



IACUC Newsletter

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<http://orrrp.osu.edu/animalsubjects/index.cfm>

IACUC Forms:

<http://orrrp.osu.edu/animalsubjects/forms.cfm>

Office of Responsible Research Practices:

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

University Laboratory Animal Resources:

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

IACUC Posts Frequently Asked Questions

The IACUC Office has taken the questions most often raised by investigators, research personnel, and others and created a Frequently Asked Questions (FAQs) section available on the IACUC website. The new section answers such questions as “what do I need to do to house animals in my laboratory?”, “where can I get assistance with writing an Animal Use Protocol?” and “what is the difference between IACUC, ULAR and ORRP?” to name a few.



It is the hope of the IACUC Office that the new FAQs section will be a quick and useful resource for those requiring information regarding the care and use of animals at The Ohio State University. The office will continue to monitor the types of questions received and provide regular updates to this section insuring that the most often asked questions and the most current information remain just a mouse click away. To make a suggestion for a new FAQ, or to ask a question not posted, please email the IACUC Office at IACUCinfo@osu.edu. The over 30 currently available IACUC FAQs are available at: <http://orrrp.osu.edu/faqs/category.cfm?CatID=30>.

Updated Animal Use Protocol Form

The IACUC, as part of its oversight of all animal use activities, has recently adopted several updates to the IACUC Animal Use Protocol (AUP) form. The AUP form most recently underwent a massive formatting and content change in January 2006. Since the form’s last revision, the IACUC has critically evaluated the content and function of the form. While the format of the form remains generally unchanged, several areas have been enhanced or modified, making both the completion of the form and the Committee review process more efficient. One notable change is the addition of a secondary contact for the protocol. In the near future, the IACUC Office will use this information to mirror all communications sent to the Principal Investigator to the provided secondary contact. This very simple change will aid in the exchange of vital information between the IACUC and research staff and help ensure compliance with standards and regulatory requirements. As with any form updates, the IACUC kindly reminds investigators to please use the most recent version of the AUP for a submission to the IACUC. IACUC forms are available at: <http://orrrp.osu.edu/animalsubjects/forms.cfm>.



Upcoming IACUC Semi-Annual Inspections



It is time once again for members of the IACUC to conduct the required semi-annual inspections of all the institution's animal facilities. These inspections will occur during the months of May and June and include all ULAR vivarium space and individual investigator lab space. Two IACUC members will inspect all areas where animals are housed for longer than 12 hours and areas where any procedure on USDA species and surgical manipulation on any species is conducted. Please see the list below to determine which month your building will be visited. Specific dates are currently being scheduled.

May: Comprehensive Cancer Center, Tzagournis Medical Research Facility, Wiseman, Bevis, Rightmire, Hamilton, Postle, Psychology, Riffe, Aronoff, Atwell, Graves, Finley Farm, aquatic facilities near Piketon and Bowling Green, OARDC in Wooster and rooms at Marion, Lima and Newark campuses.

June: Biomedical Research Tower, Polaris, LAC, Goss, Sisson, Veterinary Teaching Hospital, Davis Heart and Lung Research Institute, Biological Sciences, Parks, Kottman, Waterman Dairy, Museum of Biological Diversity, Aquatic Ecology, BSL3 areas, Wright Center of Innovation imaging facility and Stone Lab

The IACUC has identified a few general areas of concern during past inspections. Take a moment to review these items to be sure that your lab is complying with these and other IACUC approved standards.

- Daily documentation of animal observations is available for animals housed in laboratory areas. **Guideline 015-00: Housing of Animals in Laboratory Areas**
- Controlled substances are stored in a secure location with appropriate paperwork and are used or disposed of by the manufacturers' expiration date. **Guideline 026-00: Therapeutic Agents (Anesthesia/Analgesia)**
- All survival surgery procedures are performed using aseptic techniques, including the proper sterilization of instruments. **Guideline 025-01: Survival Surgery in Rodents**

A complete list of IACUC guidelines can be found at <http://orpp.osu.edu/animalsubjects/guidelines/index.cfm>. The Ohio State University along with the IACUC is working hard to ensure that our Animal Care and Use Program is the best that it can be. Thanks for doing your part in helping us achieve this goal.

Housing of Animals in Laboratory Areas New IACUC Policy and Revised Request Form

The IACUC has recently revised its policy and forms for housing of animals outside a ULAR vivarium. All laboratories housing animals longer than 12 hours must be approved by the IACUC and requests for laboratory housing must be made in an Animal Use Protocol (AUP) or an amendment request. These requests must include scientific justification as to why scientific demands cannot be met in a ULAR facility. Housing in a laboratory area for convenience alone is not acceptable. It should also be noted ULAR standards of animal care will apply. To read the policy, go to:

<http://orpp.osu.edu/animalsubjects/guidelines/laboratoryhousing.cfm>.

Laboratory housing requests also require the submission of a newly revised Housing Exception Request (HER) form and a set of animal husbandry Standard Operating Procedures (SOP). Signatures from a ULAR veterinarian and facility supervisor are no longer required prior to submission of the form, however, investigators should still consult with ULAR staff. Animal care standards should be discussed with a veterinarian and procedures for disposal of animal carcasses as well as the return of dirty cages to ULAR should be coordinated with an Operations Manager. The new HER form and an example of a husbandry SOP can be found at: <http://orpp.osu.edu/animalsubjects/forms.cfm>.

If laboratory housing will be needed, be sure to make the request well in advance. The IACUC will thoroughly review all requests to ensure that there is an acceptable scientific reason for laboratory housing and that the quality of care provided will match the standards of a ULAR vivarium.



View IACUC Personnel Requirement Completion Online The PI Portal Now Houses Expanded Personnel Information

The PI Portal, an electronic resource designed by the Office of Research to provide OSU researchers with online access to IACUC records, has recently been enhanced. Principal Investigators (PIs) of Animal Use Protocols (AUPs) are now capable of verifying the completion of IACUC required training, Occupational Health Program compliance, and Conflict of Interest Disclosure status for individuals currently listed on their active AUPs. The information is located within the details of each AUP under the PROFILE tab of the PI Portal.



The PI Portal can be reached through the Research Foundation website, <http://rf.osu.edu/> (under Tools). To use the PI Profile, individuals need an active OSU Internet Username and password. As always, you may also contact the IACUC Office at 292-4494, 292-0409, or IACUCinfo@osu.edu to inquire about specific IACUC personnel requirements.

Keeping Protocol Personnel Current The Addition of Personnel to an AUP



With all the other responsibilities required to get a new staff member actually started on doing the tasks they were hired for, the IACUC understands that adding that new person to the appropriate Animal Use Protocol (AUP) may not be the first thing brought to mind. It is for that reason that the IACUC has attempted to create a process to add individuals to AUPs that is as painless as possible while still ensuring personnel training and qualifications are maintained and documented. After all, although it may be a small oversight to neglect to add a new person to an AUP, it is a serious violation to have an individual conduct procedures on an animal if they have not been approved by the IACUC to perform the work. A comprehensive list of the steps to add an individual to an AUP are provided below.

Individuals may be added as co-investigators and personnel under an Animal Use Protocol (AUP) by either of the following two mechanisms. (Please note that to process a change in the Principal Investigator of an AUP an amendment request must be submitted for review by the IACUC.)

1. Personnel may be included in an AUP at the time of protocol submission to the IACUC for review.

- a. The individual to be included as personnel under the AUP must submit a completed and signed original "IACUC Personnel Form" with the AUP being submitted for review (available at <http://orpp.osu.edu/animalsubjects/forms.cfm>).
- b. The IACUC Office will verify that the individual to be included as personnel under the protocol is compliant with all requirements (listed below).
- c. The submitted AUP and included "IACUC Personnel Forms" will be forwarded to the IACUC for review.
- d. Presuming a completed "IACUC Personnel Form" has been submitted, all personnel requirements have been met, and barring any concerns about specific individuals raised by the IACUC, the individual will be approved to engage in the research, testing, or teaching involving animals under the AUP as described within the protocol and within the "IACUC Personnel Form" at the time the AUP receives official IACUC approval.



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2. Personnel may be added to an AUP at any time after official IACUC approval for the AUP has been granted.

- a. The individual to be added as personnel under the AUP must submit a completed and signed original "IACUC Personnel Form" along with an "IACUC Personnel Addition / Removal Form" (available at <http://orrr.osu.edu/animalsubjects/forms.cfm>). The "IACUC Personnel Addition / Removal Form" must include the protocol number and title to which the individual is to be added, the name of the individual to be added, and the signature of the current Principal Investigator.
- b. The IACUC Office will verify that the individual to be included as personnel under the protocol is compliant with all requirements (listed below).
- c. Presuming a completed "Personnel Addition / Removal Form" with a completed "IACUC Personnel Form" has been submitted and all personnel requirements have been met, the individual will be approved to engage in the research, testing, or teaching involving animals under the AUP as described within the protocol and within the "IACUC Personnel Form."

The requirements listed below must be met before an individual may engage in research, teaching, or testing involving animals and before admittance to the animal facilities will be granted.

Animal Use and Orientation Training:

Each individual involved in the care and use of animals must obtain a basic level of competency in these areas through participation in either the classroom or in the online "Animal Use Orientation Course." This training must be updated no less than every three years. Registration for the "Animal Usage Orientation Course" (classroom version) is available at <http://rf.osu.edu/inf/e-cal.cfm>. The online "Animal Usage Orientation Course" is available at <https://rf.osu.edu/secure/education>.

Occupational Health and Safety Training:

Each individual involved in an IACUC Animal Use Protocol must receive basic training in the use of hazardous chemicals and biological agents/materials through completion of the online "Occupational Health and Safety Course" available at <https://rf.osu.edu/secure/education>. This training must be updated no less than every three years.

Occupational Health Risk Assessment:

Each individual must have completed a current "Occupational Health Risk Assessment" via the Occupational Health Registry available at <https://rf.osu.edu/secure/ochre/>.

Conflict of Interest Screening/Disclosure:

The Principal Investigator and all Co-Investigators must have a current "OSU Financial Conflict of Interest Screening/Disclosure" on file with the Office of Research Compliance available at <http://orc.osu.edu/coi/forms.cfm>.

