INSTITUTIONAL ANIMAL CARE AND USE COMMITTEE
INFORMATIONAL MEMO

August 2005

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. If you have any questions about this memo, please contact OACU at 966-5569 to be directed to the appropriate person.

- AAALAC Update and Animal Care and Application (ACAP)
- Definition of Animal Handler and Animal Exposure
- Network of Laboratory Animal Coordinators (NLAC) Listserve
- Instructions for Use of Gas Anesthetics
- New and Revised IACUC Policies and Guidelines

Association for the Assessment and Accreditation of Laboratory Animal Care - AAALAC International site visit

AAALAC International conducted its site visit of the UNC-Chapel Hill Animal Program on July 6, 7 and 8. The University will receive a formal written evaluation sometime after AAALAC council meets in September. In general the exit briefing was favorable, although there are a number of issues that the IACUC and DLAM are working to remedy. We want to thank all research personnel who assisted with the site visit. PI’s, LCs, and research staff were helpful and well-informed. We appreciate your efforts in making our animal program successful and helping UNC-Chapel Hill maintain our accreditation.
**Animal Care Application (ACAP)**

IACUC and the OACU are very excited about the new online application that went into effect June 1, 2005. We greatly appreciate your patience as we work out final kinks with the application. We realize that the application process has been frustrating for a number of you and would have preferred continuing our beta testing for a longer period of time to work out difficulties. However UNC-Chapel Hill was under regulatory pressure to have the application up and running by June 1. Thanks for all the very helpful comments and feedback.

Due to consistent confusion with the animal numbers and breeding numbers sections, we have implemented a revised version of that portion of the application effective July 28, 2005. We believe the revisions will vastly simplify the process. The changes did involve data manipulation in the animal pain categories. If your application was created prior to July 28, OACU staff may be calling you to clarify animal pain categories. Again, thanks for your patience as we continue to improve the application in order to get it right.

A few other notes about ACAP

1. An individual must be included in the personnel section to be able to edit ACAP. Only individuals listed as a PI, Co-PI, Official Contact, Laboratory Coordinator, or 24-hour Contact have editing rights. PI, Official Contact, and Laboratory Coordinator are required fields.
2. The paper copy approval page has been replaced by an online approval. OACU is sending out approvals to all PIs and Official Contacts by email (details below).
3. Please list **only** the techniques that each individual will perform. Initiation of work described in the application requires that individuals be certified in the stated techniques.

After the IACUC approves your application, the Principal Investigator and other individuals listed as personnel can access and print the approved application from ACAP. This online access replaces the paper approval sheet sent to PI’s via campus mail.

Printing/viewing instructions: once at ACAP, log in and click Application Management. To view or print the approval page, go to the bottom of the page to the list of approved applications. Click the one you need and then click View PDF. Page one of this file is the approval page and can be printed individually. Note that the following text “This application has been reviewed and approved by the University of North Carolina at Chapel Hill Institutional Animal Care and Use Committee” officially replaces the IACUC Chair signature. For a given application, anyone with edit access can view and print the PDF.
**Animal Exposure definition:**

The definition of “Animal Handler” has been updated as follows:

Animal Handler: research animal handlers and animal caretakers. These employees are in physical contact with animals because of their research and/or provide direct care for the animals. These employees are required to participate in the annual occupational health surveillance program for animal handlers.

Animal Exposure: means employees present in the same room with animals on occasion but not in direct contact or do not provide direct care of animals. Such employees include HVAC, maintenance, or housekeeping Facilities Services personnel who may enter animal facilities on occasions or research personnel who work in the same lab where animals are present. Employees with animal exposure are required to receive one-time training upon assignment of duties that require them to be in the same room with animals. The one-time training provides the employee with information about allergies, zoonoses, and other hazards associated with animal exposure. They are also provided information about the availability of the University Employee Occupational Health Clinic, should any symptoms or illnesses develop that they believe could be associated with their animal exposure.

**Network of Laboratory Animal Coordinators (NLAC)**

NLAC is up and running and should be a useful tool for laboratory animal coordinators to make contacts, exchange ideas, ask questions, and make suggestions. Quarterly, NLAC presents a topic of interest to animal users featuring animal health issues, speaking with the public about work with animals, and guest visits from DLAM and IACUC. NLAC has enjoyed a healthy turn-out for its three meetings. The NLAC steering committee encourages your participation and any suggestions you have for improvements and future meetings.

NLAC listerve has proven to be a useful tool for exchanging information and surplus animals. Open registration is through September 1, 2005. After that, NLAC steering committee has asked the Office of Animal Care and Use to assist with registration. Please feel free to register and start sending to and receiving helpful information from other laboratory coordinators at UNC-Chapel Hill.

Go to [NLAC website](#) for listserve instructions—once there see bottom of page.

Please note: There has been a fair amount of valuable exchange of animals via the NLAC listserve. However, such exchanges require DLAM approval and DLAM provides transport upon request. Investigators are required to use this resource for facility to facility transfer to ensure animal health status and adequate space allotment. A transfer request form must be completed ([Cage Card Form](#)). Contact the DLAM Animal Transport Specialist for more information (966-0711).
Instructions for certification/calibration of anesthesia vaporizers and proper technique for open drop method of gas anesthetics

AAALAC site visitors identified some deficiencies in the use of gas anesthetics by UNC-Chapel Hill researchers. Namely, AAALAC cited the University for having research personnel untrained in the proper administration of volatile anesthetics by the open drop method as well as not requiring uniform calibrating and certification of gas anesthetic vaporizers.

Delivery of volatile anesthetic agents (such as Isoflurane) to rodents can be achieved by using a closed glass chamber such as a bell jar or dessicator jar. Liquid anesthetic should be placed on gauze or cotton balls, thereby releasing the vapor anesthetic. It is important to ensure that the animals do not come in direct contact with anesthetic liquid, which is irritating to rodent skin. Use of a wire mesh or perforated platform over the soaked cotton or gauze will ensure that rodents have an adequate surface to stand on. Dessicators designed for this purpose can be purchased.

The animal should be visually observed for cessation of movement and recumbency. Once recumbent, the animal should be removed from the container for recovery. This method does not allow control of anesthetic concentrations, and lethal doses may accumulate quickly. Therefore this method should only be used for very short term procedures or non-survival procedures. This procedure must be performed in an approved fume hood or Class 2 Biological Safety Cabinet, so that vapors can be properly ventilated. To maintain a surgical plane of anesthesia some of the liquid gas anesthetic may be placed on a cotton ball in a small jar or cylindrical cone and placed on the nose of the rodent. Gas anesthetics are not allowed in animal housing rooms. (Reference: Anesthesia and Analgesia in Laboratory Animals, Kohn et al. p168-169. Academy Press, 1977)

Procedures requiring longer periods of anesthesia should be performed using a precision calibrated vaporizer. It is required that investigators follow manufacturer recommendations for regular calibration. Most manufacturers recommend yearly calibration of vaporizers to ensure proper function. Investigators are responsible for ensuring adequate maintenance of equipment. DLAM Veterinary Services will coordinate yearly calibration, but it is up to each investigator to take advantage of this service and contact Veterinary Services. Otherwise investigators must make their own arrangements for machine maintenance. Fees for service will be charged to the investigator and are not the responsibility of DLAM.

DLAM has arranged for Eagle Eye Anesthesia to visit the UNC-Chapel Hill campus on August 16, 2005. Eagle Eye Anesthesia will be performing calibration on anesthetic vaporizers for DLAM and interested investigators. Contact Anissa Anderson in Veterinary Services for more information (966-2906) and to schedule calibration of your vaporizer.
Recently Approved IACUC Standard Operating Policies and Guidelines

Animal Transport:
http://research.unc.edu/iacuc/sop/Animal%20Transport.doc

Gas Anesthesia Disposal:
http://research.unc.edu/iacuc/sop/Gas%20Anesthesia%20Disposal.doc

Rodent Identification:
http://research.unc.edu/iacuc/sop/Rodent%20Identification.doc

Oocyte Harvests:
http://research.unc.edu/iacuc/sop/Oocyte%20Harvests.doc

Euthanasia Guidelines and Policies: