INSTITUTIONAL ANIMAL CARE AND USE COMMITTEE
INFORMATIONAL MEMO

October 2006

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.

New location in Bioinformatics
OACU moved into its new location on July 14, 2006. We are located on Mason Farm Road in Suite 1140 of the Bioinformatics Building (first floor, first office suite on the right). Campus box and email addresses, phone number, and web address are still the same.

Sharing and Transfer of Research Animals
The Institutional Animal Care and Use Committee (IACUC) encourages the sharing of research animals among investigators with approved animal use applications. Sharing animals helps reduce unnecessary euthanasia and allows use of excess animals produced through transgenic breeding. The Network of Laboratory Animal Coordinator (NLAC) list serve has been used extensively when researchers inquire about the availability of strains of animals as well as to notify other researchers of surplus animals. The institution applauds this excellent application of the “reduction” principle of the 3 R’s (Reduction, Refinement, and Replacement).

Please be aware that there is a formal process for transferring animals, however. The following steps must be met when making a transfer:

1. Animal transfers must be made officially through Division of Laboratory Animal Medicine (DLAM). This process links animals being transferred from the old application to the new application and also makes DLAM aware of movement of animals in order to tackle biosecurity issues. (Please see 9/12/06 NLAC Seminar http://research.unc.edu/nlac)

2. Animals numbers to be transferred must be covered by the approved animal use application.

3. Any procedures to be conducted on the transferred animals must be described in the investigator’s approved application or in an amendment to that application.
**IACUC Holding Application**

OACU has instituted the “IACUC Hold Application” which provides an approved application for the investigator to transfer his/her animals in the event the application is not approved by the expiration date. OACU manually notifies the investigators that the animal census indicates the investigator has animals “in-house” covered by the expiring application and the steps the investigator must take. The investigator receives the following message by email and as part of the Animal Care Application (ACAP) comments.

“DLAM census records show that you have animals in-house on application xyz. If the census report is incorrect or you will no longer have animals on xyz as of the first of the month, please disregard. However, in order to officially apprise us that this matter is resolved, notify OACU at iacuc@med.unc.edu before the expiration date.

There is a possibility your application will not be completely approved by the expiration date. If you still have animals in-house at the end of the month, your new ACAP submission must either be approved or your animals will need to be transferred to a temporary IACUC Holding Application. Experimental animal work is not allowed on the IACUC Holding Application. Continuing animal work on an expired application is a violation of federal and University policy. The IACUC Holding Application is only a temporary measure and investigators must still work with the IACUC and OACU to secure timely approval of their application.”

**Training and Certification of Research Personnel Using Animals**

For information about training requirements and about how to get trained, go to [http://research.unc.edu/nlac/training_guidelines.doc](http://research.unc.edu/nlac/training_guidelines.doc).

Laboratory Animal Coordinators (LAC) can submit certifications online (formerly done with a paper form). Once certified by IACUC or DLAM in a particular technique, an LAC can then train all others in his or her own lab. LAC’s can submit certifications online at [http://cfx3.research.unc.edu/iacuc_cert](http://cfx3.research.unc.edu/iacuc_cert). Once logged in click the 'Laboratory Coordinator Certification Submission' link on the lower left-hand side of the screen.

OACU has limited training space for rodent users at this time. Until training space issues are resolved, OACU will not be posting rodent wet labs for open registration on the IACUC website. Please call our office at 966-5569 for scheduling. We are prioritizing training for Laboratory Animal Coordinators and personnel who require training for application approval. Although the Training and Compliance team is trying to accommodate all training requests there may be delays for others who ask for training through OACU instead of a certified LC.

**Self report unanticipated animal mortality**

If unexpected deaths occur due to experimental manipulation or other unforeseen circumstances (i.e. equipment failure, disease), please contact the IACUC and DLAM. Investigator self-reporting is a key component to compliance and will be favorably considered in Committee deliberations of animal concerns.
All animal health issues must be reported to DLAM veterinary services. Reporting unanticipated animal mortality as soon as possible may allow DLAM pathologist to obtain fresh carcasses for necropsy. Pathologist’s findings on fresh carcasses are crucial in diagnosing the causes of death. In case of emergencies a veterinarian or the manager of Veterinary Services is on call at all times. If assistance is required after hours for any animal care issues, the veterinary staff may be paged at 216-1235. For convenience this number has been posted in all animal facilities by the telephones in common areas.

PI is responsible for all activities conducted by personnel listed on the application -- read applications before doing procedures, adequately trained, only techniques approved in application

Please remember that the PI has full responsibility to ensure that personnel are following IACUC approved animal use applications. All personnel conducting animal procedures should thoroughly read the application before doing procedures. All procedures performed on animals must be included in an approved application. Any deviation from the approved application is considered non-compliance. Personnel working with animals must be listed on the approved protocols and must be adequately trained to perform approved procedures (see Training and Certification above).

IACUC Policy Updates
The IACUC updates policies on a regular basis. To view the most current version of IACUC approved guidelines and policies, please visit the IACUC website (http://research.unc.edu/iacuc/). The following policies have been revised in recent months:

Rodent Tumor Burden Policy

Rat Cage Density Policy

Rodent Blood Withdrawal Policy