

Protocol Maintenance: Third-Year Resubmissions

Every three years the Animal Utilization Proposal (AUP) must be completely renewed and started as a new protocol. This process serves to consolidate all previous modifications and addendums, update literature searches, and provide long-term progress of the research for the IACUC. Based on Public Health Service Policy (PHS Policy), the **maximum lifespan of an IACUC protocol is three years.**

The review process takes time, and although the IACUC has worked to streamline the process, there is still a specific formal procedure that must be followed. The legal requirements are such that the IACUC cannot further shortcut the process to “expedite” review and approval, so there is very limited flexibility to help you if your renewal application is late. Renewals submitted without adequate lead time can put the protocol in jeopardy of losing its status as an approved project, which can then result in suspension of grant funding and/or reporting to the funding agency.

Semi-Annual Inspections: Coming Soon

The time has come for the IACUC to conduct the required semi-annual inspections of all the University’s animal facilities. These inspections will occur from **April 28 through May 13, 2008**. This process involves an examination of all areas where animals are used and housed for experiments.

An inspection schedule is attached.

A “Laboratory Self-Evaluation Checklist” is attached and should be used to facilitate your preparation.

Be Aware: Information Requests

Requests for information regarding animal research at the University come in from time to time from interested parties outside of the University. If individuals from any organization contact you, **you are not required to answer their questions.** These requests need to be considered from within the University’s open records response system. The best way to handle such requests is to refer them to the IACUC (IACUC@austin.utexas.edu or 475-8650), the Office of the Vice President for Research (vp-research@mail.utexas.edu or 471-2877), or the Open Records Coordinator (cfo@www.utexas.edu or 471-8300) in the Office of the Vice President. These offices are equipped to respond to any request for information from such organizations.

Tips of the Month

- Reviewers frequently complain when there are misspellings and typos in a protocol. Please take care when preparing your protocol. It has the force of a legal contract and should be presented as such.
- New protocols and modifications should always be submitted on the most recent versions of the forms, accessible from the IACUC website. The forms were last updated in February 2007.

The next IACUC Full-Committee Review (FCR) is **May 12, 2008**.

The deadline to submit materials for review is **April 30, 2008**.



OFFICE OF RESEARCH SUPPORT & COMPLIANCE

THE UNIVERSITY OF TEXAS AT AUSTIN

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TO: All Principal Investigators and Laboratory Personnel
FROM: Institutional Animal Care and Use Committee
DATE: April 15, 2008
RE: Notice of Semi-Annual Animal Facilities Inspection

The Institutional Animal Care and Use Committee (IACUC) will conduct the semi-annual inspection of the Institution's animal facilities from **April 28 through May 13, 2008**. This process involves an examination of all areas where animals are used and housed for experiments. Attached is the "Laboratory Self-Evaluation Checklist" which is a list of specific criteria that will be used by inspectors and should be used to facilitate your preparation.

Please post the name(s) and best contact method (e.g., lab phone, cell phone, etc.) of a knowledgeable person that will be present and able to answer questions during the inspections.

IACUC 2008 Semi-Annual Inspection Schedule

(dates and times subject to change)

Monday, April 28, 2008 10:00 AM – Noon ARC Annex, SW7, vehicle(s)	Thursday, May 1, 2008 2:00 – 4:00 PM ARC Floor 2, ARC Floor 3
Monday, April 28, 2008 2:00 – 4:00 PM PHR, ENS, WEL, BIO	Friday, May 2, 2008 12:00 – 2:00 PM Marine Science Institute (MSI)
Tuesday, April 29, 2008 2:00 – 4:00 PM PAT Basement, Floor 1, 2	Friday, May 9, 2008 2:45 – 4:15 PM Brackenridge Field Laboratories
Wednesday, April 30, 2008 2:00 PM – 4:00 PM ARC Floor 1, SEA, MBB, NMS	Monday, May 12, 2008 9:00 – 10:00 AM BEL
Thursday, May 1, 2008 10:00 AM – Noon PAT Floor 3, 4, 5, 6, Roof	Tuesday, May 13, 2008 2:30 – 3:30 PM Pickle Research Campus

Do not hesitate to contact the Office of Research Support and Compliance if you have any questions or need any additional information. Your cooperation is greatly appreciated.

e-mail: IACUC@austin.utexas.edu
phone: 512.475.8650

web: <http://www.utexas.edu/iacuc>
fax: 512.471.8873

**Institutional Animal Care and Use Committee
Laboratory Self-Evaluation Checklist**

Available Resources / References

- Emergency, weekend, and holiday contact information posted
- Copy of approved IACUC protocol and subsequent approved modifications readily available
- Lab personnel are listed on, knowledgeable of, and follow approved IACUC protocol
- Lab personnel are aware of animal use training resources

Occupational Health

- Hazard warning signs posted when indicated
- Anesthetic gas delivered and scavenged by appropriate methods
- Sharps disposal
- Lab personnel aware of Laboratory Animal Occupational Health Program (LAOHP) and have enrolled

Cleanliness / Safety

- Adequate sanitation/cleanliness of lab & surfaces
- Security measures/controlled access in place
- Proper maintenance of equipment (hoods, vaporizers)
- Gas cylinders secured

Storage

- Hazardous materials, waste material properly contained and labeled
- Carcasses disposed of properly
- Separate areas for human food/drink
- Surgical supplies marked as sterilized/non-sterilized and segregated
- Feed stored in closed container that prevents potential contamination/spoilage; labeled with milling/expiration date
- No cardboard storage on floor in housing or procedure areas

Drugs

- Locked storage for drugs that are controlled substances
- Proper log sheets available and up-to-date
- Procedure in place for identifying, segregating, and disposing of expired drugs and medical supplies

Animal Housing

- Cage/enclosure appropriate to species
- Materials used for animal enclosures and housing room construction are in good condition, with no rust or peeling paint. If wood is used, it should be sealed to provide an impermeable surface that can be easily sanitized.
- If unsealed wooden items are used to enrich the animals' environment as a substrate or structure, they should be replaced when grossly soiled or showing signs of significant deterioration.
- Cage cards are present and have protocol number
- Adequate cleanliness/sanitation (bedding, water)
- Food and water ad libitum unless a written plan and schedule is in place
- Environment is appropriate for species (temperature, humidity, illumination)
- Enrichment/exercise plans followed (as indicated)
- Room monitoring logs available and up-to-date
- Pest control is adequate to protect animals and food

For protocol-related questions, contact the IACUC Coordinator at 475-8650
For technical or training questions, contact the Animal Resources Center at 471-7534

**Institutional Animal Care and Use Committee
Laboratory Self-Evaluation Checklist**

All Surgical Procedures

- Anesthetic monitoring documented
- Proper sterilization procedures used for instruments
- Animals properly prepared (i.e., hair clipped, disinfection of surgical site)

Non-Rodent Mammalian Survival Surgery

- Specific areas for surgeon prep, animal prep, operating room, animal recovery, and sterile storage
- Operating Room cleaned and disinfected prior to and after surgery
- Surgeon scrubs and wears sterile gown and gloves, mask, and other apparel as needed (i.e., eye protection)
- Provide support therapy (ventilation, thermal regulation, fluids)
- Proper analgesics provided as specified in protocol
- Personnel present at all time throughout surgery and early recovery; regular checks thereafter
- Postoperative monitoring documented

Rodent/Bird/Amphibian/Reptile Survival Surgery

- Low traffic area in lab with no extraneous storage
- Surgeon must wear mask, sterile gloves, and lab coat
- Surfaces cleaned and disinfected prior to and after surgery
- If conducting surgery on multiple animals at the same sitting, gloves and instruments must be disinfected between animals
- Provide support therapy (ventilation, thermal regulation, fluids)
- Proper analgesics provided as specified in protocol
- Personnel present at all time throughout surgery and early recovery; regular checks thereafter
- Postoperative monitoring documented

Non-Invasive Procedures and Non-Survival Surgery

- Anesthetic monitoring documented when sedation/anesthesia administered
- Animals not kept in lab areas for more than 24 hours without specific IACUC approval (12 hours maximum for USDA-covered species such as bats, gerbils, hamsters)
- Soiled cages returned to facility promptly
- Well-maintained area free of hazards to animals used for procedures

Euthanasia

- Is appropriate for species and performed properly
- CO₂ is from compressed gas cylinder with proper regulator (no dry ice)
- Physical methods used without sedation only after formal IACUC review and approval
- Equipment used for physical methods maintained properly

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