



Animal Behavior Assessment Unit

New User Training





Contact Information



For all inquiries, please contact:

Katherine (Katie) Bachmann, MS

Lab Manager

585-275-3792

Katherine_Bachmann@urmc.rochester.edu



If you are unable to reach Katie and it is an emergency, contact:

Troy Zarccone, PhD

Scientific Director

585-273-3987

Troy_Zarccone@urmc.rochester.edu



User Form

- Please submit a User Form (via our website) **BEFORE starting a new experiment** in order for us to accurately keep track of your experiments and comply with UCAR & DLAM requirements.



Reservation Policy

- All reservations must be made through our online apparatus calendar.
 - **24-hour notice** is required for all creations, modifications, and cancellations
- **Reservations are by the hour**
 - They include setup, changeovers, and clean up
- Users will be charged at the full rate for any missed appointment.



Reservation Policy

- If you run past your reserved time and
 - Run into someone else's time:
 - Your animals will be removed from the running chambers, even if they are mid-session, resulting in the loss of data for that session
 - If we have to remove your animals and clean the chambers, you will be charged the 1-hr minimum for our time
 - No one is scheduled after you:
 - You will be billed (by the hour) for any additional usage



After Hours Usage



- Please contact ABAU staff to get approval for after hours, weekend, and/or holiday usage
- After hours contact information for ABAU staff is located on our front door

Animal Tattooing

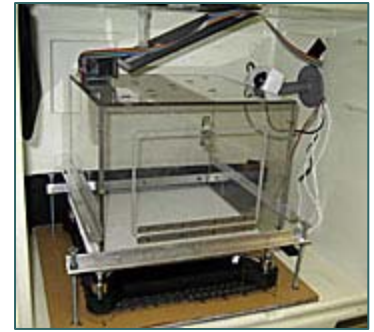
Mice & Rats



- Tattoo requests are to be made via the [online form](#) at least 5 business days before the requested date of tattooing
- Before requesting tattoo service, please read through our [Tattoo Procedures & Policies](#) (located on our website)

Force Plate Actometer

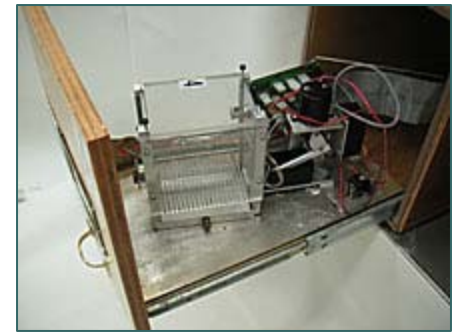
Mice & Rats



- Animals must be ≥ 15 g
- Filename format:
 - 2-digit **M**onth, 2-digit **D**ay, 2-digit animal **ID#**, and 2-digit **S**ession # OR **E**xperimenter initials
 - MMDDIISS or MMDDIIEE
 - i.e.: 09240101 or 092401TZ
 - Be sure to **record your filenames** in your lab notebook and Animal Listing
 - ABAU staff will need this information in order to perform data analysis

Operant Chambers

Mice Only



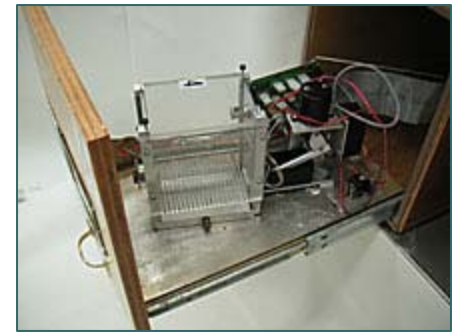
- **A special request form must be filed with the Animal Resource Office BEFORE starting any preparations or procedures**
 - A [partially-completed form](#) explaining the dietary changes is available on our website
- For the simple, 2-day training procedure, mice need 2 days to prepare.
 - See the 2-Day Mouse Training Program Protocol
- For lengthier operant procedures, mice need 10 days to prepare.
 - See the Operant Procedure: Preparation, Feeding, & Weight Management Protocol

Operant (OPT) 2-Day Mouse Training Program Protocol: [DOC](#) | [PDF](#) | [HTML](#)

OPT Procedure: Preparation, Feeding, & Weight Management Protocol: [DOC](#) | [PDF](#) | [HTML](#)

Operant Chambers

Mice Only



- Squad Numbers:
 - Use the same 2-digit squad numbers each time the same mice run
 - Do not use numbers 01-19
 - 90-99 are reserved for test sessions
 - If you are unsure of what number(s) to use, please contact ABAU staff
- Be sure to **record your squad numbers** and which mouse ran in each chamber in your lab notebook and Animal Listing
 - ABAU staff will need this information in order to perform data analysis

Clean Up



- At the end of your sessions, please:
 - Wipe down chamber walls and floors with Roccal
 - Do NOT spray directly into the chamber
 - Clean waste trays with Roccal and hot water (*if applicable*)
 - Clean food recepticals with hot water and soap – do NOT use Roccal (*if applicable*)
 - Clean weighing containers with Roccal and hot water
 - Wipe down countertops and cart surfaces with Roccal
- Do NOT leave feces in the sink

Food Restriction

Mice Only



- **A special request form must be filed with the Animal Resource Office BEFORE starting any preparations or procedures**
 - A [partially-completed form](#) explaining the dietary changes is available on our website
- Food restricted animals must be singly housed
- Daily weights must be recorded in the Feeding & Weight Management spreadsheet
- If the mice are not running over the weekend, they must be fed extra food
 - Friday's feeding x 3
- Daily feedings must be recorded on the Vivarium's log sheet

Food Restriction

Mice Only



- **NEVER** give a food restricted animal 0g of food.
- It is your responsibility to monitor the weight and appearance of your animals.
- At no point should an adult mouse drop below 15g.

Food Restriction

Mice Only



- Notify ABAU staff immediately if:
 - You notice an unusual change in bodyweight or appearance (i.e.: lethargy, hunched appearance, etc.)
 - An animal drops below 83% of its free feeding bodyweight
 - An adult mouse weighs below 15g
 - The feeding spreadsheet tells you to feed an animal 0g of food
 - You have any questions or concerns regarding the care, feeding, or health of any animals



Data Analysis



- The information in the Animal Listing (i.e.: dates, filenames, squad & box numbers) must be completely filled out in order for us to begin data analysis.
- Data analysis can be performed at the end of the experiment and/or at significant time points throughout.
- Please contact ABAU staff with your data analysis request at least 5 business days in advance of your intended receipt of the data.



Health Status Notification



- Please notify ABAU staff if:
 - Your Vivarium room is positive for microbes
 - Your animals are positive for microbes
 - Your animals are exposed to a biohazard or radioactive isotopes
 - Any of your animals perish throughout the course of the experiment