



**OFFICE OF ANIMAL CARE AND USE (OACU)
INFORMATIONAL MEMO
September 2009**

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. All personnel on the application must be up to date with all training requirements prior to approval of the application or amendment. This information is also available on the IACUC website at http://research.unc.edu/iacuc/documents/DLAMAccess_001.pdf

- 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** application or **approved** amendment
- Complete the Training Tour of Animal Facility
- Notify the DLAM Card Access email account at dlamaccess@unc.edu when you have been approved on an application or amendment (indicate the approved ACAP #)

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.

ACAP Administration

Animal Services Received or Provided Form

If you are receiving animal services or providing services to other investigators using animals (imaging, irradiation, surgeries, breeding, etc...) or operating as an animal core at the University of North Carolina at Chapel Hill (UNC-CH), please complete the [Animal Services Form](#) and attach it in the attachment section of your application. The justification provided should indicate why this service is unique and how it will benefit animal research at UNC-CH. In the ACAP Addendum Checklist, select the item indicating that you are either receiving or providing a service. Saving the document will place the link for the form at the bottom of the item list page. It is the responsibility of the investigator seeking the service(s) to discuss the specifics of the procedure with the service provider and to ensure that the service provider has IACUC approval. Please contact OACU if you have questions about completion of this form.

Each investigator will need to provide assurance of the following:

- 1) Review and agree to adhere to the UNC-CH Core Facility Policy, which is located at <http://research.unc.edu/iacuc/sop/index.php>.
- 2) Review and agree to adhere to the Standard Operating Procedure (SOP) for Animal Procedures Conducted in Investigator-Maintained UNC-CH Facilities, in which is located at <http://research.unc.edu/iacuc/sop/index.php>.
- 3) No service(s) will be provided until the requesting investigator has provided written proof of IACUC approval for the described procedures.
- 4) No service(s) will be provided until the requesting investigator has provided proof that they have received DLAM permission and arranged for transfer of animals to and from (for animals receiving survival procedures performed by the core) the core facility.


Amendment Approval

All amendments, regardless of the items being added to the protocol, are checked to ensure that all personnel 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 any comment(s) 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 items such as the investigator's signature on the amendment certification page and completion of necessary training 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 an exact template of an existing application (e.g., at the end of the three year period for continuation applications). . The investigator can edit the copy as necessary before submitting it through ACAP, either as a new or 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.



- The copy needs be appropriately labeled and saved. The saved copy of the application will appear in the  [Application Management](#) **Unsubmitted** Tab

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 mandatory 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. If any personnel have attended the optional Colony Management lecture, indicate this in the respective technique(s) profile(s).

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.

To date, UNC has relied on the assurance of the PI on the signature page of IACUC protocols that the IACUC protocol(s) and grant application(s) are congruent. UNC is beginning a new pilot program to ensure grant and IACUC protocol congruency. The details of the program are still in development, but the overall plan is to coordinate with the Office of Sponsored Research (OSR) and the Sponsored Programs Office (SPO) 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 an approved 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 Keys at 966-5569 or via email at mkeys@unc.edu.