

IACUC Guidelines for Use of Animal Core Facilities

Introduction

Recently a number of questions and issues have been raised by investigators, core facility managers, the Institutional Animal Care and Use Committee (IACUC), and Division of Laboratory Animal Medicine (DLAM) personnel regarding the use of core facilities. A few of the issues raised are the following: who is responsible for the animals at what period in time; who owns the animal(s); should animals be transferred to the core facility or stay with the original investigator; which is the proper cage card to identify the animals (PI or core); and how do we create an audit trail to determine all procedures performed on an animal.

There are a number of different Core Facilities at the University of North Carolina at Chapel Hill and each currently has its own way of managing these issues. In order to have consistency and better accounting of UNC-Chapel Hill animals, the IACUC has developed guidelines for operation of Core Facilities.

Responsibilities of Core Facility Providing Service

All core facilities handling animals should provide the Office of Animal Care and Use (OACU) with the link to their core facility website as well as a description of the experimental procedures conducted by the core. Indicate the physical location (building and room number) where the core procedures are performed. OACU has posted this information on the IACUC website in the Standard Operating Procedure section <http://research.unc.edu/iacuc/> available to all UNC-Chapel Hill research personnel. The IACUC and animals researchers can refer to this description when reviewing applications or when submitting new applications or amendments.

Core Facilities should perform procedures on another investigator's animals only when that investigator supplies documentation of an IACUC approved application or approved amendment which briefly describes the core facility procedures and proposed animal numbers to be submitted to the core.

When completing a new Animal Care Application (ACAP) core facility operators should make special note of the specific information required for sections 4.0-2, 4.0-3, and 5.0-3 below.

Include in the numbers **narrative** section, item 4.0-2, an estimate of the anticipated numbers of animals (and their associated pain categories) that will be run through the core over the next three years. This animal number estimate is **not** included in the core numbers table (4.0-3) because these numbers will already be included on other investigators' applications or amendments. This will avoid duplicate counting of animals. If the core facility conducts its own experiments with animals ordered through the core, then these animals would be described in the narrative section 4.0-2 and **would** be reflected along with the associated pain categories in the numbers table 4.0- 3.

Section 5.0-3 (and other appropriate sections) – Clearly indicate length of time period core personnel are responsible for care and monitoring of investigator animals. Indicate the location where animals go for the core facility procedure as well as the animal room the animals go after recovery. If the core facility is performing a surgical procedure, the core facility should be responsible for the care of and monitoring of animals and administration of postoperative analgesics for a reasonable time period after the procedure. Complete all appropriate addendums to the ACAP application to include all procedures conducted by the core facility (i.e., 5.2 Non-survival surgery, 5.3 Survival surgery, 5.5 Behavioral Experiments, 10.0 Immunization or antibody production, etc.) Describe the various experimental procedures the core performs and clearly state the specific length of time the core facility is responsible for caring for the animals (e.g., the core facility will administer analgesics and will monitor the animals for 24 hours after the surgical procedure.)

The Core Facility must keep a log tracking other Investigator animals run through the core. Indicate the following in the log: 1) date of procedure, 2) Investigator name, 3) Investigator IACUC Application ID number, 4) procedure, and 5) numbers of animals.

No DLAM paperwork transfer of animals from the investigator's application to the core's application will occur. Also, the original investigator's cage card (not the core's) will remain with the animals to ensure an audit trail. However, please note that if animals are physically moved from one facility to another or from a lab to a facility, the investigator must contact Pam Revels in DLAM at 966-0711 to obtain authorization. When assigning animal space, DLAM makes every effort to consider the investigator's research interests and the location of the investigator's laboratory. However, DLAM must juggle the ongoing space shortage, type of space needed, caging type, potential of bio-contamination, animal species, and health status when assigning space. DLAM cannot always house animals within the same facility that houses the Core.

Responsibilities of the Principal Investigator (PI) Requesting Core Service

Investigators should consult with the core personnel regarding specific procedures. A list of all the animal core facilities will be posted on the OACU website for reference. The website will contain brief descriptions of the procedure(s) to be conducted by the core facility.

The investigator's IACUC approved ACAP or an amendment to the approved application must include the following details regarding use of a UNC-Chapel Hill Animal Core Facility:

1. ACAP addendum Section 1.2 Collaborator -- indicate the name of the Core Facility Principal Investigator (PI) and the Core Facility's approved IACUC Application ID number.
2. In section 4.0 "Animal Numbers" indicate the numbers of animals that will receive core procedures and indicate the associated pain category resulting from those procedures. (Total animal numbers for the project should be included in Item 4.0 question 2 (text) and question 3 (table)).
3. After review of the core's procedures on the OACU web include a brief overview of procedures to be performed by the core in ACAP addendum Section 5.0-3 (Details) or in an amendment to the approved application. Provide only enough description so that the IACUC reviewers can tell what procedure the core is providing for you. This may be as simple as providing the name of the particular procedure(s) to be conducted by the core facility.
4. In item 5.0-3 (and in all appropriate sections) clearly indicate who will be responsible for care of the animals at all times including during transfer of procedures and for what time period.
5. In the Addendum Checklist, check all appropriate addendums (such as 5.2 Non-survival Surgery or 5.3 Survival Surgery) that any animal covered by your protocol would undergo in a core facility. In the actual addendum indicate, "These procedures are performed by the X Core Facility under approved application xx-xxx. No specifics are provided in this application. Please refer to Core Facility application."
6. In Sections 5.2-1 Non-Survival Surgery and 5.3-1 Survival Surgery or for Imaging procedures when a core lab is doing the surgery/procedure, indicate the core lab facility and its location.

No DLAM paperwork transfer of animals from the investigator's application to the core's will occur. If animals are physically moved from one facility to another or from a lab to a facility, the investigator must contact Pam Revels in DLAM at 966-0711 to obtain authorization.

UNC Core Facilities link

<http://www.med.unc.edu/roadmap/core/contact.htm>

UNC Core's performing animal procedures

Animal Models Core

Email [Randy Thresher](#), Director

<http://www.med.unc.edu/wrkunits/3ctrpgm/pmbb/amc/webcore/webpages/homepageexpt.htm>

Animal Studies Facility

Email [Bernard Weissman](#), Director

<http://cancer.med.unc.edu/research/cores/facility.asp?facilityID=1>

Center for Gastrointestinal Biology & Disease, Gnotobiotic Core

R. Balfour Sartor, Director

Email: [Maureen Bower](#)

<http://www.med.unc.edu/qibiolog/>

Immunology Core Facility

Email [Bradley Bone](#), Director

<http://mabs.unc.edu/>

Mouse Cardiovascular Models Core

Email [Mauricio Rojas](#), Director

<http://medicine.med.unc.edu/res/core/mcmc.htm>

Mutant Mouse Regional Resource Center

Email [Kathy Mohr](#), Facility Manager

<http://www.med.unc.edu/mmrc/pages/>

Neurodevelopmental Disorders Research Center (NDRC) Mouse Behavioral Phenotyping Core

Sheryl Moy, Director

Email [Sheryl Moy](#)

<http://www.ndrc.unc.edu/>

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