The Institutional Animal Care and Use Committee  
CB# 7193, Medical Building 52  
(919) 966-5569         (919) 966-8429 (fax)

INSTITUTIONAL ANIMAL CARE AND USE COMMITTEE  
INFORMATIONAL MEMO  
May 2000

In order to provide better service to our principal investigators, research staff, and administrative managers, the Office of Institutional Animal Care and Use has compiled this informational memo of answers to frequently asked questions. Please feel free to call the Office of Institutional Animal Care and Use staff if you have any questions or require further clarification about any items in this memo. Also, please refer to the Institutional Animal Care and Use Committee (IACUC) web site which includes such topics as recent updates, guidelines, standard operating procedures, current application forms, and training information. The IACUC website address is http://www.med.unc.edu/iacuc

1. APPLICATION FORMS: The IACUC has created several different application forms to capture the relevant information pertaining to your use of animals in research. The different application forms include the full Application to Use Animals, the Tissue Harvest Application, the Antibody Production Application, and the Breeding Application. Each of these applications and guidelines explaining when to use each form can be found on the IACUC web site. Please review this information and utilize the application version that most closely describes your work.

2. MOST CURRENT APPLICATION FORM: The IACUC Animal Use Applications are revised occasionally to best capture federally required information. Please always use the most current version of the appropriate application. The most current version is posted on the IACUC web site.

3. WHO SHOULD COMPLETE ANIMAL APPLICATION APPENDICES A & B? In order to successfully send mass mailings (e-mail and regular mail), collect pertinent training information, and link research personnel with the University Occupational Health Clinic, the IACUC must obtain training and demographic information from principal and co-principal investigators, and all individuals who work directly with animals on the research project. This required information is captured in Appendices A and B of the IACUC application. In order to determine
which personnel on the project should complete Appendices A and B, the IACUC will refer to page two (2) of the Animal Use Application. Page two (2) of the animal application should contain only the names of the principal investigators and co-principal investigators as well as the research staff who work directly with animals. The IACUC staff enters the name of all individuals included on page two (2) of the application into the IACUC “Personnel” database which is used on a daily basis by the IACUC office. The IACUC must have Appendices A and B on file for all individuals listed on page two of the application.

In order to avoid unnecessary work for both you and the IACUC, it is very important that you include only personnel who are working with animals on the project. By including on the application people involved in the project but not necessarily working with animals, the IACUC database may inaccurately reflect the animal handlers at the University of North Carolina. The IACUC uses the information from Appendices A to evaluate training needs of university personnel, send mass e-mails, compile an accurate personnel database, forward the appropriate individuals with the University Employee Occupational Health Clinic, and determine current personnel in each research laboratory. The IACUC immediately forwards Appendix B to the University Employees Occupational Health Clinic (UEOHC) personnel for review. The UEOHC is not affiliated with the IACUC. UEOHC personnel review Appendix B and contact research personnel when appropriate. The UEOHC can be reached at 6-9119.

4. **AMENDMENTS TO THE ANIMAL APPLICATION**: Minor changes to the approved animal application can be done in the form of an amendment to the application. Minor changes include such things as small changes in the animal number, changes in the anesthetic regimen, minor procedural changes, change in animal strain. On your departmental letterhead include the title and identification number of your approved application and the details of the minor change you wish the IACUC to review. Include all relevant details such as anesthetic agent, route, and dosage, rationale for procedural changes, rationale and calculation for additional animal numbers, etc.

The IACUC permits three amendments to each approved application. If additional amendments are necessary after the third amendment, the investigator must complete a new full application for committee review. The new application should include within its body all prior relevant amendments.

Major changes to the application such as change in animal species, addition of a surgical procedure, major procedural changes, and large addition of animal numbers require a full application.

5. **CONTINUATION OF EXPIRING APPLICATIONS**: Continuation applications should take into account any animals already ordered for that project and housed in Division of Laboratory Animal Medicine (DLAM) facilities. The in-house animal
inventory should be included in the requested animal number on the continuation application. Please be sure to mark your application as a continuation (and furnish the expiring application number) if it is replacing an existing application. Once the application is approved and assigned a new identification number, animals currently in census and assigned to the expiring application are transferred electronically to the new application number.

New cage cards are printed and delivered by DLAM personnel to the appropriate animal facility. It is the responsibility of the Investigator to ensure that the new cards are placed on the appropriate cages. If you have questions about or concerns with the distribution of animal cage cards, please contact DLAM employee, Wendy Dudka at 3-9249. The IACUC staff is not involved with the distribution of computer generated cage cards.