

**Laboratory Animal Care Unit (LACU),
2nd floor, Institute of Medical Molecular Biotechnology,
Faculty of Medicine,
Universiti Teknologi MARA (UiTM)
Sungai Buloh Campus,
Jalan Hospital, 47000 Sungai Buloh,
Selangor Darul Ehsan,
Malaysia.**

Photo
(Compulsory)

RESEARCHER APPLICATION FORM

Name		
Programme (Code No.)		
Student ID No.		
Department		
HP/Tel. No		
Mailing Address		
Email Address		
Academic Qualification/Degree		
Type & Code of Research Grant		
Project Title*	*ACUC Approval : Approved ☐ Pending ☐ (Ref. Number/Letter)	
Animal/Space/Equipment(s)/Special Techniques Required		
Duration of Project (Month, Year)	From :	To:
Supervisor (s)	1. 2. 3.	

General Guidelines of LACU (refer to Standard Operating Procedures (SOP) for A Good Laboratory Animal Practice)

Pre-animal handling

- Follow LACU Standard Operating Procedure (SOP).
- Information regarding the number, type, source and age of rodents/mice/rabbits must be made available to the LACU staffs prior to arrival of rats/mice/rabbits for quarantine
- Rats/mice/rabbits will be quarantined for a period of 1 to 2 weeks.
- The preferable time to admit rats/mice/rabbits to quarantine would be before 10.00 am or after 5.00 pm.
- It is the responsibility of the researcher to collect the rats/mice/rabbits and transfer them to the respective breeding rooms.

During animal handling

- Follow LACU Standard Operating Procedure (SOP).
- Upon discharge from quarantine, animals must be placed in the Breeding rooms (mice, rat and rabbits) by the researchers. The researcher is henceforth responsible for the animals.
- The researcher should inspect their animals 2 times a day at 8 to 8.30 am and 4.30 to 5 pm.
- Animal drinking bottle should be kept clean at all times. Reversed osmosis water and dry food are used for all the rats/mice/rabbits.
- The animals are to be fed and given water accordingly.
- Bedding must be changed three times a week (Mondays, Wednesdays and Fridays).
- The floor should be kept clean of any feed and bedding spillage.
- Conduct your experiment in an ethical way, any problems regarding the rats/mice/rabbits that you encounter during your research, kindly inform the staffs immediately for further action to be taken if any.

Post animal handling

- Follow LACU Standard Operating Procedure (SOP).
- Places carcasses of sacrificed rats/mice/rabbits in the biological disposal bags, provide the label with date/time/researcher and keep the bags in the animal freezer.
- Clean all the used cages or any used equipment before leaving.
- Inform the staffs upon completion of your research

LACU General Guidelines for Users

1. Daily Attendance at LACU

- 1.1 All students and researchers must scan the QR code daily upon arrival at LACU and again after completing their animal work.
- 1.2 Daily attendance scanning is compulsory for all students and researchers.
- 1.3 All students and researchers must enter through the front door. Use of the back door is strictly prohibited and is reserved for staff only.

2. After-Hours Access

- 2.1 Routine animal care and maintenance may require 24-hour access.
- 2.2 Students or researchers who require access after office hours must submit the Extended Hours Application Form prior to their visit.
- 2.3 Please refer to the Extended Hours Access Form at this link:
https://drive.google.com/drive/folders/1GDACEAPlvOFqigQwg9_Bel34ebtkDEw?usp=sharing

3. Publication Guidelines

- 3.1 All students and researchers who use LACU facilities for experimental work must include LACU as their affiliation in any resulting publication.
- 3.2 This acknowledgment is important to indicate LACU's contribution to the research.
- 3.3 Publications without the proper affiliation may affect future access to LACU facilities.

I, _____ understand and agree to follow all the LACU general guidelines, publication guidelines, animal practice guidelines and safety rules stipulated in this agreement. I understand that I must observe the rules to maintain a safe and hygienic working environment. I will cooperate completely with others to maintain a safe LACU environment. I will also closely follow the oral and written instructions provided by the administration of LACU. I am aware that any violation of safety rules that results in unsafe conduct of laboratory animals or misbehavior on my part result in me being barred from the LACU or other appropriate deterrents.

Signature of Applicant,

Date :

.....
.....
.....

.....

Endorsed by:

Signature and stamp of Main Supervisor,

Date :

.....
.....
.....

.....

Certified and Approved by,

Date :

.....
.....
.....

.....