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OFFICE OF ANIMAL CARE AND USE (OACU)
INFORMATIONAL MEMO
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Announcements!! AAALACi will be here this summer and NEW Required Cage Cards!

The purpose of this memo is provide Principal Investigators (PI), research staff, and administrative managers with updates about the UNC-CH Animal Care Program. New or recently revised IACUC Policy and Standards are included at the end of the memo. Please share this information with your research staff and feel free to contact the OACU staff if you have questions about any items in this memo.

Summer 2017 AAALACi Site Visit

Our next AAALACi site visit will take place sometime during May through July. We will notify all animal researchers as soon as a date has been determined. The AAALAC International accreditation program evaluates organizations that use animals in research, teaching, or testing. Institutions that meet or exceed AAALAC standards are awarded accreditation.

The UNC-CH Animal Care Program has been accredited since 1990. Over a 4-day period, the AAALACi team will visit each animal facility and satellite facility and will have access to all approved animal protocols, documentation, and inspection reports. Additionally, the team will select and visit a number of investigator laboratories where animal procedures are conducted.

The accreditation process includes an extensive *internal* review conducted by the institution. The institution creates a comprehensive document called a "Program Description" which describes all aspects of the animal care and use program (policies, animal housing and management, veterinary care, and facilities). The Program Description is submitted to AAALAC and is reviewed by the AAALAC evaluators who visit the institution and conduct their own comprehensive on-site assessment. The site visitors' report is then reviewed by the entire Council on Accreditation and accreditation status is determined. If deficiencies are found, they are outlined in a letter and the institution is given a period of time to correct them. After an institution earns accreditation, it must be re-evaluated every three years in order to maintain its accredited status.

Currently more than 980 organizations in 44 countries have earned AAALAC accreditation. Accreditation benefits an institution and the animals in its care in many ways and each time a new organization becomes accredited, it helps to raise the global benchmark for animal well-being in science.

The OACU will be sending out information over the next several months as we submit our Program Description and a site visit date is selected. The Network of Laboratory Animal Coordinator (NLAC) Steering Committee will host a seminar to review essential elements and things to know for the upcoming AAALACi visit.

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New Processes for Documenting Procedures and Monitoring at the Cage Level

General information about procedures requiring monitoring and/or analgesia
Details regarding non-survival and survival surgery, analgesia, and monitoring requirements are described in the UNC IACUC Anesthetized Procedure SOPs for Rats and Mice. The IACUC *requires* the researcher to document the dates and times anesthetics and analgesics are administered to animals as well as when animals are monitored according to the approved protocol (e.g., body weight measurements, humane endpoint monitoring). All records *must* be available for review by IACUC representatives and external regulatory and accrediting officials.

In order to assist researchers, a sample UNC IACUC Rodent Anesthesia/Analgesia/Procedure Record template is available for download. Although use of this template is not required, it provides an overview of the expected documentation. Remember that any deviations from procedures described in the approved protocol must be amended to the appropriate protocol and approved by the IACUC prior to implementation.

Required cage level documentation of post-procedural monitoring and analgesia
For researchers performing procedures in animals which require analgesia and/or post-surgical monitoring, there is a new IACUC requirement for documentation at the cage level. The Post-operative Monitoring/Analgesia card is available in the animal facility and must be used by researchers to document details about the procedure, analgesics used, and monitoring performed. If you wish to use this card as your primary record for analgesia and monitoring, then the card must be maintained for the life of the IACUC protocol for audit purposes.

Required ABSL2 cage level documentation
For animals housed in **DLAM**-managed areas:
- At least **three** business days prior to animal inoculations, the laboratory must notify the DLAM Facility Manager/Supervisor of the inoculation schedule. **The work cannot begin until the laboratory has obtained confirmation that their scheduling notification has been received and can be accommodated.**
- An "ABSL-2 Animal Isolation Information" form must be posted on the cubicle (if utilized) or posted on the door (if no cubicle is utilized). This form can be obtained from the Facility Manager/Supervisor, AOD, or Veterinarian responsible for ABSL2 housing and must be completed with the IACUC protocol number, name and contact information of the individual(s) responsible and specific agent(s) to be used. DLAM will complete the assignment of ABSL2 space upon receipt of this form.
- When inoculated animals are returned to their cages, an orange Biohazard cage card (supplied by DLAM) **must** be placed on each cage. Information on these cards should contain the **PI name**, **agent being used**, **route of administration**, and **inoculation date(s)**.

Recommended cage level documentation for feed or water restriction
The Principal Investigator Duties Check Sheet is found in the animal facility and must be used by researchers who wish to perform their own feeding, watering, and cage change of their animals. In addition, the check sheet can be used to document required monitoring responsibilities described in the approved protocol. The check sheet has been in use for many years. However, it was recently updated to include a way for researchers to document feed and/or water restriction and to alert DLAM staff about animals currently undergoing feed and/or water restriction. The PI Food or Water Restriction Card is an additional means for communicating which animals are undergoing feed and/or water restriction. Although the card is currently not required, its use is highly recommended.

ACAP Updates

Two new informational lectures are now being offered on a quarterly basis. *IACUC Animal Concerns and Deficiencies* examines topics such as animal welfare concerns, protocol and policy non-compliance issues and inspection deficiencies. Attendees learn about reporting, how these reports impact the laboratory, and strategies for avoiding incidents. In *Animal Care Application (ACAP) Processes*, participants learn the basics of navigating ACAP, the IACUC review process, application approvals, amendments, annual renewals and continuation applications. These classes will be offered again in April 2017. Please visit the UNC Event Registration page to sign up.

As a reminder, when a PI is preparing to leave UNC, the PI should contact the OACU to coordinate the termination or expiration of their animal care protocols. Likewise, when a PI's relationship with UNC-CH changes, such as a transition to adjunct or emeritus faculty, there are steps that must be taken to ensure continuation of animal research. Please contact the OACU to discuss any upcoming changes in the status of your employment with UNC-CH.

New and Updated IACUC Policies, Procedures, Guidelines and Standard Operating Procedures

The following information, formularies, DLAM SOP, templates and cage cards have been revised or newly instituted since the last IACUC Informational Memo.

1. REVISED: Attaining Proper DEA Licensing and Maintenance of Controlled Substances in Researcher Laboratories
2. REVISED: Analgesia and Anesthesia Formulary – Rats
3. REVISED: Analgesia and Anesthesia Formulary – Mice
4. REVISED: DLAM SOP Handling Cages Dosed with Chemical Hazards
5. NEW SOP: UNC IACUC Anesthetized Procedure SOPs for Rats and Mice
6. NEW REQUIRED Card: Post-operative Monitoring/Analgesia card
7. NEW RECOMMENDED rodent template: UNC IACUC Rodent Anesthesia/Analgesia/Procedure Record
8. REVISED REQUIRED: Principal Investigator Duties Check Sheet for researchers performing husbandry duties and/or conducting food/water restriction
9. NEW RECOMMENDED Card: PI Food and/or Water Restriction Card

The UNC-Chapel Hill *Office of Ethics Education and Policy Management* is currently working with University units to review existing University Policies, Standards, and Procedures in a manner that ensures their consistency with the University Mission and with applicable law and guidance from regulatory authority. In an effort to adhere to this mandate, OACU is in the process of converting existing IACUC Policies and Standards (guidelines) to the new Policy and Standards.

The IACUC now has one overarching UNIVERSITY POLICY On the Care and Use of Vertebrate Animals for Research, Training, and Teaching Purposes in the new format. The majority of existing IACUC policies and guidelines will be transitioned to the University Standard Template over the next two years. As each is revised, reviewed and approved by the IACUC, the updated documents will be posted on the IACUC website Important Notices page for quick reference and will replace previous versions elsewhere on the IACUC site.

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