

IACUC Update

Institutional Animal Care and Use Committee
The University of Texas at Austin

November 2009
Volume 3, Issue 3

REMINDER: IACUC Animal Facility Inspection November 18-20, 2009

As you are already aware, UT-Austin's triennial accreditation site visit with the Association for Assessment and Accreditation of Laboratory Animal Care, Int'l (AAALAC) will take place **November 18-20, 2009**.

This process involves an examination of all areas where animals are housed or used for experiments. An inspection schedule is attached. A "Laboratory Self-Evaluation Checklist" is attached and should be used to facilitate your preparation.

Thank you again for your continued dedication to UT-Austin's animal care and use program.

Revised IACUC Handbook of Policies and Procedures

The IACUC recently revised the Handbook of Policies and Procedures (IACUC/HOPP). It is your responsibility to read and understand these policies. Below is a listing of some of the new or revised policies:

- 2.7: Use of Electronic Mail (Email) for Official Correspondence
- 3.1: General Scope of Review
- 3.4: Who Can Be a Principal Investigator?
- 3.7: Required Principal Investigator Certifications
- 3.11: Administrative Action on Termination of Reviewed (Pending/Not Yet Approved) Protocols and Amendments
- 4.2: Comparison of Protocols to Grants
- 8: Animal Welfare Concerns and Non-Compliance Situations

The Handbook of Policies and Procedures (IACUC/HOPP) is posted under the "Policies, Procedures, and Guidelines" page of the IACUC Website:

<http://www.utexas.edu/iacuc>



ORS Closed for Thanksgiving 11/26/09 & 11/27/09

The Office of Research Support (IACUC Office) will be closed Thursday, November 26, 2009 and Friday, November 27, 2009. No protocol processing will occur during this time period. For animal-related emergencies, contact the on-call veterinarian at the Animal Resources Center (ARC).

eProtocol Tip of the Month

How do I...

- ...REVISE my protocol?
- ...RENEW my protocol?
- ...ADD PERSONNEL to my protocol?

These, and many other tips are contained in the **eProtocol IACUC User's Guide**. The User's Guide was created when eProtocol IACUC was launched last fall. The User's guide covers everything from protocol creation to protocol approval (and everything in between, such as the eProtocol Review Process, finding and responding to review comments, etc.) Please note, to change personnel, you should do so by creating a protocol REVISION.

The eProtocol IACUC User's Guide is available FREE OF CHARGE on the eProtocol IACUC information Central:

<http://www.utexas.edu/research/rsc/iacuc/eprotocol/>

The next IACUC Full-Committee Review (FCR) is **December 14, 2009**.

The deadline to submit materials for review is **November 20, 2009**.

Animal Welfare Assurance
A4107-01

AAALAC Accredited Since
October 29, 2001

**Important Announcement Regarding UT-Austin's Upcoming AAALAC Site Visit:
November 18-20, 2009**

TO: UT-Austin Animal Research Community
FROM: Glen Otto, D.V.M., DACLAM, Director, Animal Resources Center
RE: AAALAC SITE VISIT, November 18-20, 2009

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The Association for the Assessment and Accreditation of Laboratory Animal Care, International (AAALAC, Intl.) will conduct its regular triennial site visit to The University of Texas at Austin on 11/18/2009 – 11/20/2009. They will start at the Marine Science Institute sites at Port Aransas on 11/18/2009 and will tour the Austin campus locations on 11/19-20/2009.

All laboratories using vertebrate animals must be prepared to participate by having knowledgeable representatives available to answer questions about the labs animal-related research and to show the site visitors areas involved with animal housing, procedures, surgery, and euthanasia. Medical records (e.g., surgical monitoring and documentation of analgesic dosing) should also be available. Additional information for lab preparation is provided elsewhere in this newsletter, and scheduling details will be forwarded to faculty when the plans are finalized. For additional questions, please contact the ARC Director.

The site visitors have been provided with a ~140 page written description of the UT animal care and use program and facilities. During their three-day visit they will tour animal housing areas, animal surgery areas, and laboratories where animals are used. As they evaluate the UT program description, inspect the facilities, and interview members of the campus animal care and use community, the site visitors will be trying to answer some of the following questions:

- Is the University in compliance with all federal laws and regulations, and the standards outlined in the *Guide for the Care and Use of Laboratory Animals*?
- Does the animal care and use program receive adequate support (authority and funds) from the campus administration?
- Have problems identified during previous site visits or federal inspections been addressed and corrected?
- Is the campus Institutional Animal Care and Use Committee (IACUC) effective?
- Have all animal use projects and procedures being conducted been approved by the IACUC? Is protocol approval current?
- Is everyone who uses or cares for animals properly trained and skilled?
- Is the laboratory animal occupational health and safety program (LABOHSP) for animal care and use personnel effective?
- Is animal husbandry, veterinary care, animal surgery, and euthanasia performed in accordance with federal regulations and nationally accepted standards?

- Are the physical facilities (including caging, rooms, buildings, ventilation systems, etc.) designed and maintained in accordance with federal regulations and nationally accepted standards?
- Is the use of hazardous agents in animals conducted with due consideration for the safety of other animals, exposed personnel, and the environment?
- Additionally, the site visitors will pay special attention to animal use projects involving prolonged restraint, food and water restriction, multiple major survival surgeries, and the use of hazardous agents.

If you encounter the site visitors during their rounds, please feel free to welcome them and to respond to their questions in an honest and forthright manner to the best of your knowledge. Remember, they are experienced, knowledgeable peers and you may even have the opportunity to ask them questions about the animal care and use programs at their home institutions or best practices/procedures they have seen in use elsewhere.

In addition to animal-using research personnel, the ARC and the IACUC, the other key institutional representatives expected to participate in the process include representatives from the offices of the Vice President for Research, Environmental Health and Safety, Research Support, and Public Affairs.

To help you prepare for the site visit, please refer to the attached guidance documents, which contain the requirements that should be considered when research groups are preparing for an IACUC semiannual facility inspection or an AAALAC site visit.

The University of Texas at Austin has been AAALAC accredited since 2001. With your cooperation, we anticipate a successful accreditation site visit.

Frequently Asked Questions About AAALAC Accreditation

What is AAALAC International?

AAALAC International (the Association for Assessment and Accreditation of Laboratory Animal Care International) is a private, nonprofit organization that promotes the humane treatment of animals in science through a voluntary accreditation program.

How is AAALAC International governed?

A Board of Trustees governs AAALAC International. The Board consists of 68 prestigious scientific, educational and professional organizations—they are referred to as AAALAC's "Member Organizations." Each of these Member Organizations appoints a representative to serve a three-year term on the AAALAC Board. Examples of current Member Organizations include:

- American Association for the Advancement of Science
- American Association of Colleges of Pharmacy
- American Psychological Society
- Federation of American Societies for Experimental Biology
- Society for Neuroscience

How does an institution maintain AAALAC accreditation?

Once accredited, an institution must file an annual report to AAALAC International, noting any changes and the current condition of the animal care and use program. Each accredited institution is revisited and re-evaluated once every three years in order to maintain its accredited status.

How extensive is an AAALAC evaluation?

AAALAC evaluates all aspects of an animal care and use program. An animal program (as defined by AAALAC International) includes an organization's procedures and overall performance in the area of animal care and use in research, education, testing or breeding. The basic components that are evaluated include (but are not limited to) institutional policies, animal husbandry, veterinary care and physical plant issues.

How many animal care and use programs are accredited by AAALAC?

Over 700 animal care and use programs located in 28 countries have earned AAALAC International accreditation. These programs include academic institutions, commercial organizations, government agencies, hospitals, nonprofit organizations, and biotechnology and pharmaceutical companies.

Does AAALAC make its own regulations and policies?

No, AAALAC is not a regulatory body and does not make or enforce regulations. Instead, AAALAC International relies on widely accepted guidelines, such as the *Guide for the Care and Use of Laboratory Animals* (NRC 1996), and other resources. AAALAC International does publish "position statements" that can be used as supplemental guidelines in dealing with certain issues, such as the use of farm animals, occupational health and safety, or adequate veterinary care. AAALAC International also publishes its "Rules of Accreditation," a document that lists the minimum criteria institutions must meet before they can be considered for accreditation.

How does AAALAC ensure confidentiality?

Unlike many government regulatory systems, the entire accreditation process is confidential. The accreditation evaluation and its results are kept between the organization seeking accreditation and AAALAC International—even if deficiencies are found. AAALAC's purpose is to provide a peer-evaluation that results in valuable information organizations can use to improve their programs and achieve new levels of excellence. Board and Council members, ad hoc Consultants and AAALAC staff are all required to sign confidentiality agreements. Each site visitor also signs conflict-of-interest statements. AAALAC representatives agree to treat all materials as privileged, and safeguard the materials in their possession. Of course, accredited organizations are free to share their AAALAC reports if they choose to do so.

For more information, see AAALAC's website at: <http://www.aaalac.org/>



INSTITUTIONAL ANIMAL CARE AND USE COMMITTEE

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: October 15, 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 **November 18-20, 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.

November 2009 Semi-Annual Inspection Schedule

(dates and times subject to change)

Wednesday, November 18, 2009
TIME TBD
Marine Science Institute
Fisheries and Mariculture Laboratory

Thursday, November 19, 2009
1:30 PM – 5:00 PM
BIO, BME, MBB, NMS, PAI, PAT, PHR

Thursday, November 19, 2009
10:00 AM – 12:30 PM
ARC Annex, ARC Floor 1, 2, 3
SW7, vehicle(s), SEA

Friday, November 20, 2009
8:00 AM – 11:30 AM
BEL, Brackenridge Field Labs,
Pickle Research Campus,
remaining locations in the ARC

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
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
- 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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