

RULES FOR ENTERING AND WORKING IN THE ANIMAL FACILITY

1. The use of the Animal Facility is restricted to users only.

People meeting the following requirements are authorized to enter the Animal Facility:

- Staff working in the facility;
 - Researchers who have been included in active research projects by the Ministry of Health related to animal experimentation being carried out at the facility. These users must have adequate training and must have provided their properly filled out [security form](#) to the Animal Facility Manager.
2. When entering and leaving the facility, all users must use an “electronic identification badge” or, lacking one, sign the appropriate attendance log.
 3. Before entering the facility, all users must put on single-use clothes and PPE (coveralls, shoe covers, caps and masks) available in the filter (entry) zone. These items are for use solely within the animal facility and must be placed in the appropriate containers (waste and/or recycling) at the exit of the facility.
 4. Users and workers are required to wash their hands before entering the facility, using the wash basins located in the filter zone. All experimental procedures must be carried out wearing disposable gloves.
 5. Users may have access to the facility Monday through Friday, from 10.30 to 13.30 and from 14.30 to 18.30, excluding holidays. Any changes in the hours of operation will be promptly communicated by e-mail.
 6. Researchers may communicate with the animal care personnel about procedures for the various projects only after 10.00; this permits staff to carry out their daily duties of changing and cleaning the cages properly and on schedule. Animal care personnel are available to researchers from 10.30 to 13.30 and from 14.30 to 17.00.
 7. Researchers must reserve space in the facility (laboratories, benches, hoods) necessary for carrying out particular experimental procedures 24h in advance (by e-mail to the designated Animal Keeper), indicating the date, hour, and time needed to complete the work.
 8. Users who, for experimental necessities, foresee the need to use the facility outside of the permitted hours, on holidays, or on weekends must submit a formal request (by e-mail) to the Animal Facility Manager at least 48 hours in advance. In each request, it is necessary to specify as precisely as possible: the day and time of the start of the procedure, the time necessary to complete it, and the type of work to be carried out.

9. Users and animal care personnel working in the “clean” area of the housing facility must not under any circumstances enter the washing and external storage area.
10. The equipment and materials needed for the experiments to be carried out in the facility’s laboratories must not come from outside laboratories in which other experimental animals are used. If it is absolutely necessary, facility staff must be informed in advance so that they can carry out the most appropriate sanitation measures based on the type of material to be brought into the facility (e.g., containers, equipment, test tubes, etc.).
11. The use of biological materials, chemical substances, or other high-risk materials or substances in animal experiments or in the laboratories must always be indicated to the Animal Facility Manager in advance.
12. If there are animals showing symptoms of ill health or suspected of being ill in the housing areas, they must be isolated in the quarantine area and inspected by the veterinarian who will arrange for microbiological testing and any necessary pharmacological treatments.
13. Animal arrivals: the entry of animals coming from the animal facilities of other research centers is permitted only if adequate transport documentation and appropriate health certification (in accordance with the requirements of the receiving facility) have been provided to the Animal Facility Manager and the Consulting Veterinarian at least one week prior to their arrival.
14. Animal shipments: In order to transfer animals to other research centers, it is necessary to send a request by e-mail to the Animal Facility Manager and the Consulting Veterinarian in advance: for **urban** destinations, at least **2 working days**; for **national** destinations, **a week**, for **international** destinations, **two weeks**.
15. All experimental activity will be suspended during the month of August. The maintenance of the lines and the handling of the animals are guaranteed, while any experimental experimental necessities must be agreed upon with the Animal Facility Manager.