INSTITUTIONAL ANIMAL CARE AND USE COMMITTEE
INFORMATIONAL MEMO

July 2004

In order to provide better service to our principal investigators, research staff, and administrative managers, the Office of Animal Care and Use (OACU) has compiled this informational memo. Please feel free to call the OACU staff if you have any questions about any items in this memo. Also, please refer to the Institutional Animal Care and Use Committee (IACUC) website which includes such topics as recent updates, guidelines, standard operating procedures, current application forms, and training information.

1. Reminder: the deadline for application submission is the first business day of each month. The IACUC will review applications received by the first working day of the month. The Office of Animal Care and Use strives to accommodate investigators as much as possible. However, many investigators are sending applications for review many days past the deadline. Please adhere to the first working day of the month deadline so that Office staff can adequately prepare the application packets for the IACUC members in time for the monthly meeting.

2. The IACUC will offer the “Basic Mouse Breeding and Colony Management” course on August 6 at 10:00 a.m. in 107 Berryhill Hall. This course is intended to assist research personnel who are responsible for managing mouse breeding colonies. The course will offer a brief overview of breeding strategies, the mouse life cycle, record keeping, and resource information. Please contact Barbara Farrell or Rhonda Lewallen at 966-5569 for further details.

3. Laboratory personnel who wish to attend the IACUC Training Courses (Mouse Handling, Rat Handling, and Aseptic Technique) must complete the IACUC online Orientation, the IACUC Informational form, and the Animal Handlers form prior to participating.
Enrollment in the class of choice is required in order for research personnel to participate in the IACUC courses. After successfully enrolling in the IACUC Training courses, the enrollee will receive an email confirmation. If the enrollee does not receive confirmation within 48 hours of enrolling, he/she is not successfully enrolled. Please contact the Office of Animal Care and Use at 966-5569 if you fail to receive a confirmation after enrolling. Attendees’ names must appear on the class roster in order to participate. Participants must bring valid picture identification to the class with them.

Class participants must be associated with a Principal Investigator who uses animals or with the Division of Laboratory Animal Medicine.

4. Any Laboratory Coordinator certifying personnel to work with animals must make sure that personnel have completed the IACUC Informational form, Animal Handlers form, and Orientation prior to certification. No one is allowed to work with animals until the orientation and these forms have been completed.

5. Research personnel are required to promptly report unexpected animal deaths and illnesses to Division of Laboratory Animal Medicine Veterinary Services. Reports should be made whenever unexpected death or illness occurs regardless of the day or time. Veterinary Services can be paged at 216-1235 at any time. Husbandry can be paged at 216-0897 on weekends.

Sick animals must be examined by Veterinary Services personnel and must receive treatment, if determined necessary by veterinary personnel. Veterinary services will contact the emergency number you have provided in your animal room or on your Animal Care Summary form to advise the investigator about any necessary treatments. If Veterinary Services is unable to reach the emergency contact or the investigator does not respond, Veterinary Services will treat the animal accordingly and will charge the investigator for these services.

6. Rodents can get their tails or feet caught between the cage and the wire top when the cage top is removed. After removing animals from the cage or replacing the cage tops, remember to check to make certain no animals have their tails or feet caught between the cage top and the cage.

7. Automatic watering devices or sipper tubes can become inoperable from obstruction with bedding, etc or air locks. DLAM staff checks and flushes the automatic waterers every two weeks and every time the cage is changed. However, automatic waterers can fail. Please be aware of signs to look for in your animals that might indicate a broken lixit and subsequent dehydration. Animals that do not have access to water may show the following signs: loss of activity, hunched posture, sunken eyes, porphyrin staining around the eyes and ears, and skin that loses its elasticity and does not snap back into place when tented. Also, animals may consume a decreased amount of food resulting in
weight loss and decreased fecal matter. If you suspect a malfunctioning automatic waterer in your animal room, please notify your animal facility supervisor immediately. On weekends page the husbandry supervisor on call at 216-0897.

8. All investigator requests for DLAM euthanasia of animals must be made in writing. The research personnel must complete a “Request for Euthanasia in Animals” form, leave the animal(s) in the cage, place a euthanasia card on the cage so that DLAM can readily identify the animal(s) slated for euthanasia. Animals should not be left without food or water. Without written authorization on the “Euthanasia Request” form, DLAM staff has no responsibility for euthanizing animals. Unless properly documented on a euthanasia request form, the investigator is responsible for any errors or miscommunications that may occur during the euthanasia process. Do not make verbal arrangements for euthanasia with DLAM staff.

If research personnel are performing the euthanasia, they are responsible for making sure the mice are properly euthanized.

At all times, DLAM Veterinary Medical Services personnel have authority to euthanize moribund animals or animals experiencing more than momentary or slight pain or distress. If Division of Laboratory Animal Medicine (DLAM) veterinary staff is unable to contact research personnel regarding the care or treatment of a moribund animal, DLAM is authorized to euthanize the animal.

9. The Principal Investigator is responsible for switching out cage cards with expired protocol numbers for the new cage cards with the new continuation protocol number. Please switch out the expired cards as soon as the new ones are available and throw out the expired cage cards. If you need new cards or are having difficulty obtaining cards contact Marsha Colvin 843-9249 or Pat Stanley 966-2909.