



The Institutional Animal Care and Use Committee Guidelines for Use of Animal Core Facilities

Introduction

The Institutional Animal Care and Use Committee (IACUC) has developed these guidelines for researchers at the University of North Carolina at Chapel Hill who provide or receive Core Facility services. Adherence to these guidelines provides consistency in the following areas:

- accountability of animals
- ownership of animals
- animal(s) can be transferred to a core facility protocol or stay on the original investigator's protocol
- cage cards with appropriate Animal Care Application (ACAP) ID #
- required documentation for audit trail

Core Facilities may perform procedures on animals only when the following conditions are met.

- 1)** The requesting investigator supplies the Core with documentation of an IACUC approved application or approved amendment. [The documentation must briefly describe the procedure(s) provided by the Core facility and the proposed animal number(s)].
- 2)** The Core facility has an approved application that is appropriately referenced by the requesting investigator. (Section 1.2 – the requesting investigator must enter the name of the Core facility and Core personnel; the Core's pertinent approved ACAP ID #; and the physical location where services will be performed.)

All Core facilities providing animal services must ensure that the Core has an IACUC approved ACAP(s) describing all potential experimental procedures conducted by the Core. The application must indicate all physical locations where the Core will conduct animal procedures (building and room number). The application or amendments must indicate all Core personnel who will conduct procedures.

Responsibilities of Core Facility Providing Service

When completing a new Animal Care Application (ACAP) describing provision of core services, core facility operators should pay special attention to the specific information required for sections 4.0-2, 4.0-3, and 5.0-3.

- Section 4.0-2: In the numbers narrative section, include an estimate of the anticipated numbers of animals (and their associated pain categories) that will be provided core services over the upcoming three years.
- Section 4.0-3: The anticipated numbers of animals provided core services is not included in the core animal numbers table, since these numbers are already included on other investigators' applications or amendments. This avoids duplicate counting of animals. If the core facility conducts 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: Clearly indicate the length of time core personnel are responsible for the care and monitoring of investigator animals. Indicate the room and building location where the animals receive the core facility procedure(s). Clearly indicate where the animals are housed for the duration of the study.

Should any surgical procedure(s) be provided by a core facility, the core facility should be responsible for immediate post-surgical care and monitoring of the animals. This includes the administration of postoperative analgesic(s) for a reasonable time period after the procedure(s). It is the responsibility of the core facility to maintain analgesic and anesthetic logs while being provided by the core per Institutional or Federal policy.

Core investigators must complete all appropriate addendums to their ACAP application(s) to include the procedure(s) conducted by the core facility (e.g., Section 5.2 Non-survival surgery, Section 5.3 Survival surgery, Section 5.5 Behavioral Experiments, Section 10.0 Immunization or antibody production, etc.) Describe the experimental procedure(s) the core facility performs and indicate the extent 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 all animals serviced by the core. The following must be adequately logged: 1) Date of Procedure, 2) Investigator Name, 3) Investigator IACUC Application ID Number, 4) Procedure, and 5) Numbers of Animals.

No Internal Animal Transfer is required between the investigator and core facility. The original investigator's cage card will remain with the animals to ensure an audit trail. Should the animals be physically moved between facilities, or from a laboratory to a DLAM facility, the investigator must obtain prior approval from DLAM. DLAM makes every attempt to house animals within the same facility where the Core is housed.

Responsibilities of the Principal Investigator (PI) Requesting Core Service

Investigators should consult with the core personnel regarding specific procedures and confirm the core's ability to provide services prior to referencing the core on the application.

The investigator's new IACUC application or amendment to an approved application must include the following details when referencing a UNC-Chapel Hill Animal Core Facility:

- Section 1.2 Collaborator -- indicate the name of the Core Facility Principal Investigator (PI), the Core Facility's approved IACUC Application ID number and the services provided by members of the core.
- Collaborators are able to be granted READ ONLY RIGHTS to an application for which a service is provided. They will need to be listed as personnel, with their sole role(s) indicated to be 'read only rights'.
- Section 4.0 "Animal Numbers": indicate the number of animals that will receive a procedure provided by the core. Clearly indicate the associated pain category resulting from the procedure(s). [Total animal numbers for the project should be included in Item 4.0 question 2 (text) and question 3 (table).]
- Include a brief overview of the procedure(s) to be performed by the core in the ACAP addendum Section 5.0-3 (Details) or in an amendment to the approved application. Section 5.0-3 (and in all appropriate sections): clearly indicate who will be responsible for the care of the animals at all times (i.e., core personnel or investigator personnel).
- In the Addendum Checklist, check all appropriate addendums that any animal covered by your protocol would undergo in a core facility (e.g., 5.2 Non-survival Surgery or 5.3 Survival Surgery). 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."
- Section 5.2.8 (non-survival surgery) and 5.3.13 (survival surgery), in the list of surgeons, reference the core facility personnel as a "non lab member," with a list of the core personnel performing surgery mentioned in the 'experience box'.
- 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 laboratory facility and its location.

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UNC Core Facilities link

<http://www.med.unc.edu/www/research/core-facilities>

UNC Core's performing animal procedures

1. Animal Models Core
Email [Dale Cowley](#), Director
<http://www.med.unc.edu/amc>
 2. Animal Studies Facility
Email [Bernard Weissman](#), Director
<http://cancer.med.unc.edu/research/cores/facility.asp?facilityID=1>
 3. Biomedical Research Imaging Center (BRIC)
Email [Hong Yuan](#), Director
<http://www.med.unc.edu/bric>
 4. Animal Histopathology Core
Email [Janice Weaver](#), Director
<http://cancer.med.unc.edu/research/cores/facility.asp?facilityID=12>
 5. Immunology Core Facility
Email [Bradley Bone](#), Director
<http://mabs.unc.edu/>
 6. Mouse Regional Resource Center
<http://www.med.unc.edu/mmrc/>
 7. Neurodevelopmental Disorders Research Center (NDRC) Mouse Behavioral Phenotyping Core
Sheryl Moy, Director
[Email Sheryl Moy](#)
<http://www.ndrc.unc.edu/>
 8. Animal Metabolism Phenotyping Core
Daniel Pomp, Director
Kunjie Hua, Coordinator
[Email Kunjie Hua](#)
http://www.sph.unc.edu/cnrc/core_e.html
- Mouse Cardiovascular Models Core
Email [Mauricio Rojas](#), Director
<http://medicine.med.unc.edu/res/core/mcmc.htm> **CURRENTLY OFFLINE**

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