
26th Aug 2026

[NUS Restricted]

**** IACUC/2026/04****

IACUC Notification: Management of Inactive Procedure Rooms

Dear PIs,

The IACUC would like to inform all researchers of the requirements regarding the management of inactive IACUC approved animal procedure rooms. Please disseminate this information to all researchers and personnel under your supervision who are involved in animal work and/or the management of animal procedure rooms.

1. Notification to IACUC Office

PIs are required to [notify the IACUC Office via email](#) if an IACUC approved animal procedure room will not be used for live animal work for more than six (6) months.

2. Inactive Procedure Rooms

IACUC-approved animal procedure rooms that are not used for live animal work for more than six (6) months will be classified as inactive.

3. Signages for Inactive Procedure Rooms (see attachments)

Inactive procedure rooms must display notices indicating that:

- An IACUC inspection is required before live animal work can resume in the room; and
- Equipment must be re-serviced, based on its last service date, before it can be used for live animal work again.

The required notices are as follows:

Attachment	Signage	Location
Appendix F	Inactive Procedure Room Notice	On the inside of the procedure room door
Appendix G	Equipment Status Notice	On equipment used for animal work in the inactive procedure room

We would appreciate your assistance in periodically reviewing your IACUC-approved animal procedure rooms and informing the IACUC Office if any room is inactive or is anticipated to remain unused for live animal work for more than six (6) months. Where resumption of animal work is planned, please notify the IACUC Office at least **two (2) months in advance** to facilitate the required inspection.

Should you have any questions, please contact the [IACUC Office](#).

Thank you for your cooperation.

Best regards,

IACUC Office
(on behalf of IACUC)
(Transmitted via email)