

# Sam Houston State University Science Annex

## Room Use Application

SOP #: FM-007

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

Last revision : \_\_\_\_\_

### Purpose

To explain how SHSU researchers apply to have a room at the Science Annex assigned to them.

### Responsibility

The Science Annex Operations Manager's primary responsibility, as it pertains to new tenant colonies, is to ensure that the facility has adequate space and equipment to care for the proposed species. Additionally, the Operations Manager must be well versed in the care of the particular species and prepared to familiarize themselves with any specialized care protocols necessitated by the study.

The Principal Investigator's primary responsibility is to complete all necessary compliance paperwork, furnish any specialized equipment necessitated by the study and provide the Operations Manager with as much detailed information as possible regarding his or her models.

### Procedures

Animal rooms are assigned on a first come first served basis.

To determine whether the Science Annex can accommodate a proposed study, complete the brief [Colony Inquiry Questionnaire](#) on the Science Annex website. This will allow the Operations Manager to evaluate space availability, research options available for both procurement and maintenance of the proposed species and adequately assess your needs.

Schedule a meeting with the Operations Manager and your advisor (if applicable) at the Science Annex, during which he or she will present the care protocols and various options for both obtaining and maintaining the desired colony. This meeting will also allow the Operations Manager to block out how the different options will fill the room, enabling the researcher to envision the potential research space and address any concerns.

Contact IACUC and complete the requisite paperwork at the link below:

<http://www.shsu.edu/dept/office-of-research-and-sponsored-programs/compliance/iacuc/>

Bring a copy of the IACUC Initial Review Approval notice to the Science Annex. No study lacking IACUC endorsement will be considered for a room at the Science Annex. Furthermore, even once a room is assigned, no animals will be allowed admittance to the Science Annex without an up-to-date, approved IACUC colony form and an IACUC protocol number.

Complete the [Room Use Application](#) form on the Science Annex website. If the Room Use Application is approved, a date can be set for move in.

Await contact from the Science Annex Operations Manager before ordering or obtaining any animals.