Mandatory Laboratory Animal Coordinator (LAC) Lecture
Laboratory Animal Coordinators… Superheroes in Disguise?

Your PI needs you!

• Coordinate animal activities in lab
• Ensure everyone is properly trained
• Maintain compliance with animal welfare rules and regulations
Laboratory Animal Coordinators… Superheroes in Disguise?

The IACUC needs you!

- Ensure lab members work within the guidelines of the lab’s protocols
- Ensure all necessary documentation is kept updated
- Act as a liaison between the lab and the IACUC
In Other Words.......
Lecture/Wet Lab Requirements:

- LAC Lecture
- Mouse Handling and Techniques
- Rat Handling and Techniques
- Aseptic Techniques

To register, visit the [UNC Event Registration System](#)
LAC Proficiency Assessment

• **I:** Allowed to train and certify laboratory personnel immediately

• **II:** More experience required before able to train laboratory personnel

• **III:** Significantly more experience required before the level of proficiency required of a LAC attained
Certifying Lab Personnel

LAC may not train/certify in the following techniques:

- Retro-Orbital Bleed
- Retro-Orbital Injection
- Cervical Dislocation without Anesthesia
- Decapitation without Anesthesia
Certifying Lab Personnel

On-line certification database –
https://acap.research.unc.edu/iacuc_reg/
Certifying Lab Personnel

Animal Research Registration UNC-Chapel Hill

Certification Administration
Enter the details below to certify personnel.

Certify Personnel

Last Name:
First Name:
PID:

Select a Species: Mouse

Certified by LC:

View Certifications

Select a Species: Mouse

Techniques
- Anesthesia - Injectables
- Aseptic Technique
- Cardiac Puncture
- Carotid Artery Bleed
- Cervical Dislocation With Anesthesia
- Cervical Dislocation Without Anesthesia
- CO2 Euthanasia with Euthanex Smartbox
- CO2 Flow Meter with Physical Euthanasia
- Decapitation With Anesthesia
- Decapitation Without Anesthesia

Certified by LC:

Hold the control key down to select or deselect items. Command/Apple key on the Mac

>> Next  Cancel
ACAP: The Personnel Section (1.0)

• List all personnel involved with the project on the protocol

• Ensure all roles and techniques employed in an application are listed in section 1.0

• The following roles must be assigned on each application and require a phone number and e-mail address: Principal investigator (PI), Co-PI, Emergency Contact, Official Contact, Laboratory Animal Coordinator, and Animal Ordering.

• List Cage Density Policy lecture as a technique if breeding mice
Training: Other Vertebrates and Isoflurane Vaporizer

• DCM Veterinary Services provides one-on-one training for species (once animals are in-house) and Isoflurane vaporizer training

• Contact the Veterinary Technician Supervisor at 843-3407
Mouse Breeding

- Mandatory Mouse Cage Density Policy Lecture
- Mouse Action Required Card
- Voluntary Mouse Colony Management Lecture

“Don’t play with him, he is Wild Type.”

DO NOT REMOVE FOR DLAM USE ONLY ACTION REQUIRED BY: [Image of a card with a list of requirements]
Rat Breeding

• No Lecture required
• Must follow UNC Rat Cage Density Policy (HERE)
• Rat Action Required Card
If you should leave the lab...

• Inform the IACUC of the change

• Add the new LAC to the protocol **BEFORE** the old LAC leaves

• The new LAC **must** have completed:
  • LAC lecture (required)
  • Rodent training (if applicable)
Required Online Orientations

• Animal Handler Profile – updated annually

• DCM- every three years (only if animals are housed in DCM facilities)

• IACUC– completed only once

• Research Profile

• Lab Worker Registration
# Required Online Orientations

<table>
<thead>
<tr>
<th>Personnel</th>
<th>Research Profile</th>
<th>Lab Worker Form</th>
<th>Animal Handler</th>
<th>IACUC Orientation</th>
<th>DCM Orientation</th>
<th>Training</th>
</tr>
</thead>
<tbody>
<tr>
<td>Principal Investigator</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>Last Reviewed: 03/01/2017</td>
<td>Expires: 06/27/2019</td>
<td>✓</td>
</tr>
<tr>
<td>Researcher 1</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>Last Reviewed: 04/20/2017</td>
<td>Expires: 03/31/2020</td>
<td>✓</td>
</tr>
<tr>
<td>Researcher 2</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>Last Reviewed: 05/18/2017</td>
<td>Expires: 11/11/2019</td>
<td>✓</td>
</tr>
<tr>
<td>Researcher 3</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>Last Reviewed: 10/10/2016</td>
<td>Expires: 02/14/2020</td>
<td>✓</td>
</tr>
<tr>
<td>(LAC)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Researcher 4</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>Last Reviewed: 04/11/2017</td>
<td>Expires: 02/13/2020</td>
<td>✓</td>
</tr>
<tr>
<td>Researcher 5</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>Last Reviewed: 04/11/2017</td>
<td>Expires: 09/25/2019</td>
<td>✓</td>
</tr>
<tr>
<td>Researcher 6</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>Last Reviewed: 10/08/2016</td>
<td>Expires: 11/01/2019</td>
<td>✓</td>
</tr>
<tr>
<td>(LAC)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Researcher 7</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>Last Reviewed: 04/20/2017</td>
<td>Expires: 03/16/2018</td>
<td>✓</td>
</tr>
</tbody>
</table>
When training is needed.....
Remember...

• Protocol approval is contingent on completion of orientation and training for all personnel on the application

• An amendment to add new personnel must be submitted by the PI and approved by the OACU **before** animal work or DCM access is allowed
Grant Congruency

• Side-by-side grant/IACUC application comparison

• Federally Regulated

• All animal procedures described in a grant must be included on IACUC application and approved prior to funding

• Once a favorable NIH grant score has been obtained, request a [Grant Congruency Review](#) online
Grant Congruency

• All DOD and NIH grants are being reviewed by the IACUC Grants Manager

• Grant Congruency Informational Handout: http://research.unc.edu/files/2012/11/CCM3_035269.pdf

• Grant Congruency Procedures: http://research.unc.edu/files/2012/11/CCM3_035267.pdf

• Please contact the Office of Animal Care and Use at 966-5569 for additional questions
IACUC Inspections

• Semiannual Investigator Laboratories

• Semiannual Animal Facilities

• Informational Inspections (every two years)

• Unannounced Mouse Breeding Checks

• Facility Spot Checks
## IACUC Semi-annual and Satellite Inspection Checklist

<table>
<thead>
<tr>
<th>Section</th>
<th>Description</th>
<th>Result</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Brief Summary of Work Conducted in the Laboratory</td>
<td>Summary Conducted</td>
<td>N/A</td>
</tr>
<tr>
<td>2. Documentations and Postings</td>
<td>Emergency, weekend, and holiday contact information visibly posted in animal housing area</td>
<td>Acceptable</td>
</tr>
<tr>
<td></td>
<td>Current copy of Reporting an Animal Concern, CO2 Euthanasia Policy and Emergency Telephone Numbers posted</td>
<td>Acceptable</td>
</tr>
<tr>
<td></td>
<td>All personnel handling animals in the lab trained, certified and on application</td>
<td>Acceptable</td>
</tr>
<tr>
<td></td>
<td>Approved applications and amendments available to and reviewed by laboratory personnel conducting animal research</td>
<td>Acceptable</td>
</tr>
<tr>
<td>3. Health and Safety</td>
<td>Gas cylinders immobilized; Eyewash check documented/dust caps in place</td>
<td>Acceptable</td>
</tr>
<tr>
<td></td>
<td>Procedures for using/scavenging volatile anesthetics; check for Fair can weight</td>
<td>Acceptable</td>
</tr>
<tr>
<td></td>
<td>Proper sharps disposal, hazardous waste disposal</td>
<td>Acceptable</td>
</tr>
<tr>
<td></td>
<td>Current copy of Needle Safety in Animal Studies posted</td>
<td>Acceptable</td>
</tr>
<tr>
<td></td>
<td>Proper carcass disposal (especially hazard contaminated)</td>
<td>Acceptable</td>
</tr>
<tr>
<td></td>
<td>Animal handlers registered with University Employee Occupational Health Clinic-UEOHC phone # 966-9119</td>
<td>Acceptable</td>
</tr>
<tr>
<td></td>
<td>Warning signs visible upon laboratory entry (i.e.; radiation, biohazard, chemicals, ABSL)</td>
<td>Acceptable</td>
</tr>
<tr>
<td></td>
<td>Cage side chemical hazard identification training</td>
<td>N/A</td>
</tr>
<tr>
<td></td>
<td>Review of chemical hazard forms by laboratory personnel before initial use</td>
<td>Acceptable</td>
</tr>
<tr>
<td>4. Animal Care</td>
<td>Report animal health issues to Division of Laboratory Animal Medicine</td>
<td>Acceptable</td>
</tr>
<tr>
<td></td>
<td>Clinical records for individual animals (covered species)</td>
<td>N/A</td>
</tr>
<tr>
<td></td>
<td>Analgesia/anesthesia use as described in approved ACAP</td>
<td>Acceptable</td>
</tr>
</tbody>
</table>
### 5. AGENTS ADMINISTERED

<table>
<thead>
<tr>
<th>Description</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Procedures exist for ensuring drugs and biologicals are within expiration date (expired drugs separated or marked appropriately)</td>
<td>Acceptable</td>
</tr>
<tr>
<td>Pharmaceutical or veterinary grade agents used (exception required for non-pharmaceutical grade)</td>
<td>Acceptable</td>
</tr>
<tr>
<td>Tribromoethanol (Avertin): preparation (including sterilization), storage, and proper maintenance</td>
<td>NA</td>
</tr>
<tr>
<td>Proper controlled substance storage and records</td>
<td>Acceptable</td>
</tr>
<tr>
<td>Proper logs maintained for agents used to administer anesthesia, analgesia, and for euthanasia and acute intervention</td>
<td>Acceptable</td>
</tr>
</tbody>
</table>

### 6. PHYSICAL PLANT

<table>
<thead>
<tr>
<th>Description</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Impervious surfaces</td>
<td>Acceptable</td>
</tr>
<tr>
<td>General cleanliness</td>
<td>Acceptable</td>
</tr>
<tr>
<td>Behavior studies: condition of behavioral boxes/secondary enclosures, method and agents used for cleaning</td>
<td>NA</td>
</tr>
</tbody>
</table>

### 7. SURGICAL PROCEDURES: General Considerations

<table>
<thead>
<tr>
<th>Description</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Location minimizes traffic/contamination (survival surgery)</td>
<td>Acceptable</td>
</tr>
<tr>
<td>Functional components (animal preparation, operating room, post-op recovery designed and separated (physically or otherwise) according to the Guide)</td>
<td>Acceptable</td>
</tr>
<tr>
<td>Interior surfaces smooth and impervious to moisture</td>
<td>Acceptable</td>
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<tr>
<td>Fixed equipment is sanitary</td>
<td>Acceptable</td>
</tr>
</tbody>
</table>

### 8. SURGICAL PROCEDURES: Anesthesia

<table>
<thead>
<tr>
<th>Description</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adequate records of anesthesia and preoperative care</td>
<td>Acceptable</td>
</tr>
<tr>
<td>Proper monitoring for depth of surgical anesthesia</td>
<td>Acceptable</td>
</tr>
<tr>
<td>Procedures for administering and monitoring analgesia (survival surgery)</td>
<td>NA</td>
</tr>
<tr>
<td>Proper anesthetics, doses, routes of anesthesia (records maintained)</td>
<td>Acceptable</td>
</tr>
</tbody>
</table>

### 9. SURGICAL PROCEDURES: Aseptic Technique for Survival Procedures

<table>
<thead>
<tr>
<th>Description</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rodent survival surgery clean and unchattered; not used for anything else during the surgical procedure</td>
<td>NA</td>
</tr>
</tbody>
</table>
Drug Documentation

- Controlled substance log available online. Documentation requirements covered during rat and mouse handling classes.

- **All** anesthetics, analgesics, and euthanasia agents **must** be documented **every time** they are used.

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IACUC LAC LECTURE

July 2017
### Drug Template

**UNC - IACUC Rodent Anesthesia/Analgesia/Procedure Record**

(Use a separate sheet for each species/surgery date/surgery type)

<table>
<thead>
<tr>
<th>Date:</th>
<th>PI:</th>
</tr>
</thead>
</table>

**Protocol:**

**Species:**

**Procedure:**

**Survival Surgery / Non-Survival Surgery / Other Anesthetized Procedure (circle one)**

**Surgeon(s) (Please Print):**

---

**Pre-Operative Preparation Checklist:**

- Instruments Sterilized
- Eye Lubricant
- Surgery Area Cleaned
- Heat Source
- Anesthetic Animal Preparation
- New or Sterilized Instruments Between Animals
- Recovery Cage

Check here if utilizing the ‘No Touch’ method. Only sterile instruments are allowed to come into contact with exposed tissue.

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**Pre & Intra Operative Treatments**

(In addition to recording below, DEA also requires a separate log sheet with a running balance of the controlled drugs)

<table>
<thead>
<tr>
<th>Drug</th>
<th>Concentration (mg/ml)</th>
<th>Dose (mg/kg)</th>
<th>Route</th>
<th><strong>Required for all anesthesia usage</strong></th>
<th><strong>Additional information required for Survival Surgery or Procedures requiring analgesia</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Anesthetic #1</td>
<td></td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Anesthetic #2</td>
<td></td>
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<tr>
<td>Analgesic</td>
<td></td>
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</tr>
</tbody>
</table>

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**Animal ID/Cage or Group of Rodents**

<table>
<thead>
<tr>
<th>Animal ID/Cage or Group of Rodents</th>
<th>Surgeon Initials</th>
<th>Animal Weight</th>
<th>Anesthesia #1 Volume (ml)</th>
<th>Anesthesia #2 Volume (ml)</th>
<th>Inhalation Anesthesia Start/Stop Time</th>
<th>Anesthetic Plane Verified (i.e. toe pinch)</th>
<th>Inhaled Anesthesia Delivery (if applicable)</th>
<th>Time of Analgesia Delivery (if applicable)</th>
<th>Time of Recovery</th>
<th>Light Pink Card Placed</th>
<th>Comments/Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
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<td>5</td>
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</tbody>
</table>

* DLAM provided light pink cards found in all animal rooms must be placed on each cage following any type of procedure requiring post-procedural monitoring/analgesia.

* Either complete the light pink card and retain the cards for regulatory review OR complete BOTH the light pink card and the opposite side of this template. Note: Labs may choose to create & utilize a PI procedure specific log other than this template, however, the PI/LAC should ensure that all requirements included in this template, are included in the PI specific template.

Procedural Observation

Procedural required if lab performs any of the following:

– studies involving surgery (survival / non-survival)
– behavioral studies involving aversive conditioning
– studies involving animals in pain category E
Procedural Observation

- Scheduled as part of semiannual or informational inspection when possible

- Conducted every three years or if the person who was originally observed leaves the laboratory within the three year period

- Does not need to occur before initiating the procedure in the lab
Euthanasia
(Inhalational or Injectable Anesthetic)

• Euthanasia method should be described in the approved protocol and section 6.0.8 completed.

• If breeding, address culling of excess pups and adults, method of euthanasia.

• Every animal of any age euthanized under the effect of any anesthetic (inhalational or injectable) must be confirmed dead before the carcass is placed in the cooler.
Euthanasia
(Inhalational or Injectable Anesthetic)

Some of the approved methods to confirm death are:

- cervical dislocation
- decapitation
- thoracotomy
- organ harvest

(*Note- Neonatal rodents are resistant to hypoxia and can take a much longer time to succumb to compressed CO₂ gas*)
Euthanasia (continued)

- Euthanasia of rodents may take place in rodent housing rooms containing individually ventilated caging (IVC) and/or a fume hood that exhausts to the outside.

*Note: In extenuating circumstances and with permission from DCM Veterinary or IACUC staff members, an acceptable euthanasia method not described in the approved protocol may be performed in the animal housing rooms.*
Proper Disposal

- Ensure the research staff place animal carcasses in non-PVC containing, sealed, see-through plastic bags labeled with application identification number only.

- Bags are provided in a variety of sizes by DCM.

- Deposit carcasses in facility animal freezers.

- DCM now incinerates all animal carcasses. Complete the incineration form posted on the outside of the animal freezer when disposing of carcasses.
Carcasses & Cages

All carcasses and experimental materials must be removed from cages prior to drop off in dirty cage area.
Items Required in Laboratory

• Access to all current approved animal use applications including amendments

• PI animal health records and/or monitoring logs

• Drug logs – analgesia, anesthesia and euthanasia

• Laboratory safety plan and SDS sheets

• Hazard signs
Lab Postings

- How to report animal mistreatment or animal use application noncompliance *(HERE)*

- Posting of *emergency telephone numbers*

- *Needle safety*

- *CO₂ Euthanasia* (if applicable)
DCM Cards

- **Green Health Check** and **Red Vet Care cards** are the official health record.
Cage Side Identification of Chemical Hazards

Ensures the safety of research and DCM personnel when handling bedding, cages etc. (chemicals that could be harmful to DCM staff)
Cage Side Identification of Chemical Hazards

• Part of the mandatory DCM facility orientation
• The cards must match the Chemical Hazard Form on the rack
• Check for chemical name, dates, and protocol numbers to make sure they match!
• Training document available HERE
Got Chemical Hazards?

Do I need to mark my cages?

1. ACAP - Open Protocol(s)
2. Look for Hazard Forms
3. Check answer to question #4:
   Example:

4. Animal Housing Requirements
   a. Is isolation cubicle space needed for animals treated with chemical agent? No
   Carcinogen use and Cytotoxic/Antineoplastic use requires: The PI to discuss the use of these agents with DLAM Facility Manager. During treatment of animals, it is the PI's responsibility to identify cages with yellow "chemical hazard" cards and post the Chemical Hazard form on the door of room or isolation cubicles. For more information see the DLAM "Handling Cages Dosed with Chemical Hazards" Standard Operating Procedure (SOP).
   b. Other specific requirements:
Chemical Hazard Form

- The LAB is responsible for maintaining the Chemical Hazard form on the rack and the Chemical Hazard cards on the cages!
- Make sure they match!
- Check for expired protocols, old contact info, any any other updates.
Biohazard Cards AND Form

• All treated cubicle cages must have the cards with the agents written on them

• If you work in BSL2/cubicle, ask researchers when they are infecting the animals, once infected they MUST have the card!
Biohazard signage continued…

• Card on/off = PI duty

• Form on cubicle door = DCM Vet duty
  ◦ Check expiration dates and protocol numbers
  ◦ Remove old ones (give to manager)

DCM employees MUST know the hazards a cage has been exposed to in order to ensure personnel safety.
Monitoring and Documentation

- **Investigator Health Monitoring card** - for documenting an animal’s health status after an experimental manipulation (i.e. surgery, injection, etc.).

- **Pink post-operative card** - for documenting post-operative monitoring and analgesia. *Required.*
Monitoring and Documentation

• Design a monitoring log that meets the specific needs for your experiment(s)

• Abide by the monitoring schedule described in the approved animal care application and ensure adequate documentation of the monitoring

• If animals are to be monitored by lab staff place a monitoring log on the back of the room door. This will alert DCM staff that the required observations are occurring
Policies

• If investigator’s staff is responsible for feeding, watering or cage changes, the investigator must maintain an up-to-date ‘Check Sheet for Duties Performed By Investigator’ log within the animal room.

• Ensure the information requested in the upper right hand corner is supplied.
### PI Feed and Water Sheet

**Principal Investigator (PI) Duties Check Sheet**

<table>
<thead>
<tr>
<th><strong>DUTIES</strong></th>
<th>Example 1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>6</th>
<th>7</th>
<th>8</th>
<th>9</th>
<th>10</th>
<th>11</th>
<th>12</th>
<th>13</th>
<th>14</th>
<th>15</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Observed feed only</strong> (maximum of 2 consecutive days between observations; daily if restricted)</td>
<td><strong>JD</strong> 9am</td>
<td>SI 10am</td>
<td>SI 8am</td>
<td>SI 8am</td>
<td>SI 8am</td>
<td>SI 8am</td>
<td>SI 8am</td>
<td>SI 8am</td>
<td>SI 8am</td>
<td>SI 8am</td>
<td>SI 8am</td>
<td>SI 8am</td>
<td>SI 8am</td>
<td>SI 8am</td>
<td>SI 8am</td>
</tr>
<tr>
<td><strong>Feed added to cage</strong></td>
<td>SI 8am</td>
<td>SI 8am</td>
<td>SI 8am</td>
<td>SI 8am</td>
<td>SI 8am</td>
<td>SI 8am</td>
<td>SI 8am</td>
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<td>SI 8am</td>
<td>SI 8am</td>
<td>SI 8am</td>
<td>SI 8am</td>
<td>SI 8am</td>
</tr>
<tr>
<td><strong>Cage Change</strong> (weekly: mouse conventional and rat ventilated: single housed)</td>
<td><strong>JD</strong> 9am</td>
<td>SI 8am</td>
<td>SI 8am</td>
<td>SI 8am</td>
<td>SI 8am</td>
<td>SI 8am</td>
<td>SI 8am</td>
<td>SI 8am</td>
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<td>SI 8am</td>
<td>SI 8am</td>
<td>SI 8am</td>
<td>SI 8am</td>
</tr>
<tr>
<td><strong>Monitoring (as described in protocol)</strong></td>
<td>SI 8am</td>
<td>SI 8am</td>
<td>SI 8am</td>
<td>SI 8am</td>
<td>SI 8am</td>
<td>SI 8am</td>
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<td><strong>Observed water bottles only</strong> (maximum of 2 consecutive days between observations; daily if restricted)</td>
<td><strong>JD</strong> 9am</td>
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<tr>
<td><strong>Water bottles changed</strong> (sanitized weekly)</td>
<td><strong>JD</strong> 9am</td>
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<td><strong>DUTIES</strong></td>
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<tr>
<td><strong>Observed feed only</strong> (maximum of 2 consecutive days between observations; daily if restricted)</td>
<td>SI 8am</td>
<td>END of STUDY</td>
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<td><strong>Feed added to cage</strong></td>
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<td><strong>Cage Change</strong> (weekly: mouse conventional and rat ventilated: single housed)</td>
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<td><strong>Monitoring (as described in protocol)</strong></td>
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*Weight must be recorded at least twice per week for food or water restricted animals.

**If animals are on an approved food and/or water restriction, a Food/Water Restriction card can be placed on cages 02.2017.

- If the approved animal care application indicates that the investigator will monitor health, weight, or other parameters, documentation logs should be readily available to IACUC.
Food and Water Restriction

*PI Food and/or Water Restriction
PI _______ Protocol # _______
Cage Card #: __________
Date Duties Begin __________
Date Duties End __________

Food Restriction? □
Water Restriction? □

☐ Time limited or □ Quantity limited

☐ Check here if OK to feed/water ad libitum on weekends or holidays

*A PI Duties Check Sheet must also be completed and maintained in the housing room!
Which statement is false?

- The lab is responsible for placing and removing chemical and biological hazard cards.
- The PI Checksheets does not need to be filled out over holidays.
- The pink post-operative analgesia card is required for animals recovering from surgery.
“E”xceptions

• “Exceptions” are deviations from approved IACUC or federal policy. Must be filed by PI and approved by IACUC before implementation.

• Cage cards of all animals covered by exceptions must be marked with a red letter “E” in the upper right corner. [Reverse-light cycle rooms require the “E” to be in black ink]

• Investigator personnel are responsible for maintaining an up to date copy of the “Exception” in the DCM metal box located outside of each animal housing room.
Acclimation Period

- DCM Veterinarians strongly recommend that animals are given 48-72 hour acclimation period upon arrival.
- Click here for the UNC Acclimation Period Guideline
Self Reports

Report to the Office of Animal Care and Use (OACU) & Veterinary Services *any* unanticipated study outcomes which result in the harm or death of experimental animals.
Which of these should be a self-report?

You wean a litter of 7 rats on a Monday. You come in on Tuesday and find that one of the weanlings died overnight. They had access to food and water, were not on a study, and all other littermates appear bright, alert, and responsive.

You begin a study that involves testing test compounds. After two doses, half of the mice in study group (A) die, and the remaining mice are hunched and lethargic.

Your lab conducts survival surgeries that require twice daily monitoring and analgesia for two days following an operation. After one study, one of your lab members that was supposed to administer Buprenorphine tells you they were busy in the lab and forgot to go down to the facility and the animals missed all doses of post-operative analgesia.

For more information, see “Guidance on Prompt Reporting”

Amendments

• Any changes to the approved protocol must be reviewed and approved by the IACUC prior to implementation!

• Amendment Guidelines available on the IACUC website. Click HERE
Security Issues

• Biosecurity – facility/room access

• All personnel entering facilities must have valid UNC issued picture identification

• New personnel should contact the DCM building supervisor for a facility orientation.

• Please remember – Do not share building access cards or keys!! Do not let unauthorized personnel into facilities.

• Make sure that all lab members are aware of any security alerts.

• Report any problems or suspicious activities to Campus Police immediately.
Emergency Contact

- Establish a 24-hour contact name and phone number (cell or beeper) that DCM can contact at any time to ask animal health-related questions.

- Do not use the lab phone number as the emergency contact number.
Emergency Contact

- A name and number must be posted within every animal room

- Update contact information when necessary

- Forms provided by DCM
Animal Transport

*Animal transport* between facilities is regulated by DCM. The SOP is available on the IACUC website.

All cages, animals and carcasses must be covered during transportation to or from a facility.
Animal Procedural Space Exception (APSE)

• Investigator maintained facility in which animals will be maintained and tested for limited periods greater than 12 hours for USDA-regulated species and 24 hours for non-USDA regulated species.

• The IACUC will consider on a case by case basis.

• IACUC approved APSE guidelines are available for review here.
Satellite Facilities

- A Satellite Animal Facility is a non-Division of Comparative Medicine (DCM) animal facility in which animals are housed on a long-term basis and are cared for by the principal investigator's laboratory personnel.

- IACUC approved Satellite Facility guidelines are available for review on the IACUC website.
Satellite Approval

• Rigorous approval process

• Daily animal care and observation required

• Contact DCM veterinary personnel to report any animal health concerns

• Quarterly IACUC inspection

• On-line animal census documentation
EHS-Safety Eye washes

• Labs are responsible for ensuring that emergency eyewash facilities, in the laboratory space and nearby common areas, remain operational and accessible.

• Check the system at least once a month. A quick (~5 second) activation of the eyewash verifies water pressure, and flushes rust, scale, and other debris out of the system.
EHS-Safety Eye washes

• Verify monthly eyewash checks by filling out inspection tags located on or near the units.

• Inspection tags can be ordered from Fisher (Part No. NC9787676) or you can keep track on a piece of paper near eyewash.
EHS-Secondary Containment

Recommended Types:

- Plastic trays
- Plastic tubs
- Bottle Jockeys
- Plastic buckets
PPE for Animal Work in Labs

PPE required is based on risk assessment of procedures being done in lab space.
PPE for Animal Work in Labs

Minimum lab PPE required:
- Safety glasses/goggles
- Gloves
- Lab coats
PPE for Animal Work in Labs

Additional PPE based on risk assessment of animal work:
• Puncture resistant gloves
• Surgical masks
• Respiratory protection
• Sleeve covers
• Face shields
Sharps

Sharps include:

• Syringes (with/without needles)

• Razor blades

• Scalpels

• Lancets

• Slide covers
Sharps Disposal

**Biohazard:**

- Collect directly into red Sharps containers marked with Biohazard symbol
- Remove containers for disposal when 2/3 full
- Place “x” with autoclave tape on container, place in red bag and autoclave
- After autoclaving dispose in regular trash
Sharps Disposal

Chemical:

- Collect directly into white plastic Sharps containers marked with “Chemically Contaminated Sharps”

- Remove containers for disposal when 2/3 full

- Submit online EHS waste pickup form
Sharps Disposal

Non-hazardous:

• Collect directly into white plastic Sharps containers marked as “Non-hazardous Sharps”

• Remove containers for disposal when 2/3 full

• Dispose in regular trash
Sink Disposal of Chemicals

Do not use the sanitary sewer for the disposal of hazardous materials, with the exception of trace quantities associated with cleaning and washing operations, e.g., glassware.

“Let’s review the guidelines for some of the chemicals we handle.”
Network of Laboratory Animal Coordinators

• A useful collection of people that exchange ideas and experiences. (listserv)

• Serves as the liaison that improves communication between PIs and the IACUC

http://research.unc.edu/Offices/NLAC/
Useful Websites

• Office of Laboratory Animal Welfare [http://grants.nih.gov/grants/olaw/olaw.htm]


• IACUC [http://research.unc.edu/Offices/iacuc/]

• DCM [http://research.unc.edu/offices/laboratory-animal-medicine/index.htm]

• EHS [http://ehs.unc.edu/]
Contact Information

The Office of Animal Care and Use

Phone: 919-966-5569

Email: iacuc@med.unc.edu
Questions?