In order to provide better service to our Principal Investigators (PI), research staff, and administrative managers, the Office of Animal Care and Use (OACU) has compiled this informational memo. New or recently revised Guidelines/SOPs/Policies can be found on the second page; please ensure your staff is aware of these changes. Please feel free to call the OACU staff if you have any questions about any items in this memo.

**All Hands on Deck! Our AAALAC Site Visit is August 4 – 7, 2014**

The Association for Assessment and Accreditation of Laboratory Animal Care (AAALAC) will be on the UNC campus August 4th - 7th. UNC-CH has been accredited by AAALAC for many years, and in an effort to maintain this accreditation, we host a site visit every three years. The site visitors will visit each animal facility and satellite facility. In addition, the site visitors will have access to all approved animal protocols and will select and visit a number of investigator laboratories where animal procedures are conducted.

The OACU will be sending out information over the summer to help researchers prepare for the upcoming site visit.

**IACUC Web Survey**

The IACUC and OACU are seeking input to improve the IACUC website. We have developed a short survey to gain insight on how to enhance the user experience and facilitate the research community’s ability to find information. The survey only takes a few minutes to complete. When you have time, please take a moment to complete the survey. Additionally, please feel free to share the survey URL with PIs, LACs, lab technicians, or anyone else in the UNC research community who may be able to provide additional insight.

The survey URL is: [http://research.unc.edu/offices/iacuc/feedback/](http://research.unc.edu/offices/iacuc/feedback/)

**Approved Antibody Vendors**

According to Federal policies, antibodies are considered customized if produced using antigen(s) provided by an investigator or if the investigator specifically requests that a supplier produce an antigen that is not listed in the suppliers catalog (i.e., not purchased as a pre-made catalog item off-the-shelf). Under conditions in which a UNC investigator purchases a custom antibody, the UNC IACUC requires that investigators use vendors which are PHS-assured and, in the case where rabbits or other USDA-covered species are used, the vendor must be registered with the USDA. AAALAC accreditation is required when the vendor is located outside of the U.S. The IACUC now provides a list of approved vendors on its website. When grants outline the use of custom antibodies, selection of these approved vendors can facilitate the Grant Congruency process. If one of these vendors is
selected, the investigator need only indicate the vendor and species to address the portion of the grant congruency review.

The link below will direct you to a list of PHS-assured antibody vendors approved by the UNC OACU/IACUC:

http://research.unc.edu/offices/iacuc/grant-congruency/custom-antibody-vendors/

DLAM Cage card ordering Information

DLAM animal orders and cage card requests for weaning/separations are only accepted through the online ACAP ordering process. The animal numbers deducted from your approved protocol are the actual numbers indicated on the online ACAP order request. When an investigator is separating animals from one cage to a new cage due to behavior, mating, clinical care, etc. the investigator should submit a cage separation request in ACAP. Only separation cards should be used for this action so that additional animal numbers are not deducted from your protocol. When submitting a cage card request for weaning, enter the actual animal number to be weaned on the request. This number will be deducted from your approved protocol.

If you have any questions, please contact the DLAM Accounting Manager at 919-966-5630.

New and Updated Institutional Animal Care and Use (IACUC) Policies, Procedures, Guidelines and Standard Operating Procedures

All policies and guidelines described below can be accessed through the IACUC website at http://research.unc.edu/offices/iacuc/important-notices/ and on the Policies and Procedures page of the IACUC website. The OACU now posts revised documents and other important information here on a regular basis, so please check back frequently.

Policies:

Toe Clip Policy (Rodents) The previous toe clip guidelines were part of a document including other identification methods and were not as comprehensive as this new version.

Policy on Exceptions to IACUC Policy This revised version of the policy states that the PIs and staff must mark each cage covered under the exception. This is not a new requirement, and it is mentioned in many other policies so we thought it best to add it in the main policy on exceptions for clarity.

Guidelines:

Guidelines for the use of Adjuvants for Antibody Production This document was due for complete review by the IACUC so with the help of the DLAM veterinarians, we drafted revised guidelines. The format was changed and clarified to hopefully make it more user friendly as well as to clarify some points.

Guidelines for Amendments and Other Protocol Changes The changes in this document are intended to clarify existing methods for gaining approval for a variety of situations. Many simple changes can be handled more quickly to decrease your wait time for approval.
Acclimation Period for Received Animals Guideline A brand new guideline created to alert researchers to the importance of acclimating animals to their new environments upon arrival or transfer before beginning experimental manipulation.

Guidelines for Humane Endpoints of Rodents Update and rename of an old document that was outdated. This document is often referenced by researchers in protocols so we revised to include current standards.

Animal Monitoring Documentation & Record Keeping Guidelines This is a new document that should be reviewed by all animal handlers! We created this document to help labs understand that in addition to drug logs, documentation is required for any monitoring that is described in the protocol. There is also a template included for your convenience. AAALAC site visitors are very interested in these types of documentation so if your lab has any question as to what or how to document drugs or monitoring, please contact the OACU (919) 966-5569.

Standard Operating Procedures:

Duties Performed by Investigator Check Sheet This document was revised to clarify that when research staff has taken responsibility for feeding, watering, or cage changing, duties must be completed with a 'maximum of two consecutive days' between observations. Again, AAALAC will be looking at these documents as they tour our facilities so please ensure your lab is well informed in the completion of these duties and the document.