

LAR Per Diem Rate Policies and Procedures

General Information:

1. Per diem rates are per animal per day or, when more appropriate, per cage/pen or other enclosure. Rates apply only to NCSU faculty; others should obtain budgeting information from the LAR Office (513-6280 or laroffice@ncsu.edu.)
2. "Mice-single" and "Rats-single" cost centers are only used when animals are singly housed for experimental purposes. Animals will not be moved to this cost center as a result of breeding rearrangements or attrition of cage-mates.
3. Per diem rates are based on standard husbandry for the species, as described in LAR Standard Operating Procedures, including routine feeding, watering, cage and room cleaning and sanitation, daily observation, routine grooming and preventive medicine. Any project-specific needs (e.g., personal protective apparel, or breeding) or animal models (e.g., diabetic rodents) that require additional resources may result in a surcharge based on actual additional labor and materials.
4. Per diem rates also include routine clinical care, in cases of spontaneous animal disease or injury, until a diagnosis and prognosis are reasonably established. Arrangements for continued care are negotiated with the PI.
5. All housing must be in conformance with space recommendations in the *Guide for the Care and Use of Laboratory Animals* (1986), unless an exception has been approved by the NCSU IACUC.
6. Technical assistance is available on a fee-for-service basis, for animal manipulations and other services that are not included in the per diem rate. (See Laboratory Animal Resources **Technical Services Policies and Procedures**.)
7. The mileage charge is a vehicle charge only; technical assistance (labor) is charged as above.
8. Please direct any questions or comments about LAR recharge rates to the LAR Office: 513-6280 or laroffice@ncsu.edu.

Technical Services Policies and Procedures

March 18, 2003

LAR provides, on a fee-for-service basis, technical assistance for animal manipulations and other services that are not included in the per diem rate. It is the goal of LAR to provide essentially any animal manipulation needed by a CVM researcher or instructor, in order to free up time or otherwise improve the utilization of research staff.

Policies

- Although the goal of LAR is to provide complete technical assistance as requested, logistics may prevent such support for some projects or manipulations; advanced notice is always helpful and appreciated.
- The hourly Technical Service Charge will be posted on the LAR per diem rate schedule. This rate applies to regular work hours (7:30-5:00), while after-hours, weekends and holiday assistance will be charged at one-and-one-half this rate. Charges will be based on actual time spent to the nearest 15 minutes. There will be no charge for incidental technical assistance, which means time spent less than 15 minutes on an occasional basis.

- Technical service will be charged for most activities beyond what is associated with normal animal maintenance (i.e., feeding, watering, and sanitation). This will include: animal transportation; research-related treatments; non-standard animal colony management (e.g., maintaining breeding records); and special procedures, such as weighing, bleeding, injections, ear tagging, and gavaging.
- Training of research staff in animal related techniques is provided at no charge.
- Routine clinical care in cases of spontaneous animal disease or injury is provided at no charge to PIs until a diagnosis and prognosis are reasonably established. Subsequent long-term care is provided at the expense of the PI. Protocol-related health problems are the responsibility of the PI, unless arrangements for treatment are made with LAR.
- Euthanasia of individual animals for health/welfare reasons is performed at no technical service charge to PIs.
- Incidental supplies and drugs associated with providing special procedures will not be charged. Non-incidentals supplies, e.g., euthanasia solution for large animals, will be charged using the Central Procedures Lab schedule.

Procedures

- LAR will designate a Technical Services Coordinator who will receive requests for service and coordinate all aspects of the program. The Technical Services Coordinator should be consulted directly for any technical service requests that are new, late, or involve long-term or otherwise extensive support.
- Technical service request forms can be obtained from the LAR Office (A234) or from the box located opposite the LAR Manager's office (next to Room F-102).
- Completed forms should be left in the designated drop box (opposite the LAR Manager's office; next to Room F-102).
- LAR asks for as much notice as possible for all technical assistance, but at least by 12:00 noon the business day before routine assistance is needed. LAR will attempt to satisfy unforeseen needs that arise after this time, but direct contact must be made with the Coordinator. Requests for assistance outside of regular work hours (7:30-5:00) should be made at least one week in advance.