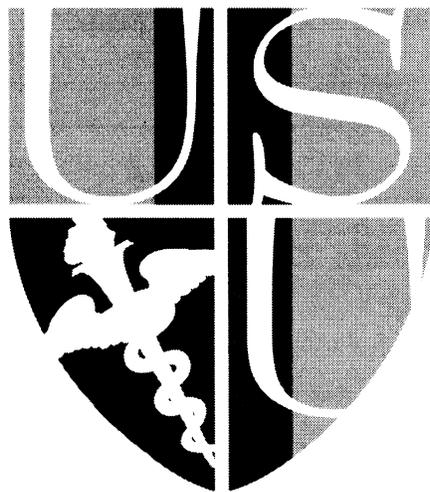


**USUHS
INSTRUCTION
3218**





UNIFORMED SERVICES UNIVERSITY OF THE HEALTH SCIENCES



SUBJECT: Scheduling and Use of Veterinary Surgery Division Operating and Radiology Rooms

JUL 29 2003

Instruction 3218

(LAM)

ABSTRACT

The use of either surgical facilities or radiology rooms must be scheduled with the Veterinary Surgery Division (VSD) of the Center for Laboratory Animal Medicine (LAM). Guidance for resource utilization and surgical procedures is provided in this Instruction.

A. Reissuance and Purpose. This Instruction reissues Uniformed Services University of the Health Sciences (USUHS) Instruction 3218^a and establishes policies and procedures for the scheduling and use of the VSD operating and radiology rooms.

B. References. See *Enclosure 1*.

C. Applicability. This Instruction applies to all USUHS personnel (instructors/investigators) and to personnel without USUHS appointments officially sponsored by USUHS personnel who wish to use the VSD operating and radiology rooms.

D. Policy.

1. It is USUHS Policy that VSD, LAM provide surgical or radiologic support/assistance in a timely and professional manner to all personnel working under the auspices of approved USUHS teaching or research protocols that require surgical preparation and utilization of animals or radiological support.

2. Availability for use will be on a first-come, first-serve basis, after requirements for medical student training and teaching have been addressed.

E. Responsibilities.

1. The Chief, Veterinary Surgery Division shall:

- a. Coordinate the use of all VSD facilities;
- b. Ensure that the standards of the "Guide for the Care and Use of Laboratory Animals"^b are followed; and
- c. With the approval of the Director, LAM, and the Institutional Animal Care and Use Committee (IACUC), as appropriate, approve any exceptions to the Operating Guidelines mentioned in Section G.

2. Each Principal Investigator shall:

- a. Schedule procedures in advance;
- b. Coordinate requirements with the Veterinary Surgery Division;
- c. Comply with Environmental Health and Safety requirements; and

d. Conduct procedures in accordance with a current and approved research or training protocol.

F. Procedures. *See Enclosure 2.*

G. Operating Room Guidelines.

1. Survival surgery will be scheduled in advance according to VSD standing operational procedures, to ensure animal welfare and personnel availability.

2. Each investigator may request any degree of support, up to and including, that the entire surgical procedure be done by VSD. The requested support will be given, provided VSD resources are available.

3. Routine surgical instruments, linen, and operating room support will be provided by VSD. Unique or special instruments will be supplied by the investigator.

4. Non-rodent survival surgery may only be performed in the VSD surgical facility and must be in compliance with accepted

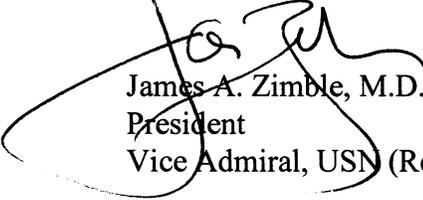
aseptic hospital/surgical standards and USUHS PPM-002-97^d. Rodent survival surgery does not need to be performed in the VSD surgical facility, but may be performed aseptically in an area designated for that purpose.

5. Non-survival non-rodent surgery performed in VSD surgical facilities must be in compliance with references b, c, d, and e at Enclosure 1 to include use of sanitation and safety procedures and personal protective clothing and equipment.

H. Radiology Room Guidelines.

Radiology logs must be filled out. Users must have radiation safety training in accordance with USUHS Instruction 6402, "Radiation Safety Guide" and a dosimetry badge. Technicians of the VSD are available for orienting users with the equipment.

I. Effective Date. This Instruction is effective immediately.



James A. Zimble, M.D.
President
Vice Admiral, USN (Ret.)

Enclosures:

1. References
2. Procedures

REFERENCES

- (a) USUHS Instruction 3218, "Scheduling and Use of Veterinary Surgery," dated August 30, 1996 (hereby cancelled)
- (b) "Guide for the Care and Use of Laboratory Animals," National Research Council, Institute of Laboratory Animal Resources, National Academy Press, Washington, D.C. 1996
- (c) USUHS Instruction 6401, "Biohazards and Dangerous Materials Guide," dated 15 May with change 1 dated January 11, 1989
- (d) USUHS PPM-002-97, Standards for Animal Surgery within USUHS and USUHS-sponsored Programs, dated November 17, 1997
- (e) LAM SOP 22-801 dated April 1, 2002
- (f) USUHS Instruction 6402-M, "Radiation Safety Guide," dated July 25, 1994

PROCEDURES

To render this service consistent with the USUHS and LAM animal handling and care instructions, the following procedures are to be used:

1. Each instructor/investigator utilizing the surgical facilities shall personally coordinate his/her requirements with VSD. Relevant information such as special equipment, scheduling, pre- and post-surgical care, drug or treatment requirements, intervention, specimen or animal disposition, and requests for personnel assistance must be provided during the developmental stage of the protocol.
2. Each instruction/investigator shall schedule procedures as far in advance as practical to avoid conflicts with other protocols and VSD teaching commitments. Scheduling may be accomplished by filling out a surgery request form (available at LAM).
3. Radiology procedures may also be scheduled by filling out a surgery request form (available at LAM).
4. If for any reason a procedure must be cancelled, the investigator must notify VSD as soon as possible.