

ANIMAL RESEARCH AND SERVICE CENTRE (ARASC) **UNIVERSITI SAINS MALAYSIA**

Animal Room Request Form

ARASC Ref. No: ARASC/Room/.....		Date Request Submitted :	
Principal Investigator/supervisor :		Department :	AEA Ref No :
Contact no :	Email :		Fax :
Species of Animal :	Strain :	Source of animal:	
Total of Animals : Male <input type="checkbox"/> Female <input type="checkbox"/>	Any pathogen will be use in this research? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, name the pathogen _____		
Title of Research (complete) :			
Duration of Research :		Date start using the room: Date end of using the room:	
Name of researcher/student require access to the room:		1. _____ 2. _____ 3. _____	
Special room requirements :			
Do you need assistance from ARASC staff? : Yes / No If yes, what kind of assistance:			
I have reviewed, understand and agree with the rules and regulations described by ARASC. (Refer to page 2)			
Signature :		Date :	
ARASC Section			
Approval : Yes <input type="checkbox"/> No <input type="checkbox"/>			
Date of Approval :			
Room No. : <input type="checkbox"/>	Signature & Stamp:		
..... Director of ARASC			

Abbreviation : AEA - Animal Ethics Approval

RULES AND REGULATIONS ON USING ARASC FACILITIES

1. Only authorized personnel (involved in the project) will be allowed to enter the facility and respective animal room.
2. Eating, drinking, smoking, handling contact lenses, applying cosmetics, and storing food for human use are not permitted in animal or procedure rooms.
3. All procedures are carefully performed to minimize aerosols or splatters.
4. Work surfaces are decontaminated after use or after any spill of viable materials.
5. All wastes from the animal room (including animal tissues, carcasses, and contaminated bedding) are transported from the animal room in leak-proof, covered containers for appropriate disposal in compliance with applicable institutional or local requirements.
6. Personnel must wash their hands after handling animals and performing procedures, after removing gloves, and before leaving the animal facility.
7. Researchers and students should wear laboratory coats, gowns, and/or a uniform in the facility. Laboratory coats should remain in the animal room. Gowns and uniforms are not worn outside the facility.
8. Key to experiment rooms will be given to authorized researcher/students for the duration of use and it has to be return after all the works in animal room is complete. The key are non-transferable from one individual to another and may not be shared. Failure to comply with this rule risks loss of access to the ARASC facilities.
9. Researcher/students require access to facility during weekend and public holidays are required to inform ARASC staff in charged for record.

I have reviewed, understand and agree with the rules and regulations described by ARASC.

Signature :.....
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Date :.....