Laboratory Animal Coordinator (LAC) Lecture

Presented by the UNC IACUC
Office of Animal Care and Use (OACU)
Summary

• Overview (IACUC, OACU, protocols)
  – Requesting animal research
  – Protocol review process

• Laboratory Animal Coordinator (LAC) Responsibilities
  – Know/use ACAP
  – Documentation
  – Training & Compliance
  – EHS-related

• Inspections
  – Types
  – Topics covered, categories of comments
  – Documentation, postings
  – Self-reports
Overview of IACUC, OACU, Protocols

• Institutional Animal Care and Use Committee (IACUC)
• Requesting Animal Research
• Protocol Review Process
UNC IACUC

- Responsible for oversight, assessment of animal care and use program
- Supported by Office of Animal Care and Use (OACU)
- 5 members minimum (NIH requirement):
  - Veterinarian
  - Practicing scientist
  - Non-scientist member
  - Non-affiliated member
- Monthly meetings to review program, protocols
**Protocol Review Process**

- **OACU**
  - Personnel Roles and Training
  - IACUC and DCM Orientations
  - Locations
  - Surgical Sections
  - Procedures

- **EHS**
  - Lab Worker Form
  - Lab Safety Plan
  - Animal Handler Form
  - Hazardous Agents and Hazard Forms
  - Recombinant DNA and IBC Forms

- **DCM Veterinarian**
  - Animal welfare
  - Humane Endpoints
  - Drug doses/routes
  - Euthanasia
  - Surgery

- **IACUC Member**
  - Scientific aspects of study
  - Study description
  - Study justification
  - Animal numbers

*This is not a comprehensive list & there is often overlap between reviewers*
Post-IACUC Meeting Process

IACUC Meeting → Application Reopened

PI Revises & Resubmits

Revisions Reviewed → All Comments Addressed?

New Comments Added → Application Approval

YES

NO
Submit IACUC applications on time!

- Due by 15\textsuperscript{th} of the month \textit{prior} to the expiration date
- Submit continuation applications a month early (~ 10 wks prior to expiration)
- Avoid expiration while actively funded or animals in-house
Changes to an approved protocol **must** be approved by the IACUC prior to implementation!

**Common amendments**

- Personnel and/or techniques
- Locations
- Anesthetics or analgesia
- Minor changes to methods
- Additional test compounds
- Euthanasia methods
- Adding animal numbers

**Helpful links**

- Amendment Guidelines
- How to add personnel
Laboratory Animal Coordinator (LAC)

- Know/use ACAP
- Documentation
- Training & Compliance
- EHS-related
Laboratory Animal Coordinator (LAC) Program

- Implemented 2004
- UNC IACUC – ensure animal handlers receive hands-on training
  - Serve as main contact/manager of lab
  - Train others in animal handling techniques

Useful links
- Step by step instructions for becoming an LAC
- Background information on the LAC Program at UNC
To Become an LAC

- Complete orientations, forms, training
- Attend lecture
- Receive training in necessary techniques
- Submit amendment to add LAC

1. Research Registration: [https://acap.research.unc.edu/iacuc_reg/](https://acap.research.unc.edu/iacuc_reg/)
2. ACAP: [https://acap.research.unc.edu/acap/](https://acap.research.unc.edu/acap/)
3. UNC Event Registration: [https://apps.research.unc.edu/events/](https://apps.research.unc.edu/events/)
4. Contact the Access Administrator at (919)962-5335 or email alyssia@email.unc.edu
5. Contact information provided once space is assigned
LAC Responsibilities

- Liaison between lab and the IACUC
- Coordinate animal activities
- Ensure lab members properly trained in hands-on procedures
- Update necessary documentation
- Assist PI to maintain compliance with
  - animal welfare rules/regulations
  - approved protocols
- **BEFORE** leaving, inform IACUC and add new LAC to protocol
- At least one *approved* LAC required on all active IACUC protocols
Using ACAP (Animal Care Application) as an LAC

• ACAP outlines proposed research in terms a lay person would understand
• Main sections
  • Research personnel and training
  • Animal housing
  • Animal species and number justification
  • Pain categories of animals
  • Objectives and rationale for study
  • Surgery, tumors, behavior
  • Tissues, fluids collected
  • Humane endpoints, euthanasia
• Read your protocol prior to performing any animal work!

Helpful link
✓ For more details on the UNC ACAP Online Application
Required Online Training/Orientation

• Protocol approval contingent on completion of orientation and training for all personnel on application
  • Research Profile
  • Lab Worker Registration
  • Animal Handler Profile – annually
  • DCM Orientation – every 3 years (if animals housed in DCM facilities)
  • IACUC Orientation - once

*Complete through Animal Research Registration
### Protocol Management:

- **Project Title:** Colony Management Core
- **Species:** Mouse
- **IACUC ID:**
- **PI:**

### Personnel

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Training - IACUC/OACU Classes

- **LAC Lecture** (mandatory)
- **Mouse Cage Density Standard**
- **Mouse Cage Density Lecture** (mandatory)

Helpful links

- ✓ To register for classes: [UNC Event Registration System](#)
- ✓ For more information on classes: [Training Overview](#)
Training - DCM Classes

- Mouse Handling and Techniques
- Rat Handling and Techniques
- Aseptic Techniques
- Voluntary Mouse Colony Management Lecture
- Rat Breeding - No Lecture required
  - Must follow UNC Rat Cage Density Standard
  - Rat Action Required Card
Training - DCM Veterinary Services

- All species other than mice and rats
  - Schedule training and certification with Veterinary Technician Supervisor at 843-3407
- Isoflurane vaporizer training
  - Schedule training - DCM Veterinary Technicians at 843-2906
Training - LAC Proficiency Assessment

Assessed during hands-on rodent training classes

I. Allowed to train and certify laboratory personnel immediately

II. More experience required before training others

III. Significantly more experience required before proficiency of LAC
• LAC may **not** train/certify in the following techniques:
  • Retro-Orbital Bleed
  • Retro-Orbital Injection
  • Cervical Dislocation without Anesthesia
  • Decapitation without Anesthesia
  • USDA-regulated species surgical techniques
LAC Certification of Lab Personnel

Helpful Links:

- On-line certification database: Animal Research Registration
- Instructions: How to certify laboratory personnel
LAC Certification of Lab Personnel
Be Familiar with PPE for Animal Work

Minimum lab PPE required:
- Safety glasses/goggles
- Gloves
- Lab coats

Additional PPE based on risk:
- Puncture resistant gloves
- Surgical masks
- Respiratory protection
- Sleeve covers
- Face shields
Labs are responsible for inspecting emergency eyewash stations. Check/document once a month with quick (~5 sec) flush. Caps must be in place to prevent debris accumulation.
EHS - Sharps Disposal

- Biohazard - Red containers with Biohazard symbol
  - Autoclave, dispose in regular trash
- Chemical Hazard - White containers with “Chemically Contaminated Sharps”
  - Submit ‘EHS waste pickup’ form online
- Non-hazardous - White containers with “Non-hazardous Sharps”
  - Dispose in regular trash
EHS - Disposal of Chemicals

- Do not dispose of chemicals or medical waste in the sink
- No hazardous materials, just trace quantities associated with cleaning and washing
IACUC Inspections

• Types of inspections
• Drug documentation
• Lab postings
• Types of housing
IACUC Inspection Types

- Semiannual Investigator Laboratory
- Informational/Educational Visit
- PI-maintained Satellite Facility
  *(With/without Procedural Observation)*
- Semiannual DCM Animal Facility
- Unannounced Mouse Breeding Check
- Facility Spot Check

Helpful links

[Types and Frequency of Inspections and Laboratory Visits Conducted by the IACUC](#)
Procedural Observation

- Procedural Observation required for studies involving:
  - Surgery (survival / non-survival)
  - Behavioral with aversive conditioning
  - Pain category E
- Potential outcomes:
  - No suggestions for improvement
  - Minor suggestions for improvement and/or amendments
  - Deficiencies (e.g., protocol non-compliance, etc)

Helpful links
- Procedural Observation Description
Inspection Topics & Questions

- General IACUC/OACU updates
- Documents/postings (e.g. Animal Concerns, Emergency Numbers)
- Health & Safety (e.g. eyewash, gas tanks)
- Animal Care (e.g. records, health issues)
- Agents Administered (e.g. controlled substances, anesthesia, analgesia)
- Physical space (e.g. impervious, cleanliness)
- Surgery details (e.g. aseptic techniques, records)

IACUC Semi-annual and Satellite Inspection Checklist
Categories

• N/A
• No Deficiency
• Acceptable/OK
• Minor Deficiency
• Significant Deficiency

Deficiencies

• Respond with corrective action by date specified on inspection report
• Presented anonymously at monthly IACUC meeting
Required Drug Documentation

All uses of anesthetics, analgesics, euthanasia agents must be documented

- **Common Anesthetics:** Isoflurane, Avertin, Ketamine/Xylazine, Pentobarbital, Lidocaine, Bupivacaine
- **Common Analgesics:** Acetaminophen, Meloxicam, Buprenorphine, Carprofen
- **Common DEA Controlled drugs:** Ketamine, Buprenorphine, Pentobarbital

Helpful links
- Isoflurane Vaporizer Log
- Isoflurane Drop Method log
- Rodent anesthesia/analgesia procedure record (survival surgeries)
- Anesthesia/analgesia drug log template (controlled substances)
Required Lab Postings

How to report animal mistreatment or animal use application noncompliance

Where? Anywhere animal work is performed

Emergency telephone numbers

Where? Any central location(s) in the lab

Needle safety (if applicable)

Where? Anywhere needles are used in live animals

CO₂ Euthanasia (if applicable)

Where? Anywhere animals are euthanized with CO₂
Emergency Contacts in Housing Area

- **24-hour contact** name, number for DCM animal emergencies
- Name and after-hours number posted in every animal room
- Update contact information when necessary
- Forms provided by DCM
Self Reports
Non-compliance or Animal Welfare Concerns

- Unanticipated outcomes resulting in harm or death of experimental animals
- Report first to DCM Veterinary Services
- Then Office of Animal Care and Use (OACU)
Which is a self-report?

You wean a litter of 7 rats on Mon. You come in and find that one of the weanlings died overnight. They had access to food and water, were not in a study, and all other littermates appear bright, alert, and responsive.

You begin a study that involves testing test compounds. After two doses, half the mice in study group (A) die and the remaining mice are hunched and lethargic.

Your lab conducts survival surgeries that require twice daily monitoring and analgesia for two days following surgery. One of your lab members tells you they were busy and forgot to go to the facility and the animals missed all doses of post-operative analgesia.

 Helpful link- see “Guidance on Prompt Reporting”

Network of Laboratory Animal Coordinators

- UNC listserv of LACs exchanging ideas, resources and experiences
  - Offer/request extra animals
  - Request expertise on special procedures
  - Questions on where to order specific supplies

http://research.unc.edu/Offices/NLAC/
IACUC Standards

- The IACUC creates, reviews and/or revises current Standards monthly.
- When approved, Standards are posted on the University Policy Stat page and IACUC webpage under ‘Important Notices’
  https://research.unc.edu/iacuc/
- IACUC guidance documents are found under the relevant heading on the IACUC Policy, Standards and Guidance page:
  https://research.unc.edu/iacuc/policies-procedures/
- Ensure that your lab members have access to the most current versions posted on IACUC website. Check the website at least every 6 months to update revised Standards maintained as hard copies.
Helpful links

List of commonly referenced UNC Standards

• UNIVERSITY OF NORTH CAROLINA AT CHAPEL HILL STANDARD FOR ADMINISTERED AGENTS
• UNIVERSITY OF NORTH CAROLINA AT CHAPEL HILL STANDARD FOR RODENT BLOOD WITHDRAWAL AND TAIL BIOPSY
• UNIVERSITY OF NORTH CAROLINA AT CHAPEL HILL STANDARD ON RAT AND MOUSE EUTHANASIA
• UNIVERSITY OF NORTH CAROLINA AT CHAPEL HILL STANDARD ON DISPOSAL OF RODENT CARCASSES
• UNIVERSITY OF NORTH CAROLINA AT CHAPEL HILL STANDARD ON ANIMAL TRANSPORT AND BIOSECURITY
• UNIVERSITY OF NORTH CAROLINA AT CHAPEL HILL STANDARD ON ACCLIMATION PERIOD FOR RECEIVED ANIMAL TRANSFER/SHIPMENTS
• UNIVERSITY OF NORTH CAROLINA AT CHAPEL HILL STANDARD ON FOOD AND/OR WATER RESTRICTION AND/OR DEPRIVATION
• UNIVERSITY OF NORTH CAROLINA AT CHAPEL HILL STANDARD ON WEIGHT LOSS IN RESEARCH ANIMALS
Useful Websites

• Office of Laboratory Animal Welfare
  http://grants.nih.gov/grants/olaw/olaw.htm

• Guide for the Care and Use of Lab Animals

• IACUC
  http://research.unc.edu/Offices/iacuc/

• DCM
  http://research.unc.edu/offices/laboratory-animal-medicine/index.htm

• EHS
  http://ehs.unc.edu/
Contact Information

The Office of Animal Care and Use
Phone: (919) 966-5569
Email: iacuc@med.unc.edu
Website: UNC IACUC Homepage