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IACUC
Institutional Animal Care and Use Committee
ULAR
University Laboratory Animal Resources
ORRP
Office of Responsible Research Practices

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AAALAC International Site visit scheduled for March 11-15

Ohio State's Animal Care and Use Program is accredited by the Association for the Assessment and Accreditation of Laboratory Animal Care (AAALAC) International. This requires an independent review of our program and facilities every three years. The last visit was in February 2010. A team of five visitors will be here from March 11-15. IACUC members will be joining the site visitors during the facility visits as part of their semi-annual review of facilities.

What areas are visited and what will they be looking for? Site visitors will be visiting ULAR vivariums and any investigator laboratory where animal work is conducted. They will also be reviewing protocols, policies and procedures of the University Animal Care and Use Program.

See the last page of the newsletter for tips to help prepare your lab for the site visit.

Why is AAALAC accreditation important?

There are many benefits to having an AAALAC accredited program. One benefit is that it represents a commitment to quality that is recognized internationally. AAALAC International offers the only international accreditation for animal care and use programs, and it has become recognized around the world as a sign of quality and good science. Read more at the AAALAC International website:
<http://www.aaalac.org/accreditation/benefits.cfm>.

BioHazard Notification Reminder

"Notify ULAR of Biohazard Use" is a new function that can be found on the homepage of your individual protocol. It will be a red link on the left side of the page. This function needs to be used for agents that may shed, excrete, or result in animal infection (i.e., your protocol has an OASIS form). This should be done at least 3 days before the actual use in animals. Information of this new notification was provided in the October 2012 Animal Care and Use Newsletter. Additional instructions are available at <http://orrrp.osu.edu/iacuc/faqs/#hazmat5>.

Resources

Animal Care & Use Newsletter Online:

[http://orrrp.osu.edu/
iacuc/index.cfm](http://orrrp.osu.edu/iacuc/index.cfm)

eProtocol:

<https://protocol.osu.edu>

University Laboratory Animal Resources:

<http://ular.osu.edu/>

Office of Responsible Research Practices:

<http://orrrp.osu.edu/>

Institutional Biosafety Committee:

[http://orrrp.osu.edu/
ibc/](http://orrrp.osu.edu/ibc/)

Office of Environmental Health and Safety:

<http://ehs.osu.edu>

IACUC Policies Updated in 2012

All of the policies developed by the OSU Institutional Animal Care and Use Committee to assist investigators and staff with their research are available on the “Policies Page” on the ORRP website. These policies are reviewed and updated on a regular basis to ensure that the university still meets regulatory requirements. A full listing of IACUC policies is available at <http://orrrp.osu.edu/iacuc/osupolicies/>.

Updates since October 2012:

- ***NEW- Use of Pharmaceutical Grade and Non-pharmaceutical Grade Compounds in Animals***– This policy replaced the policy on therapeutic agents to emphasize that any compounds used in animals need to be pharmaceutical grade and describes what is required if an exception is needed.
- ***NEW- Documentation of Husbandry Procedures***–Information was previously provided within another policy, but is now in a stand-alone policy which has been revised to clarify required procedures and responsible parties. It also emphasizes responsibility for documenting food or water restrictions
- ***Revised Policy for Surgery in USDA Species (non-rodents)*** - Revised to indicate that survival surgery in non-rodent USDA species must be conducted in ULAR supervised facilities unless an exception is approved by the IACUC.
- ***Revised Policies of Colleges, Offices, and Other Entities*** – This policy was revised to remove the section regarding the documentation of husbandry procedures.
- For more information about appropriate techniques or to schedule a training session, contact University Laboratory Animal Resources (ULAR) at ularvet@osu.edu or ulartraining@osu.edu.

Invoices available Online

Automated Census: The automated census system used in ULAR vivariums has been thoroughly checked and is working so well that paper documentation of “census units” will no longer be required. The census information displayed in that tab is updated every night and should accurately reflect the location of all your animals, how many cages you have, and what chartfield account they are allocated to. Every effort has been made to ensure this information is accurate. Please report any inaccuracies to ularinfo@osu.edu. If you would like to update the chartfield information for your animal housing per diems, you can easily do that with the order/transfer activity by choosing “account transfer” only.

ULAR is now utilizing the online system in eProtocol for generating per diem billings. You will also see the “invoices” tab in your protocol workspace. Within this invoice space, the ULAR invoice by month for all animals housed on this protocol can be found.

Please note that if animals are not housed in ULAR vivariums or are removed prior to weaning, the number of animals used must be manually recorded in the eProtocol workspace using the “Report animal number” activity on the left hand side of the screen. Numbers should be recorded at least annually. For questions, contact the IACUC office at 292-4494.

Recent News from the IACUC-

QI program update

Todd Lash, the new post approval monitoring specialist, has been conducting quality improvement administrative reviews across campus over the last several months. So far, 85% of respondents to a follow-up survey indicated that before they were contacted by Todd, they did *not* know that the IACUC had instituted a Quality Improvement Program, and 85% of respondents indicated that they agreed that the review helped them better understand their responsibilities in the care and use of animals while also adhering to the regulatory requirements. In addition, 90% of respondents agreed that the review provided educational information that would be helpful in the future.

Todd is always happy to take referrals or volunteers for Administrative Reviews. Contact Todd at lash.10@osu.edu or 2-0409 to request preparation materials and schedule a review.

He is also available to visit your lab where animals might be brought for a consultation as to the acceptability of a location. Contact him before March 8 if you would like a pre-AAALAC consultation.

eProtocol Tips

Tip 1: Registering to eProtocol needs to be done by new hires to a laboratory. This can be completed at <https://eprotocol.osu.edu>.

Tip 2: Adding study team members is a two-step process in the eProtocol system. The 1st step is pressing the link “Propose Study Team Change” on the homepage of the protocol and adding the individuals. The 2nd step can only be done by the PI and it is pressing the “Submit Study Team Change” to finalize the draft made in the 1st step.

Tip 3: Viewing veterinarian or IACUC reviews are done by going into the actual amendment or protocol form (i.e., pressing either the “Amend Protocol” or “Edit Amendment” buttons on the homepage of the review item). Questions will be listed on the sections of the form that they pertain.



Recent Facility Findings

The IACUC completed their semiannual program review and facility inspections. Listed below are some of the more common findings noted during this last round of IACUC semiannual inspections:

- Overcrowding of mouse breeding cages continued to be noted during the last round of inspections. Please refer to [IACUC Guideline 007-03 \(Mouse Breeding Cage Policy\)](#) for acceptable mouse breeding strategies.
- Drugs used as anesthetics, analgesics, or for euthanasia in animals may not be used beyond their expiration date. Please keep a close eye on expiration dates for any agents used in animals. Please also remember that controlled substances must be kept in a secured location (e.g. locked drawer) when not in use. For more detailed information on use and disposal of controlled substances please refer to the [Policy on Investigator Use of Controlled Substances in Research](#). This is also available at <http://orc.osu.edu/regulations-policies/general/> near the bottom of the webpage under the heading “Use of Controlled Substances in Research.”
- Clutter (such as laboratory equipment on benches and floors, cleaning equipment left on the floor) in areas where animals are used and/or housed must be kept to a minimum. Also, animal use areas should be kept free of dirt and debris as much as possible.

Overall, most findings were minor and the IACUC would like to thank researchers at OSU for your ongoing efforts in keeping animal use areas in an excellent condition.

ORRP Staff Member Profile - Anthony Yonkura



If you have called into the IACUC office, then you have probably talked to Anthony Yonkura, Senior IACUC/IBC Analyst. Anthony is responsible for providing administrative support to the IACUC, including the processing of protocols for review. Anthony received his Bachelor of Arts degree in Economics from Baldwin Wallace College and is a Certified Professional IACUC Administrator (CPIA). He has worked in the ORRP office for more than seven years assisting investigators, research staff and IACUC members with the review process and navigating the eProtocol system.

6 Tips to Prepare for AAALAC

(1) **Know your IACUC Protocol:** Anyone listed on an IACUC protocol should read pertinent information in the protocol and know what activities are approved to be conducted for each species. Everyone listed on the protocol should also know where to find a copy of the protocol. Anyone working with animals needs to be listed in the protocol.

(2) **Ensure there is Documentation of Use of Analgesics:** AAALAC has indicated that they expect some type of documentation that analgesics are provided as listed in the approved protocol. The type of documentation can range from a lab notebook for rodents to the individual medical record for a rabbit. At a minimum, the information to be documented includes date administered, drug type, and the amount given.

(3) **Secondary Method of Euthanasia:** When CO₂ is utilized as the primary method of euthanasia, the IACUC requires a secondary physical method of euthanasia. More information can be found on the IACUC website (<http://orrrp.osu.edu/iacuc/osupolicies/>) in Guideline 034-00 “CO₂ Euthanasia of Rodents including Guinea Pigs.”

(4) **Know your “Emergency Plan”:** AAALAC site visitors in recent visits to other institutions have asked laboratory workers what they would do in case of an emergency such as an on-the-job injury, a sick animal is found, or the shutdown of an institution because of a pandemic.

(5) **Register into the OSU Occupational Health Program:** Federal regulations require that everyone who works with animals be included in an Occupational Health Program. At OSU, this involves the risk analysis done by personnel using the online registry, which should be reviewed at least once per year. You can read more about the program and log into the Health Registry by going to <http://orrrp.osu.edu/iacuc/occhealth/>

(6) **Ensure your Lab Area is Clean and there are No Expired Drugs or Materials:** Even if not being used, all expired materials should be discarded appropriately. Ensure areas where work with animals is conducted has been cleaned and only necessary equipment is in the location. This includes areas in ULAR vivariums.