

## Reporting Serious or Unanticipated Adverse Events

Principal Investigators (PI) utilizing research animals must assure that mechanisms are in place so that their animals are monitored on a daily basis for signs of distress, pain, abnormal behavior, illness, or unexpected death. In addition to preventing and detecting spontaneous disease conditions, animals must be monitored for unanticipated consequences or adverse events associated with research use, including, that might occur due to:

- surgery
- drug treatment
- genetic manipulations
- handling and restraint
- mechanical failures in environmental control systems
- transport or shipping (including animals that are injured or dead upon arrival)

In facilities that are centrally-managed by the Animal Resources Center (ARC), routine daily observation is performed by the ARC animal care staff. However, research staff familiar with the experimental plan and the baseline behavior of the animals under study may be in a better position to recognize abnormalities, and for this reason they play an important role in animal observation as well. In satellite facilities that are not serviced by the ARC, the primary responsibility for daily observation is delegated to staff or students and it is vital that they are properly trained and informed by their PI of the need to identify unanticipated complications.

No matter who is doing the observation, federal regulations require that all instances of unusual or unexpected illness, debilitation or death be promptly reported to either the Attending Veterinarian or the Institutional Animal Care and Use Committee (IACUC).

For more information, see

<http://www.utexas.edu/research/arc/misc/guidelines.htm>

## 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 **May 1 – 8, 2009**. 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.

## eProtocol Tip of the Month

### Automatic training completion verification.

When you have completed your protocol and are ready to submit, eProtocol IACUC automatically cross-checks personnel training histories with the training requirements for the species to be utilized. If any training items are incomplete, eProtocol IACUC will notify you which training items are deficient and will not allow you to submit your protocol.

Each species is coded to require certain training items, e.g., "260: Introduction to Mice" if your protocol utilizes mice, "3219: Introduction to Zebrafish" if your protocol utilizes zebrafish, etc.

**All personnel** must complete "3198: Orientation" (formerly "AN0001: ARC Orientation Class") and enrollment in the Laboratory Animal Occupational Health Program ("AN0020: LAOHP -General").

Please note: The AALAS Learning Library provides updates to eProtocol IACUC training histories every 30 minutes. LAOHP enrollment is updated twice a day at 7:00 AM and 5:00 PM.

The next IACUC Full-Committee Review (FCR) is **May 11, 2009**.

Please refer to the IACUC website for the appropriate deadline date(s).



OFFICE OF RESEARCH SUPPORT

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 14, 2009

SUBJECT: 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 **May 1-8, 2009**. 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.

**May 2009 Semi-Annual Inspection Schedule**

(dates and times subject to change)

<b>Friday, May 1, 2009</b> 12:00 – 2:00 PM Marine Science Institute (MSI)	<b>Wednesday, May 6, 2009</b> 10:00 AM – 12:00 PM ARC General Facilities, Floor 1
<b>Monday, May 4, 2009</b> 10:00 AM – 12:00 PM ARC Annex, SW7, vehicle(s)	<b>Wednesday, May 6, 2009</b> 2:00 – 4:00 PM Pickle Research Campus
<b>Monday, May 4, 2009</b> 2:00 – 4:00 PM BEL, PAI, BIO, BME, SEA	<b>Thursday, May 7, 2009</b> 10:00 AM – 12:00 PM ARC Floor 2, ARC Floor 3
<b>Tuesday, May 5, 2009</b> 10:00 AM – 12:00 PM PAT Basement, Floor 1, 2	<b>Thursday, May 7, 2009</b> 2:45 – 4:15 PM Brackenridge Field Laboratories
<b>Tuesday, May 5, 2009</b> 2:00 PM – 4:00 PM PAT Floor 3, 4, 5, 6, Roof	<b>Friday, May 8, 2009</b> 10:00 AM – 12:00 PM MBB, NMS

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

e-mail: [IACUC@austin.utexas.edu](mailto:IACUC@austin.utexas.edu)  
phone: 512.475.8650

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

**The University of Texas at Austin  
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

**The University of Texas at Austin  
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
- CO<sub>2</sub> 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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