

# Key points for setting up and managing experimental animal rooms at Chung Yuan University

103.7.7 Passed by the third meeting of the Laboratory Animal Care and Use Committee in the 103 academic year

Amended based on original secret letter No. 1050002657 dated 105.08.25

112.10.31 Amendment to the 1st Laboratory Animal Care and Use Committee meeting of the 112th academic year

Article 1 In order to effectively manage each experimental animal room, our university has formulated these key points based on the "Guidelines for the Establishment of the Laboratory Animal Care and Use Committee of Chung Yuan University".

Article 2 The "experimental animals" referred to in this bullet point are vertebrate animals raised or managed for the purpose of scientific application; the "experimental animal room" refers to the space for experimental animals raised in wall compartments; the "scientific application" refers to teaching, training, Application behaviors for scientific experiments, manufacturing biological agents, testing products, drugs, poisons, and transplanting organs, etc.

Article 3 The equipment and management of each laboratory animal room shall comply with the standards of the current Ministry of Agriculture's "Guidelines for the Care and Use of Laboratory Animals" and shall be established by the "Chung Yuan University Laboratory Animal Care and Use Committee" (hereinafter referred to as this committee) or authorized by it. Unit inspection and certification.

Article 4 Each experimental animal room shall be managed by the department (institution) to which it belongs. For experimental animal rooms used jointly by different units, the management unit shall be determined by the relevant units through consultation.

The responsibilities of the management unit manager are as follows:

1. Promote the establishment of experimental animal rooms within the unit or shared with other units.
2. Establish an experimental animal room management team.

Article 5 Each experimental animal room should set up an "Experimental Animal Room Management Group", which is composed of a number of full-time teachers from the relevant department (institute), and one person should be appointed as the person in charge of the experimental animal room.

The "Laboratory Animal Room Management Group" should formulate the rules and standard operating procedures for the management and use of each laboratory animal room, and be responsible for comprehensively managing the general affairs of the

laboratory animal room. The group meeting must be held at least twice a year.

Article 6 The responsibilities of the person in charge of the experimental animal room are as follows:

1. Formulate and implement rules for the management and use of experimental animal rooms.
2. Supervise the operation of the laboratory animal room to comply with the current standards of the Ministry of Agriculture's "Guidelines for the Care and Use of Laboratory Animals".
3. Personnel who train, approve and use the experimental animal room.
4. The personnel who use the experimental animal room shall be convened at least once per semester for a review meeting.
5. Concurrently serving as or assigning managers.

Article 7 The responsibilities of the laboratory animal room managers are as follows:

1. Supervise the implementation of relevant rules of the experimental animal room.
2. Arrange on-duty personnel or work-study students.
3. Arrange matters related to the implementation of the annual management plan.

Article 8 Personnel who use experimental animal rooms should abide by relevant regulations, obey the management of management personnel, and share the cleaning and general duties of the animal room.

Article 9 If the equipment and management of the experimental animal room are found to be substandard after inspection, they shall be improved within a time limit; if the improvement is not completed within the time limit and passes the re-inspection, the ongoing animal experiments may be suspended by resolution of this committee until such time. After the experimental animal room is improved and the re-inspection is passed, the experiment can be restarted.

Article 10 These key points shall be approved by the Laboratory Animal Care and Use Committee meeting and submitted to the principal for promulgation and implementation. The same applies to revisions.