplinary action.

G. **Procedures**

The University has developed procedures to implement this policy. The President of each constituent college of the University, the Senior Vice Chancellor at the Central Office, and the Dean of the Law School shall have ultimate responsibility for overseeing compliance with this policy at his or her respective unit of the University. In addition, each dean, director, department chairperson, executive officer, administrator, or other person with supervisory responsibility shall be required to report any complaint of sexual harassment to the individual or individuals designated in the procedures. All members of the University community are required to cooperate in any investigation of a sexual harassment complaint.

H. **Enforcement**

There is a range of corrective actions and penalties available to the University for violations of this policy. Students, faculty, or staff who are found, following applicable disciplinary proceedings, to have violated this Policy are subject to various penalties, including termination of employment and/or student expulsion from the University.

## APPENDIX Q

LaGuardia Community College  
Veterinary Technology Center

### PROFESSIONAL BEHAVIOR

Veterinary Technology is a licensed profession requiring a high standard of behavior. Because professionals are invested with trust by the community, we are bound by legal, ethical and moral obligations in addition to those common to every other member of society. Veterinary Technicians not only represent their animal hospital to the clients who in turn trust them to care for their pets, but they are allowed to have access to drugs, needles, syringes and supplies illegal for non-licensed personnel.

Therefore:

1. Knowledge of and adherence to a professional standard of behavior is an integral part of the Veterinary Technology curriculum. Any act of mistreatment toward Program animals will result in swift disciplinary and academic penalties up to and including expulsion from the Program. In cases of potential animal abuse, legal authorities and campus security will also be notified. Condoning unprofessional behavior by others is also a violation of ethical conduct.  
If at any time there is a concern regarding the health, well-being or safety of an animal, please make a written statement so that the matter can be acted upon. Under **no** circumstances will there be any adverse effect on the reporter; such concerns help us treat our animals as well as possible. The report can be made to the CLT, Program Director, or Department chairperson.
2. The program requires that all students act professionally at all times. Attendance, preparedness and punctuality are required for successful completion of all classes in the VT Program.
3. Violations of the requirements for professional conduct include but are not limited to the following: theft, aggressive or harassing words or actions, egregious rudeness, lying, destruction of equipment, misuse of supplies and poor treatment of animals. Such violations may result in disciplinary and academic penalties up to and including expulsion from the VT Program. This applies to classroom and classroom-related activities as well as during internship rotations. In the case of theft or other similar offenses, legal authorities and campus security will also be notified. Any recording, photography, or use of cellular phones is prohibited in the VTC, for the safety of your classmates and the animals. Recording or posting of other materials regarding courses or internship on social networks such as Facebook and Twitter, is unprofessional. Any breach of confidentiality in dealing with Program and/or internship settings is a serious offense, and may lead to penalties up to and including failure of the course the student is taking. Internships have the right to expel a student if any breach of conduct is discovered, which will result in an F for the internship.
4. This Program fully adheres to the College's Academic Integrity Policies regarding cheating and plagiarism, resulting in penalties ranging from a failing grade to expulsion from the program.



Veterinary Technology Center (VTC)  
Student Acceptance Form

Organization and Operation Handbook



Veterinary Technology Program

LaGuardia Community College  
City University of New York  
31-10 Thomson Avenue  
Long Island City, NY 11101

February 2012

I have received the above attached handbook and understand that I am fully responsible for the implementation of all policies contained in this handbook. I understand that failure to adhere to these policies may result in disciplinary or academic sanctions up to and including expulsion from the Program. I also understand that any involvement regarding controlled drugs, theft, animal abuse or other criminal acts will be reported to the respective authorities and appropriate action will be taken.

Name \_\_\_\_\_ Signature \_\_\_\_\_

Date: \_\_\_\_\_

## Animal Care Checklist: Rodents

February 2012

(Cage wash days are Thursday and Sunday)

**\*Note: This is not an “official” checklist of tasks. You must be sure to complete all aspects of animal care as specified by Vet Tech staff.**

1. Turn on washer power and steam valve. (only if you have cage wash)
2. Note light timer settings, temperature & humidity in Rodent room (Q) only. Record in Daily Logs for mice & rats. Range should be: humidity: 40-60%; temp: 64-72 °F.
3. Count all rodents (nothing should be written into the census book UNLESS YOU HAVE CAGE WASH). Match the number of actual mice/rats in each cage to # on each cage card and number on the board located on the door of the Q room
4. All **LAB** shoeboxes are sanitized every **Sunday**, in addition to dirty cages. Get these ready for the washer first.
5. Set up clean cages with fresh bedding and wire tops on hallway carts (clean bedding should already be in the cages).
6. Move each species into fresh boxes. Do not have more than one species' bio door open at the same time.
7. Mice cages go in alphabetical order with males (and only cages with males) on the lower shelves of the racks.
8. Rat cages just go in alphabetical order, with as few as possible on the top shelf.
9. Note any animals that appear to have injuries, illnesses or behavior issues by tub letter and ear notch and write it on the board with a date and notify Vet Tech Staff. Provide information on any such animals in writing to VTC staff. Separate problem animals to another cage if necessary and label that cage. Never place males in the same cage as females.
10. On **Mondays** all water bottles must be sanitized in the cage washer. Bottles go in crates on the small washer cart. Rodent care is responsible for both rodent and rabbit bottles. **If you remove the rabbit water bottles to cage wash them please be sure to note how much water was left in the bottle.**
11. Wire cage tops are to be stacked on the washer carts. Do not place wire cage tops on the side walls in the cage washer (they can come loose and break the washer). Only rabbit litter trays and grates go on the side walls.
12. Get dirty cages into washer ASAP. Check cage washer for any animals. CLOSE CAGE WASHER AND BOTH SETS OF DOORS TO THE CAGE WASH ROOM and THEN conduct census. Keep doors to cage wash room closed during census and washing cycles.
13. **CENSUS:** There should be a census notation (always 2 signatures) on each animal room log for each wash cycle you do. There must be an LVT on the premises when the census is conducted. Count ALL animals (including dogs, cats & rabbits) with one other person (the second person must be at least a Clinical Phase student, but does not have to be the VTC staff member. Fill out census logs for each room. Match the number of actual animals counted to the numbers listed on the cage cards.
14. There must be a supervisor present in the VTC and you must check in with them before starting each washer cycle. Use the “Rodent” cycle for everything EXCEPT rabbit cages.

15. To re-set the washer when its alarm goes off, first note the error message and the temperature. Then press Alarm Reply. Next press Bypass Phase. Lastly press Start Cycle.
16. Fill out cage washer log after each wash. Do not open clean side of washer until you are ready to load the washer again.
17. If it is not Thursday or Tuesday, rinse, refill and replace water bottles. Check for leaking stoppers/sipper tubes and replace as necessary. Check that water flows through each sipper tube and replace if necessary (these small animals can easily die from dehydration if they do not have access to water). Set leaky stoppers aside. Box of stoppers is located on the racks by the clean cages.
18. All rodent and rabbit enrichment must be cage washed on Tuesdays.
19. Add food to cage lids for rodents as necessary. Do not discard existing food. Add enough so that each cage has 1 cup total for mice, 2 cups total for rats. Food is located in the bin inside the Rodent room.
20. Clean every surface and object in rodent room except the actual rabbit cages (until rabbits are present, then that is the duty of the rabbit care person). Clean walls & bio doors and mop inside each set of bio doors (including the rabbit bio rooms).
21. Empty washer ASAP after cycle & get next cycle started. Census log again before **EVERY** wash.
22. Dry everything after wash using towels. Do not use towels labeled Recovery or Grooming. Clean towels are in a box on the hallway supply cart. Used towels go in the white bin near the clothes washer.
23. Replace clean, dry boxes on clean racks in hallway. Place fresh bedding in clean, dry cages (1/2 scoop for mice, 1 for rats). Do not put bedding in the boxes that have blue dots on the bottom or are meant to be used in lab. Stack empty clean boxes and clean lids on clean racks. Bedding pellets are in Room P.
24. Replenish supplies. Rodent food is located in the refrigerator inside the closet on the clean side of the washer.
25. Sweep & mop floor of rodent room.
26. Sweep & mop Room P and Room J.
27. Sweep & mop the hallway directly outside the Rodent room, including beneath the racks (you are responsible for the area you were working in).
28. Remove all trash from the Q room trash bin and place all trash into dumpster on loading dock outside VTC. Line each bin with 2 bags.
29. Turn off washer power and steam valve.(on your cage wash days)
30. Mop both sides of the cage wash. (only if you have cage wash)
31. Empty mop bucket and wash it and the mop.
32. Complete daily logs for rodents and replace in filing box on supply cart in hallway.
33. Check your work

#### Notes:

- You should take the pre-wash animal census process very seriously. Every animal must be accounted for before the cage wash machine is run. If an animal is trapped in the cage washer, it will be killed.
- Wear proper attire, as you would for lab class. This means that the only exposed skin permitted is your hands and face.
- Daily logs for animal care are located in the file box on the hallway supply cart
- Use only black ballpoint ink to fill out VTC forms. If you make a mistake on a chart, do not scribble over it. Draw a single line through the mistake and initial it.
- If rodents are fighting in a cage, tap the cage. If they don't settle down, move the aggressor into a separate tub, label that tub, and inform the VTC staff.
- Cages are in alphabetical order and labeled for the class that uses them. Cages with males must be on the bottom shelf and not on the same shelf as the cages of females. As few cages as possible should be on the top shelf (to minimize the chances of dropping them).
- There are two sets of racks for both rat and mice cages. Use the extra set to place the cages on while cleaning the sets that are in the rodent room with correct cleaning solution (don't put racks in washer). Clean & return secondary racks to hallway. Be careful not to knock the cages off of the top shelf when rolling racks out of the bio doors.
- Roll each cart into rodent room one at a time to place each species into fresh cages. (Clean the racks but do not switch them - the racks in the rodent room stay in the room.) Watch the top shelf when going under doorways.
- Move each species into fresh boxes, one box at a time, transferring each label to the fresh box on the temporary rack. Avoid escapes: having to catch a rodent will cost you a lot of time. You should not have more than species' one bio door opened at a time.
- The water hose for the bottle/cage top cart must be attached to the outlet inside the washer. Be sure to attach the hose so that it is not through cage washer apparatus and does not interfere with the movement of the apparatus.
- You may need to do more than one wash. The Bottle cycle is about 20 minutes, and the Rodent cycle is at least 40 minutes. You will have to listen for the washer alarm and re-set it frequently during each cycle (pay attention). To re-set, first note the error message and the temperature. Then press Alarm Reply. Next press Bypass Phase (do not omit this step – if you do, the washer will start again from the beginning). Lastly press Start Cycle.

#### Cleaning & Supplies:

Paper towels can be found in the "lounge" room.

Cleaning solutions in spray bottles can be found on the hallway supply cart.

If you refill a cleaning solution bottle, be CERTAIN that you are refilling it with the correct solution.

Trash bags are located on the table in the alcove off the hallway across from the Janitor closet, next to the entrance to the lab classroom.

All mops are to be hung mop-end down, all other tools (such as the duster in the Rodent room) must be hung business-end up.

Rooms & contents: D: Rabbits; G: Cats; J: Assorted equipment (brooms, toys); L: Dogs; M: Dog playroom; N: Dogs; P: Storage (rodent bedding, cat litter, rabbit tray liners); Q: Rodents

This sheet was created by Sara Roberts, 2012 Veterinary Technology Student.

## Rabbit Animal Care Checklist

### Everyday

(All cleaning supplies are in the Janitor Closet (D Rm); Brooms, sipper tops, wet floor signs are in the J Rm)

### Rabbit Care

(Follow all instructions listed previously in the “Everyday” section.)

1. \_\_\_\_\_ Cleaned tray with disinfectant & disposed of Dak board liner. **(Only performed on Sun., Wed., & Fri.)**
2. \_\_\_\_\_ Placed new Dak board liner on tray blue side up. **(Only performed on Sunday, Wednesday, and Friday)**
3. \_\_\_\_\_ Recorded water amount (ml) prior to replenishing water.
4. \_\_\_\_\_ Recorded food amount (cups) prior to replenishing food. (Rabbits = 2 cups)
5. \_\_\_\_\_ Replenished Timothy hay. (A handful is fine.)
6. \_\_\_\_\_ Recorded urine & fecal conditions. (Include any cecotrophs present.)
7. \_\_\_\_\_ Counted & checked for any injuries/deaths for all rabbits. (Rabbits = 12)
8. \_\_\_\_\_ Sweep and Mop behind and underneath the rabbit cages and remember to throw away your trash into the bins on the loading dock
9. \_\_\_\_\_ Clean any enrichment devices by hand that have urine or feces on them.

### Cage Wash Instructions for Rabbits (Wednesdays)

- Turn steam on in cage wash area. (Open side door of cage wash & pull white lever down towards you to turn on steam.)
- Transferred all rabbits to clean cages. (Ensure doors are secured.) (Transfer food and Timothy hay to new cage. Replenish as needed.)
- Removed Dak board liner & scraped all bedding and excrement, from cages, into trash.
- Slide cages into the cage wash area on the dirty side (K).
- Ensure that all cage doors are closed securely.
- Make sure to position the cages/carts directly in the middle of the cage washer.
- Slide rabbits trays and grates (with open end out) on to the side wall tracks of the cage washer. (Follow all other pervious cage wash instructions.) (IMPORTANT: When selecting a cage wash cycle make sure to select “Rabbit” since that cycle uses a specialized detergent!!!).
- Shut & secure both cage wash doors **THEN** perform census count on all animals in the facility. (Rats = 60 ; Mice = 60 ; Rabbits = 12; Cats = 6F/3M (1 male in N Rm & 2 males in L Rm) ; Dogs = 6F/3M)
- Select cage wash cycle labeled “Rabbit”
- Hit Start **(Census count should’ve been done already)**
- If an error occurs during a run: “Too long & fail” or “Too long & sump” – Select: alarm replay – bypass phase – cycle start
- If an error occurs after a run: “Failure to reach set temp.” (Set temp is 180 F). Wait a few seconds for a temperature reading and record temperature on the log. (Record the temperature EVERYTIME a run is completed!!!)
- Carefully open cage wash doors after a run to release steam for a few minutes before attempting to remove cages. (Run hand along the top of the cages to ensure all water has run off!!!)

- Wheel cages out of the cage wash room on the clean side (H).
- After all runs are completed: Turn off steam – turn off cage washer & close all doors to the cage washer and the room.
- Replaced Dak board liners on to newly cleaned trays.
- Placed cleaned trays into cleaned cages.
- **Cage Wash Days (Rabbits) – Wednesday = Racks / Grids / Cages / Trays / Hoppers.**

\*Extra info: ALL dirty towels are placed into the white tub in the cage wash room.

\*\*Emergency Contact: Ceasar Colon, LVT (cell): 646-239-9591

This information given by Stephanie Leonardi-Beatty, Graduate of the LaGcc Veterinary Technology program 2011.

Please note: the following checklists are provided to give you an idea as to how you might make your own checklist to be sure that your animal care is done correctly. The charts that follow are **NOT** complete and are only mean to serve as a reference.

Student Name: \_\_\_\_\_  
 Block Dates: \_\_\_\_\_

Animal Care Responsibilities  
 Check Sheet Supplement

<b>CAT CARE PROTOCOL</b>	Day 1	Day 2	Day 3	Day 4	Comments
Record Basic Room Info (Hum, T)					
Clean Cages					
Clean Sinks					
Pull Litter Boxes					
Wash Litter Boxes					
Replace Litter Boxes					
Check Stocks					
Cage Cats					
Check for npo and tx signs					
Feed Wet Food					
Sweep Room Floor					
Mop Room Floor					
Flush Auto Watering System/Log					
Let Cats Out unless specified					
Remove Bowls/Note Intake					
Wash Wet, Dry & Water Bowls					
Replace Bowls in Lower Cages					
Kibble/Water Dishes On Floor					
Sweep Halls					
Mop Halls					
Empty Garbage if finished after k9 care					
Complete Room Logs					
Complete Individual Records					
do laundry and fold/put away dry laundry					
<b>NOTES</b>					
<b>TREATMENTS IF NEEDED</b>					
Wet Food					

<b>DOG CARE PROTOCOL</b>	Day 1	Day 2	Day 3	Day 4	Comments
Record Basic Room Info in logs (Hum, T)					
Check for npo and tx signs					
Separate dogs and feed					
Remove Bowls/Note Intake					
Complete Individual Records					
Put dogs in playroom					
Clean Sinks					
Scrub cages, gates,walls and gratings					
clean/dust doors (jams, windows)					
Flush floor drains and remove poop					
Scrub beds and dry					
Wash Wet, Dry & Water Bowls					
Check Stocks					
Sweep Room Floor					
Mop Room Floor and dry					
Make sure hoses are off					
put dogs back into their assigned cages					
Empty garbage if finished after fel care					
Sweep Halls					
Mop Halls					
Complete Room Logs					
Complete Individual Records					
<b>NOTES</b>					
<b>TREATMENTS IF NEEDED</b>					
Wet Food					