NEW ADDRESS FOR IACUC WEB SITE

The address for the Institutional Animal Care and Use Committee (IACUC) web site has been changed to http://www.iacuc.ucsf.edu. This change was made to:

- make the web site as easy to locate as possible, we obtained a URL (the web site address that is typed into a browser) with the same name as the program
- require less typing to access the web site

As was written on page one, the CAR and AWAP units have been merged into the IACUC unit effective June 2003. We will be converting the name change into our forms, stationery, web sites and documents. Your patience is appreciated while this changeover takes place.

Note: You can still access the web site by the old address http://www.research.ucsf.edu/aw/index.asp

You can also find it on the A-Z list of the UCSF web site as well as the home page of the Office of Research web site @ http://www.research.ucsf.edu.

If you have any questions or comments, please contact the IACUC office @ 476-2197 or Irene Anicetti @ ianicetti@research.ucsf.edu.

Please have all personnel in your lab initial here as evidence of continuing education and keep this newsletter in your logbook.

CAR + AWAP = IACUC

Oversight of Surgical Procedures

In an attempt to eliminate many of the non-compliances associated with USDA-regulated species, the IACUC has approved a new Policy for the Laboratory Animal Resource Center (LARC) to have oversight of all anesthesiology, surgical and post-operative care procedures. The Committee recognizes that certain laboratories have personnel capable of conducting such work; therefore, it has developed criteria for granting certification for these employees.

All impacted PIs will receive a printout of all individuals listed under each of their protocols using USDA covered species. The PI will simply be required to place an X under each procedure for which they wish to take the BRER-I module (approximately 20 minutes) prior to their next protocol renewal, and every three years thereafter. The Laboratory Animal Surgery, Anesthesia and Post-Procedural Care module, BRER-II, is a separate tutorial required of anyone listed on a protocol as conducting laboratory animal surgery or anesthesia.

Detailed instructions for accessing the BRER-I and II online training can be found on page two. Note: If you don’t have a username and password, select the Request a Username and Password link and complete the request form; turnaround time is approximately two business days.

Changes in Protocol Review

The Committee has adopted a “Designated Reviewer Policy” that will allow for a faster turn around time for protocol review. This is particularly true for urgent modifications, many of which now can be approved within a few days.

Principal Investigators (PIs) are encouraged to send their request via e-mail with forms included as attachments. The IACUC Office will distribute these to the Designated Reviewers and e-mail the PI with either the approval or request for additional information.

Training

- New personnel

A Faculty Advisory Committee in collaboration with the IACUC has developed an online Basic Regulatory and Ethical Requirements Training course. This will replace the previous “lecture style” training and allow individuals to take the exam at their pace and schedule prior to starting work with animals.

Note: All PIs must submit a request to add study personnel to add an individual(s) to their protocol before they conduct any research involving animals. This will be reviewed using the designated reviewer process.

- Retraining Requirements

All individuals who were “grandfathered” are required to ask for a certification for a given employee and complete the request form; turnaround time is approximately two business days.

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SUGGESTIONS?

We want to make the IACUC and LARC web sites as informative and useful to you as possible. Please let us know if there is any information that you would like added to the web site. If information currently exists but is difficult find, we’ll try to post it in a more prominent location on the sites. Please send your comments to Irene Anicetti @ ianicetti@research.ucsf.edu.

When you have finished reading this newsletter, please pass it along to others in your lab or office.

CHANGES IN THE STRUCTURE OF THE ANIMAL CARE PROGRAM

(Effective June 1, 2003)

The Committee on Animal Research and the Animal Welfare Assurance Program (AWAP) have merged into a single Institutional Animal Care and Use Committee (IACUC). In addition the IACUC will become an independent program reporting directly to Associate Vice Chancellor Ara Tahmassian. This consolidation and focused attention to animal welfare issues is designed to help UCSF achieve AAALAC Accreditation.

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SUGGESTIONS?

We want to make the IACUC and LARC web sites as informative and useful to you as possible. Please let us know if there is any information that you would like added to the web site. If information currently exists but is difficult find, we’ll try to post it in a more prominent location on the sites. Please send your comments to Irene Anicetti @ ianicetti@research.ucsf.edu.
EXPIRED PROTOCOLS

If you let your IACUC protocol expire before the renewal has been approved, you risk unnecessary cost and inconvenience to your research. Animals must be transferred to LARC’s holding protocol, with a transfer charge and continued per diems billed to your account. While the protocol is expired, you may not continue any sort of breeding, tissue collection, testing or other activities. Once the renewal application has been approved, there is a transfer charge to move these animals back onto your active protocol. In addition, you may be required to use the full renewal form for full committee review if too many months elapse from expiration to renewal application.

POLICY ON LABORATORY HOUSING FOR RESEARCH ANIMALS

All research animals at UCSF are housed in the Laboratory Animal Resource Center (LARC) where both husbandry & veterinary services are provided; animals may not be kept in individual laboratories or study areas for more than 12 hours. This policy protects the welfare of the animals, and the health of laboratory personnel as well, since prolonged exposure to animals may lead to the development of allergies. There may be valid reasons for seeking an exception to this rule, for example if a laboratory study lasts longer than 12 hours, or if special housing conditions can only be met outside of LARC. In those cases, the PI must submit in advance a signed request for IACUC approval on a Request Form to Use Laboratory Housing or Study Areas for Research Animals, which can be found on the IACUC web site, http://www.iacuc.ucsf.edu under Forms. Keeping animals for more than 12 hours must be soundly justified, and lab housing must comply with the standards in the Guide for the Care and Use of Laboratory Animals, Chapter 2, and the IACUC Policies which are posted on the IACUC web site under Policies and Guidelines. Services and supplies provided by LARC will be on a recharge basis.

The completed request form must be submitted to the IACUC. Box 0962. Review of the request includes an inspection of the proposed housing area by the IACUC Chair or a LARC veterinarian. If approval is granted, the area will be inspected at least twice a year by the IACUC. Approval must be renewed annually by resubmitting a Request Form.

HOW TO ACCESS THE ONLINE BASIC REGULATORY & ETHICAL REQUIREMENTS TRAINING

The following are step by step instructions on how to enroll for the online Basic Regulatory and Ethical Requirements (BRER) training, Modules I and II

Step 1: Enter the Research Online web site at https://www.researchonline.ucsf.edu or link to it from the Animal Care and Use Committee home page

Step 2: Enter your user name and password (you may need to apply for these - there are instructions on whom to call or Email)

(Research Online - Log In page)

Step 3: You’ll see your current approvals, as well as a menu of options along the left and another along the top. Click on “Training” from the top menu (it’s under the ‘ch’ of Research Online.

Step 4: Choose “Online Courses”

Step 5: Click on “Basic Regulatory and Ethical Requirements (BRER) I” and/or “Basic Regulatory and Ethical Requirements (BRER) II” to enter and learn.

(Research Online - Online Training Courses page)

Individuals who will do laboratory animal surgery, anesthesia and / or post-procedural care are required to take both modules. Others need to complete module I only.

LABORATORY ANIMAL RESOURCE CENTER (LARC) VETERINARY SERVICES: RODENT SHIPMENT

Are You Shipping Rodents to UCSF?

Contact the LARC business office at 476-2204 to arrange for general housing space or quarantine space if entering a barrier. Serology reports from the other institution should be sent to the LARC business office (Box 0564, or fax 476-2090). The reports will be distributed to a veterinarian for review. The LARC business office will inform you when an incoming shipment is approved.

Are You Shipping Rodents to Another Institution?

The volume of rodent shipping has grown so large that a tracking system is needed. Your help allows LARC staff to track requests. Here is how to submit your requests:

Step #1: You must submit the request on this form: “Request to Export Animals From UCSF and Obtain Health Reports”. Please fill out the form as completely as possible. Please note that there are some required fields.

Step #2: The UCSF Rodent Health Surveillance Program - Standard Panel consists of the following tests:

Mice
- Mouse hepatitis virus (MHV)
- Sendai virus (SENDAI)
- Pneumonia Virus of Mice (PVM)
- Murine Encephalomyelitis Virus (TMEV/GDVII)
- Parvovirus
- Epizootic Diarrhea of Infant Mice (EDIM)
- Mycoplasma pulmonis

Rats
- Rat Coronavirus/Sialodacryoadenitis Virus (RCV/SDAV)
- Sendai virus (SENDAI)
- Pneumonia Virus of Mice (PVM)
- Murine Encephalomyelitis Virus (TMEV/GDVII)
- Parvovirus
- Mycoplasma pulmonis

Endoparasites: Although no regular testing is performed at this time, pinworms have been detected in at least 50% of the rodent barrier rooms on campus.

A summary of pinworm-affected rooms is available. Mice and rats are tested for endoparasites and ectoparasites prior to shipping when requested.

Helicobacter: A summary of Helicobacter fecal PCR results by room is also available.

Do you need additional tests before shipping?

Please contact the receiving institution. They must tell you what additional tests they need in order to receive your animals. Once you know if there are added tests, you simply indicate what you need on the Request Form.

Step #3: Submit the Request form.

Step #4: Once the “Request to Export Animals From UCSF and Obtain Health Reports” has been received by LARC staff at RodentShip@larc.ucsf.edu, the shipping/health reports coordinator does any needed physical examinations, collects serum samples, and additional tests as requested.

The shipping coordinator will send a summary letter and the accompanying serology report to you and to the receiving institution.

While a LARC veterinarian is not the primary shipping and serology request contact, a LARC veterinarian does review serology reports and test results. Any unusual findings or situations will come to the LARC veterinarian’s attention, especially questions regarding diseases in the colonies.

Rodent Shipment Outside of the Continental US:

You must provide any additional forms that are produced and required by foreign countries. The LARC shipping coordinator will provide a USDA health certificate if one is required. If a USDA health certificate is required, the certificate may need to be sent to USDA for endorsement (the endorsement and express mail fees will be charged to the laboratory). Some of the couriers may be able to obtain the USDA endorsement very quickly. Please verify with the courier and the receiving institution to ensure that you have appropriate documents.

Questions? Contact us @ RodentShip@larc.ucsf.edu