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.

**Training and Compliance**

**Access to the DLAM Animal Facility: Mandatory Requirements:**

Please be aware that all of the following are required in order for an individual to receive card access to a DLAM animal facility.

- Research Profile
- Lab Worker Form
- Animal Handler Profile (update annually)
- IACUC on-line orientation (update every 3 years)
- DLAM on-line orientation (update every 3 years)
- Certified in all required techniques (IACUC staff or LAC)
- Listed on an approved protocol or approved amendment
- Notify the DLAM Card Access email account at XXXXX when you have been approved on an application (indicate the approved ACAP #)
- Complete the Training Tour of Animal Facility

Please adhere to the following:
- Do not allow individuals without card access to enter the facility behind you
- Do not allow individuals to ‘borrow’ your access card.
- Individuals ‘in training’ who do not yet possess access cards, must be escorted by their Laboratory Animal Coordinator (LAC) at all times when in the DLAM animal facility.
- The application or amendment on which the individual seeking card access is listed must be approved, not pending, in order for DLAM to grant access.
- DLAM will revoke access card privileges if approved card holders allow unauthorized individuals to borrow their cards.

IACUC Multiple Survival Rodent Surgery Guidelines

On August 14, 2009, the IACUC voted to revise the current Multiple-run Survival Rodent Surgery Standard Operating Procedure (SOP). The IACUC has instituted a Training SOP as well as Guidelines. The Multiple-run Survival Rodent Surgery Training SOP is used by the OACU Training and Compliance Coordinators (TCC) for the hands on aseptic technique classes. The Training SOP is the gold standard for rodent survival surgery. The Multiple-run Survival Rodent Surgery Guidelines describe the mandatory requirements as well as best practices to be used by researchers in the ‘field’ or laboratory. During procedural observations, OACU TCCs will continue to educate researchers and will offer best practice tips. Any deficiencies in aseptic technique cited by the TCC during the procedural observation will be based on failure of the researcher to adhere to the minimum standards described in the Multiple-run Survival Rodent Surgery Guidelines.

The Multiple-run Survival Rodent Surgery Training SOP and the Multiple-run Survival Rodent Surgery Guidelines can be found on the IACUC and the NLAC web sites.
http://research.unc.edu/iacuc/sop/index.php
http://research.unc.edu/nlac/

Please contact the Training and Compliance Coordinators at 966-5569 if you have any questions regarding these two documents or the requirements for rodent aseptic surgical technique.

ACAP Administration

Amendment Approval
All amendments, regardless of the items being added to the protocol, are checked to ensure that all individuals listed on the protocol are up to date on all training requirements. The IACUC will not approve the amendment until the necessary training requirements have been completed.

Please note that when the IACUC sends comments to the investigator through ACAP the application is in the ‘reopened’ status. After completing the necessary requirements, the investigator must resubmit the application in order for the IACUC to be notified that the application is ready for review. Completion of such items as the investigator’s signature on the amendment certification page or
necessary training requirements requires that the investigator resubmit the amendment in ACAP to ensure timely review and processing of the amendment.

**Copy Feature on ACAP**

ACAP has a Copy feature which allows the investigator to create a template of an existing application (e.g., at the end of the three year period for continuation applications). The Copy feature allows the user to create an exact copy of the existing application. The investigator can then edit the copy as necessary before submitting it through ACAP as a new application or as a continuation application. In order to use this copy feature, do the following:

- Sign in to the ACAP program using your ONYEN or SOMID Username and Password.
- Click: ☑️ Application Management
- Click: the Approved Tab
- See a list of all approved applications with an active PDF link for each. Select the Make a Copy link in order to create a copy of the desired application.

**Personnel Techniques in ACAP**

When completing the Personnel section of an application, indicate only the techniques that each individual will perform as part of this application. Do not include any techniques that will not be performed on this application, even if the individual is certified in a number of different techniques. For example, if no survival surgery is performed, do not indicate that the personnel have been certified in Aseptic technique, Incision Prep, Instrument Prep, Suture Placement, Suture Removal, Would Clip Application, Wound Clip Removal, Scrubbing and Gloving.

All individuals listed on the application as Laboratory Animal Coordinators (LAC) must attend the Laboratory Coordinator Lecture. The Personnel section techniques must include ‘Laboratory Coordinator Lecture’ as a technique for this individual.

If mouse breeding is conducted as part of the application, the LAC and all additional personnel who participate in the colony management and breeding must attend the mandatory Breeding Policy Lecture. In addition, Breeding Policy Lecture must be included as a technique for each of these individuals.

Any individual who touches an animal must be listed in the Personnel section of ACAP with the role of ‘Animal Handler.’
Grant Concordance Review

PHS Policy and the NIH Grants Policy Statement (Part II, Terms and Conditions) require the institution to verify, before the award is finalized, that the IACUC has reviewed and approved those components of grant applications and contract proposals related to the care and use of animals. Institutions are responsible for ensuring that the information the IACUC reviews and approves is congruent with what is in the application/proposal. The NIH does not dictate the procedure that institutions should employ to meet this requirement and has given institutions the freedom to devise a workable mechanism to accomplish this end. Although this responsibility is an institutional responsibility, and not specifically an IACUC responsibility, the UNC IACUC has been tasked with development of a program to ensure grant/IACUC protocol congruency.

Currently, UNC has relied on the assurance of the PI on the signature page of IACUC protocols that the IACUC protocols and grant applications are congruent. UNC is beginning a new pilot program to ensure grant and IACUC protocol congruency. The details of the program are still being worked out, but the overall plan is to coordinate with the Office of Sponsored Research and the Sponsored Programs Office to review a sampling of “just in time” NIH grant applications. Funds for these grants would not be awarded until a side by side comparison of the grant application and IACUC protocol has been performed and the two documents have been found to be congruent.

Further information about this program will be forthcoming. The Office of Animal Care and Use has plans to widely publicize the details of the new program and to hold meetings to allow for discussion of the program with the UNC research community.

In the meantime, should you have any questions about this new program, please contact Michelle Denning at 966-5569 or via email at michelle.denning@unc.edu.