



ANIMAL FACILITY

STANDARD OPERATING PROCEDURE

SOP 29 : ALLOTMENT OF ANIMALS FOR CONCERNED OR RESTRICTED USE

SOP Title:	ALLOTMENT OF ANIMALS FOR CONCERNED OR RESTRICTED USE
SOP No:	29
Date Of Issue:	01/01/2024
Date Of Review:	31/12/2024
Name of the Author:	Dr Subhajit Das Sarma
Designation of the Author:	Scientific Officer
Reviewed & Approved by:	Prof Rupak Datta
	Prof Jayasri Das Sarma

Reviewed & Approved	
<hr/> <i>Signature & Date</i> Facility In Charge	<hr/> <i>Signature & Date</i> Facility Coordinator

ALLOTMENT OF ANIMALS FOR CONCERNED OR RESTRICTED USE

Allotment of Breeding Set - To be maintained by Organization / Students / Researchers / Concerned Individuals for self / restricted use only.

Procedure

Step 1: Ask for requisition form either from SAF Office/Email to animalfacility@iiserkol.ac.in

Step 2: Fill the form requesting for breeding pairs of animals to breed for self utilization and sign it from the respective PI's/Supervisors/Concerned Authorities.

Step 3: Submit the form to either SAF Office/Staff/Concerned AF Representative/Concerned Student Representative.

Step 4: Collect your animals for setting up breeding pairs from SAF Office/Staff/Concerned AF Representative/Concerned Student Representative as allotted by your PI's/Supervisor/Concerned Authority.

Rules & Regulations

Rule 1:

- Maximum No of Breeding Sets one can maintain is 5 Sets [With Max No of animal restricted to 10 Counts /No/Subject/Unit it should not exceed the limit under any circumstances all time.]
- Maximum No of Breeding Sets one can maintain for “SAF common use” is Max 15 Sets [With Max No of animal restricted to 30 Counts /No/Subject/Unit it should not exceed the limit under any circumstances all time.]
- Maximum No of animals including Breeding Sets and Holding Counts of any concerned person is restricted/limited to 70 Counts/No/Subject/Unit, it should not exceed the limit under any circumstances all time.
For Breeding - Max 10 Counts
For Holding - Max 60 Counts
Total Count -70/ Concerned Person at any period of time.
- Maximum No of animals including Breeding Sets and Holding Counts of any “SAF Common Use” use will be restricted/limited to 120 Counts/No/Subject/Unit, it should not exceed the limit under any circumstances all time.
For Breeding - Max 30 Counts
For Holding - Max 120 Counts
Total Count -Max 150 for “SAF Common Use” at any period of time.

Rule 2:

Breeding sets can be set in only two ratios only i.e

1(Male):1(Female) ratio

or

1(Male): 2 (Female) ratio

[Max No of animal restricted to 10 No under any of the above combinations]

Rule 3:

All allotted Breeding Sets should be solely maintained(**) by the responsible student/researcher/staff/approved concerned person all through their period of association / engagement.

(**) Maintained(Cage Change, Feed refill, Water refill, Data Record & Management, Data update to Staff / Concerned AF representative and all other acts as situation demands).

Rule 4:

Cage No of the Breeding Set should start with Name of the concerned approved student/researcher/staff/approved concerned person either in full or short.

Example:

For Breeding Set in [1:1 Ratio]

- Name of the Responsible Person: Subhajit Das Sarma [SDS]
- Number of the Cage: 001
- The Cage No would be: SDS-001
- The Cage No would be: SDS-001A (In Case the Pregnant Female-1 is Separated in a separate cage)

For Breeding Set in [1:2 Ratio]

- Name of the Responsible Person: Subhajit Das Sarma [SDS]
- Number of the Cage: 001
- The Cage No would be: SDS-001
- The Cage No would be: SDS-001A (In Case the Pregnant Female -1 is Separated in a separate cage)
- The Cage No would be: SDS-001B (In Case the Pregnant Female -2 is Separated in a separate cage)

Rule 5:

- Concerned person will be responsible for Post weaning Data Record & Management of the population generated from his allotted breeding sets, which is being reared in the Animal Holding area post weaning.
- The Concerned person / AF Representative / Student / Researcher / Staff, who has been assigned for monitoring of specific animal colony/strain /species /etc by the PI/mentor/supervisor of respective lab /institution /organization will also be solely responsible for monitoring of

the animal colony/strain /species /etc on regular basis unless and until any further instruction is issued by the PI/mentor/supervisor/SAF Office.

Rule 6:

- The concerned person will also be responsible for Data update to Staff / Concerned AF representative of the population generated from his allotted breeding sets, which is being reared in the Animal Holding area post weaning.

Rule 7:

Cage No of the animals which is being reared in the Animal Holding area, and which was generated from the allotted breeding sets of a concerned person, should start with the Name of the concerned person either in full or short.

Example:

Animal in Holding Area Generated From the Allotted Breeding Sets of a Concerned Person

- Name of the Responsible Person: Subhajit Das Sarma [SDS]
- Number of the Cage: 0002
- The Cage No would be: SDS-0002

Rule 8:

- SAF Staff will be responsible for daily maintenance (Cage Change, Feed refill, Water refill and whatever necessary) of all animals that are being reared in Holding Area of SAf and will also take care of Breeding Sets of concerned persons on instruction from reporting authority only.
- All Holding and Breeding animals for common purpose will be maintained by SAF Staff only as per the norms mentioned in this SOP.

Rule 9:

- Reporting of smallest of the things is mandatory for all irrespective of their designation, engagement and association.
- Reporting should be transparent, specific and clear. Concealment of facts or biased or partial reporting will not be tolerated.
- Any report should not be verbal or personal in nature it should be either in the designated Whatsapp Group or through email.

Whatsapp Group: Click the Link Below to Join

<https://chat.whatsapp.com/HITzKwiSIY6Cj0X5e383Vc>

or

Email to: animalfacility@iiserk.ac.in

Rule 10:

- Every individual or representative will have to provide Data on request from SAF Staff / Office which will be conveyed either through email or designated whatsapp group.

Rule 11:

- Every individual has to maintain concerned breeding and holding records of their respective animals in the prescribed Google Doc format provided by SAF Office only. The format must be saved and updated in Google Drive only and should be shared with the “editing” option enabled, to animalfacility@iiserkol.ac.in.

Rule 12:

- In case of any emergency , difficulty, confusion, problem , situation or circumstances, which are not enlisted or which remain unattended in the SOP, all individuals irrespective of their designation, engagement and association should contact SAF Office in person or write an email to animalfacility@iiserkol.ac.in for an immediate solution or necessary action.