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

In This Issue:

- IACUC Semi-annual inspections coming up
- Online Animal Order FAQs
- Recent News from the IACUC
- Updated IACUC Policies
- Hazardous Agents and Animal Research

IACUC Semi-annual facility Inspections coming up

The next round of IACUC Semiannual Inspections will be coming up in February and March. Listed below are a few of the more common findings noted during the previous round of IACUC Semiannual Inspections:

- Overcrowding of mouse breeding cages was noted frequently during the last round of inspections. Please refer to the revised [IACUC Guideline 007-03 \(Mouse Breeding Cage Policy\)](#) for acceptable mouse breeding strategies.
- Incomplete records for administration of special diet and/or water in ULAR vivaria. If your lab group is providing special diet or water to your animals in a ULAR vivarium room, please make sure you record this either on purple cage cards or a calendar in the room log book. Cage cards and/or forms can be obtained through ULAR. Please refer to [IACUC Guideline 041-00](#) for more information on documentation requirements for animal users.



- 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.

Resources

Animal Care & Use Newsletter Online:

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

e-Protocol:

<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:

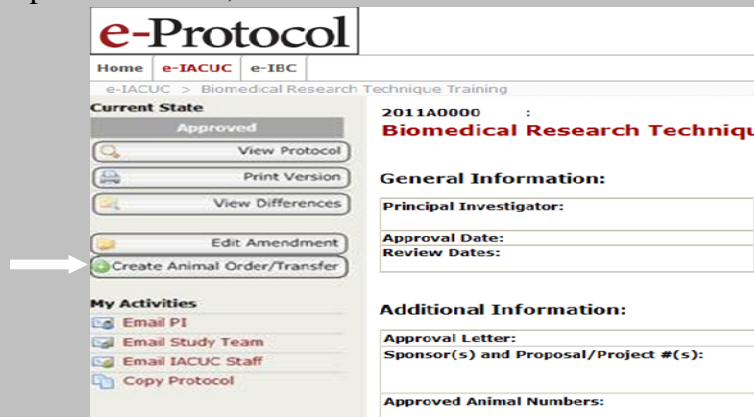
[http://www.ehs.ohio-
state.edu/](http://www.ehs.ohio-state.edu/)

Online Animal Order FAQs

Ordering of animals is now available through an online system. A training tutorial is also available online on <http://ular.osu.edu/training/e-protocol>

How do I order animals online?

Go to e-Protocol and logon. If you have more than one protocol, choose from the list the protocol that you are ordering animals for. From the protocol screen, click on the “Create Animal Order/Transfer” button.



Be sure to hit the submit button on the left sidebar on the last page!

Did I submit my order in on time?

Be sure to submit orders to allow time for processing. Orders need to be through the entire approval process and into the procurement office before the following deadlines:

- NIA – Monday – 10:00 a.m.
- NCI – Tuesday – 10:00 a.m.
- Jackson, Taconic, Charles River, Covance & Harlan – Wednesday – 10:00 a.m.

Be sure to check the status of your order prior to the deadline! This can be done by clicking on the Animal Orders/Transfer tab located on the first page of your protocol.

The Status and what to do to get your order processed:

Status: Pre-submission: You need to hit the submit button on the order.

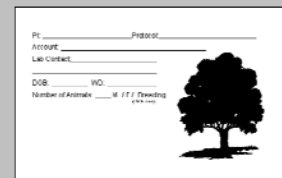
Status: Fiscal Review: The fiscal approver that you chose must approve the order.

Status: Vivarium Review: ULAR needs to approve the order.

New Cage Card Holder FAQs

How do I wean or separate cages?

To add new cages (weaning or separating), use the “tree” cage cards located in the index card box on the supply cart in the animal room. Once you complete the cage card information, place card on the cage using a traditional stainless steel holder.



Be sure to include at a minimum: PI name, protocol, account number

You are welcome to create labels with your PI name, protocol, account number and contact information to easily add this information to the blank weaning cards. Avery Label 8160 fits perfectly in the upper left. You are welcome to use the blank field in the lower left for any information you wish. Be sure to mark the census sheet to indicate that you have weaned or separated cages. Please contact the building supervisor if additional “tree” cards are needed in the room

What do I do with the cage card holder when I'm done with the cage?

Be sure to mark the census sheet that you have used a cage. Turn the cage card holder into the drop box located in the animal facility the same day you use the cage. Per diems will continue to be charged until the cage card holder is turned in! You are welcome to keep the cage cards.

Need help? Email ulartraining@osu.edu or call 292-5094



Recent News from the IACUC

New Procedures for Changing Personnel in eIACUC and eIBC

As of January 13, 2012, adding or removing personnel from a protocol has become a two step process:

- **PROPOSE STUDY TEAM CHANGE:** This activity can be used by anyone on the protocol to propose a new study team list by adding or deleting personnel from the approved study team list.
- **SUBMIT STUDY TEAM CHANGE:** This activity can only be used by the Principal Investigator to finalize the proposed change(s).

NOTE: Instructions for the new procedures are available at <http://researchonline.osu.edu/e-protocol/training>

NOTE: Only individuals who are registered in eProtocol will be displayed in the personnel drop-down list. Registration can be completed at www.eprotocol.osu.edu.

E-Protocol Tips

Tip #1: Any popup window that appears in the eProtocol system will have an “OK” button on it. This button must be pressed in order for any updates to be finalized. Closing out of a window with the “X” button will result in data being lost.

Tip #2: The “Hide/Show Errors” function in the amendment and protocol form will let you know if the review item can be forwarded to the next stage of the review process. Any errors identified by the system must be corrected before the system will allow the review item to move forward.

Tip #3: During review, all questions proposed by ULAR Veterinarians and the IACUC are only seen in the amendment or protocol form. Click the “Edit Protocol” button or “Amend Protocol” button to jump into those forms and find these questions.

Tip #4: Anyone new to the university or animal research will first need to register to eProtocol before they can be added to a protocol. Registry can be completed at <http://eprotocol.osu.edu>.



IACUC Policies Updated During the second half of 2011

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 still meet regulatory requirements.

Updates since June 2011:

- ***Blood sampling*** – clarifies procedural guidelines for collecting blood from animals.
- ***Methods of Rodent Identification*** – Updates information on when toe-clipping may be used as a means of identification in rodents.
- ***Mouse Breeding Cages*** - To address the potential for overcrowding in cages where the weaning age has been extended, the IACUC has approved a new Mouse Breeding Cage Policy. Revisions to the policy were made to prevent possible welfare concerns in cages containing multiple litters, with newborn pups competing for space with mice that are close to being weaned. The new Mouse Breeding Cage Policy permits only monogamous pairing (1 male: 1 female) when a weaning extension will be used.

The new Mouse Breeding Cage Policy is posted on the IACUC website at [<http://orrrp.osu.edu/iacuc/osupolicies/guidelines/breedingcages.cfm>]. The effective date of this policy is January 1, 2012.

Contact Donna McCarthy at 614-292-2356 or IACUCinfo@osu.edu with questions about the revised policy.

- ***Housing and Veterinary Care of Aquatic Species*** – This guideline was updated to clarify that feed for aquatic animals can only be stored for up to 6 months.

A full listing of IACUC policies is available at <http://orrrp.osu.edu/iacuc/osupolicies/>.

Hazardous Agents and Animal Research

Animal research often involves the use of hazardous agents (i.e., biological / chemical / radiological agents). The use of hazardous agents is evaluated for each animal protocol submitted to the Institutional Animal Care and Use Committee. The magnitude of the hazard may require use of engineering controls (i.e., biological safety cabinets, ventilated cages) or personal protective equipment (i.e., gloves, eyewear, lab coats, and/or respirator). We have traditionally used the OSU Animal Safety Information Sheet (OASIS form) as a tool to define and communicate hazardous agent information and appropriate safety measures relating to animal research. **The OASIS form is used to indicate hazards that are moderate to high risk and may necessitate additional safety measures or decontamination procedures.** These measures are designed to protect all individuals involved in animal research (i.e., research staff and ULAR staff). A laboratory animal facility (i.e., vivarium) is an extension of the research laboratory and all requirements for work with hazardous agents in the research laboratory are applicable to work in the animal facility.

Supervisors and Principal Investigators (PI) must evaluate work done with animals and, in addition to ensuring compliance with applicable animal research regulations, must ensure that all personnel (research, as well as ULAR) will be adequately protected from exposure to biohazard agents associated with the animal research.

Two significant trends have been observed over the last several months:

1. **Use of respirators.** The need to wear N-95 respirators has significantly declined due to use of ventilated cages. If you are still required to wear an N-95 respirator, you must get a medical evaluation from Employee Health Services and must participate in a respirator fit testing program provided by the Office of Environmental Health and Safety (292-1284). Many individuals wearing N-95 respirators have participated in appropriate medical evaluation and fit testing.
2. **Hazardous Agents. If an OASIS form was issued for a hazardous agent in your research, the ULAR vivarium supervisor must be notified when you intend to use the agent per the Institutional Laboratory Biosafety Manual:**

The PI must notify the animal vivarium supervisor in writing, **at least three working days in advance of the exposure of animals that reside in a ULAR vivarium**, to biohazard, toxic chemical, or radiological agents. For agents that do not require any additional handling or processing by ULAR, notification in advance is not required. The PI is responsible for posting biohazard/chemical/radiological information (i.e., OASIS form) at the lab, housing or procedure space during the time of animal inoculations. Signs should be removed following inoculation unless the OASIS form specifies a time period for shedding or excretion of the agent. A working day is defined as a day during which University offices are open and excludes weekends and holidays. In the interest of safety, ULAR reserves the right to euthanize those animals exposed to hazardous agents if ULAR has not received the appropriate notification.

It is also important that individuals pay particular attention to the signage posted on the doors to the ULAR biohazard rooms and follow all personal protective equipment requirements upon entry. All rodent manipulations and cage changes are to take place in a biosafety cabinet or other appropriate containment device.

For questions concerning biohazard work in a ULAR facility, please contact the vivarium facility manager, the Institutional Biosafety Officer or the Institutional Biosafety Committee Chair.