

October  
2012

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

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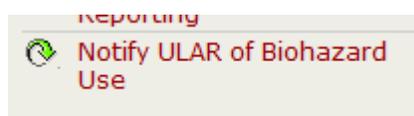
## New Hazard Use Notification in eProtocol

Animal use regulations require an occupational health and safety program for animal research to ensure safety of personnel. Our occupational health and safety program for animal research has evolved over time and multiple mechanisms for evaluation of research hazards have been developed. One of the assessment tools is the OSU Animal Safety Information Sheet (see OASIS form <http://orrrp.osu.edu/iacuc/faqs/#hazmat4>). These forms encompass a wide spectrum of chemical, biological, and radiological hazards. The purpose of the OASIS is to define engineering controls, personal protective equipment requirements, exposure risks to personnel, duration of risk, and risk management procedures (see more details in the January 2012 newsletter). Timely notification of animal care personnel (e.g., University Laboratory Animal Resources) when animals are exposed to agents is a critical component of our occupational health and safety (OHS) program.

We are implementing the following actions to facilitate the notification process:

- Principal investigators will receive an email with specific notification instructions and a copy of the applicable OASIS form.
- The OASIS form will be uploaded to the research protocol.
- If assigned an OASIS form, the principal investigator is responsible for submitting agent use notification three business days prior to agent administration. Specific instructions are available at <http://orrrp.osu.edu/iacuc/faqs/#hazmat5>.

In the upcoming months, the IACUC will closely monitor this aspect of the OHS and work directly with investigators that are not reporting per instructions provided above.



## 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://ehs.osu.edu/>

## REMINDERS

- 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.
- If your protocol has a weaning extension approved, only one male and one female are allowed to be housed in the cage to prevent overcrowding. You should also indicate on the breeding card the extended weaning day that is approved.
- If harem breeding, a female must be removed from the cage and placed in a separate cage once it is determined that it is pregnant.

## Census units and invoices available Online

**Automated Census:** The automated census system is now ready for roll-out, so we will be adding the “census units” tab to the protocol workspace. 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 planning to utilize the new system for generating per diem billings for the November billing cycle. This will provide approximately 6 weeks for you to verify the information in the database before the November billing actually occurs. At that point, 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.

## Recent News from the IACUC-

### Upcoming events

#### October 23, 2012 Brown bag lunch with IACUC and ULAR in BRT 105 at noon

Join Donna McCarthy, IACUC Chair; Val Bergdall, Institutional Attending Veterinarian; and Helen O'Meara, IACUC/IBC Associate Director to learn more about recent activities and upcoming events including information needed in IACUC protocols, changes to our post approval monitoring program and our upcoming AAALAC inspection.

Winter 2013

AAALAC reaccreditation site visit- actual dates TBD

### E-Protocol Tips

**Tip #1:** In order for a study team change to be finalized in the system, all personnel (whether new or already on the protocol) need to have their personnel requirements completed. The status of current study team members is available by going to the study team section in the protocol. A listing of all study team requirements can be found <http://orvp.osu.edu/iacuc/training/>

**Tip #2:** During review, all questions proposed by the Veterinarians and the IACUC can only be answered 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 #3:** 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>.

**Tip #4:** IACUC Office can now attach administrative documents associated with your protocol. These documents can be seen in the history log of protocols. If your protocol has an OASIS form, it will be added to your protocol workspace.



## 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 they still meet regulatory requirements.

### Updates since January 2012:

- **Documenting Animal Numbers** – this policy was updated to reflect changes using the online eProtocol system. The policy describes how the use of animals is documented in the system and who is responsible for providing the information.  
[http://orrrp.osu.edu/iacuc/osupolicies/guidelines/Documenting\\_Animal\\_Numbers.cfm](http://orrrp.osu.edu/iacuc/osupolicies/guidelines/Documenting_Animal_Numbers.cfm)
- **Rodent Surgery Policy**—revised to clarify required versus recommended procedures to help ensure the best outcome for the animals undergoing surgery. The revised policy does not change anything that has been previously required, but does separate best practices into a separate document. This new Policy is posted on the IACUC website at  
[http://orrrp.osu.edu/iacuc/osupolicies/guidelines/Survival\\_Surgery\\_in\\_Rodents.cfm](http://orrrp.osu.edu/iacuc/osupolicies/guidelines/Survival_Surgery_in_Rodents.cfm)
- **NEW Policy for Surgery in USDA species**- provides specific details regarding approved locations for survival surgery, animal monitoring, post-operative care, and record keeping to assist investigators in maintaining compliance with regulatory requirements. Additional information regarding best practices is available in separate documents.  
<http://orrrp.osu.edu/iacuc/osupolicies/SurgeryNonRodents.cfm>

For more information about appropriate techniques or to schedule a training session, contact University Laboratory Animal Resources (ULAR) at [ularvet@osu.edu](mailto:ularvet@osu.edu) or [ulartraining@osu.edu](mailto:ulartraining@osu.edu).

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

## NEW ORRP STAFF MEMBER- TODD LASH

ORRP would like to welcome Todd Lash as the new Post-Approval Monitoring Specialist (PAM) responsible for monitoring protocol activities and ensuring institutional compliance of the animal care and use program. He also participates in educational outreach efforts and supports the operations for the Institutional Animal Care and Use Committee (IACUC). Todd received his Master of Arts degree in Hearing Science from Ohio State and worked for more than 14 years in animal research laboratories at Ohio State with a variety of species.

