

VIII. Membership of the IACUC

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|---|------------------------|--|---|
| Date: October 14, 2016 | | | |
| Name of Institution: Texas A&M University College of Dentistry | | | |
| Assurance Number: D16-00014 (A3027-01) | | | |
| IACUC Chair Person | | | |
| Name*: Kathy Svoboda, Ph.D. | | | |
| Title*: Regent's Professor | | Degree/Credentials*: BS, MS, PhD Biomedical Sciences (Anatomy/Craniofacial Biology) | |
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| Phone*: (b) (6) | | Fax*: (b) (6) | |
| IACUC Roster | | | |
| Name of Member/ Code** | Degree/ Credentials | Position Title*** | PHS Policy Membership Requirements**** |
| Name of Member/ Code* | Degree/ Credential | Position Title/ Occupational Background** | PHS Policy Membership Requirements*** |
| Kathy Svoboda (S1) | PhD | Regent's Professor- Biomedical Sciences | Scientist |
| (b) (6) | | | Scientist |
| | | | Scientist |
| | | | Scientist |
| Bonnie Bloom (AV) | DVM | Veterinarian | Veterinarian |
| (b) (6) | | | Scientist |
| | | | Non-Scientist; Non-Affiliated Member |
| | | | Member |
| | | | Veterinarian-alternate |
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* This information is mandatory.

** Names of members, other than the chairperson and veterinarian, may be represented by a number or symbol in this submission to OLAW. Sufficient information to determine that all appointees are appropriately qualified must be provided and the identity of each member must be readily ascertainable

by the institution and available to authorized OLAW or other PHS representatives upon request.

*** List specific position titles for all members, including nonaffiliated (e.g., banker, teacher, volunteer fireman; not "community member" or "retired").

**** [PHS Policy](#) Membership Requirements:

| | |
|----------------------|---|
| <i>Veterinarian</i> | veterinarian with training or experience in laboratory animal science and medicine or in the use of the species at the institution, who has direct or delegated program authority and responsibility for activities involving animals at the institution. |
| <i>Scientist</i> | practicing scientist experienced in research involving animals. |
| <i>Nonscientist</i> | member whose primary concerns are in a nonscientific area (e.g., ethicist, lawyer, member of the clergy). |
| <i>Nonaffiliated</i> | individual who is not affiliated with the institution in any way other than as a member of the IACUC, and is not a member of the immediate family of a person who is affiliated with the institution. This member is expected to represent general community interests in the proper care and use of animals and should not be a laboratory animal user. A consulting veterinarian may not be considered nonaffiliated. |

[Note: all members must be appointed by the CEO (or individual with specific written delegation to appoint members) and must be voting members. Non-voting members and alternate members must be so identified.]



X. Facility and Species Inventory

[illegible]

*Institutions may identify animal areas (buildings/rooms) by a number or symbol in this submission to OLAW. However, the name and location must be provided to OLAW upon request.

Semiannual Program Review and Facility Inspection Checklist

A. About the checklist

The Semiannual Program Review and Facility Inspection Checklist is provided to assist institutions in conducting their semiannual reviews of programs and facilities for the care and use of animals. The Public Health Service (PHS) Policy on Humane Care and Use of Laboratory Animals ([Policy](#)), section [IV.B.1.-2.](#), requires the Institutional Animal Care and Use Committee (IACUC) to review the institution's program for humane care and use of animals and inspect all of the institution's animal facilities at least once every 6 months using the *Guide for the Care and Use of Laboratory Animals: Eighth Edition* ([Guide](#)) as a basis for evaluation.

B. How to use the checklist

This checklist is a tool to assist IACUCs in conducting thorough semiannual reviews. IACUCs are not required to use this checklist but are encouraged to amend it as necessary to reflect institutional programs and needs, or to develop their own checklist. If the checklist is modified, periodic review of the checklist is recommended to ensure relevant topics are considered as the animal care and use program changes.

The checklist covers the major topics of the *Guide* and the requirements of the PHS Policy. The checklist does not replace the *Guide*, but should be utilized in conjunction with the *Guide*. The *Guide* provides the standards, recommendations, and descriptions of desired outcomes necessary to evaluate and inspect an animal care and use program. Relevant references for the *Guide* and the PHS Policy are noted. Endnotes are included to reference specific U.S. Department of Agriculture (USDA) regulatory requirements that differ from the PHS Policy. Topics that are new to this version of the checklist or identified as a "must" in the *Guide* are highlighted. A column to identify changes that have occurred in the institution's program for animal care and use (PHS Policy [IV.A.1.a.-i.](#)) since the last review is also a new feature.

The checklist consists of the following sections:

- I. Semiannual Program Review Checklist
 - Institutional Policies and Responsibilities
 - Veterinary Care
- II. Semiannual Facility Inspection Checklist
 - Terrestrial Animal Housing and Support Areas
 - Aquatic Animal Housing and Support Areas
 - Cagewash
 - Special Facilities: Aseptic Surgery
 - Special Facilities: Procedure Areas, Non-survival Surgeries, Laboratories, Rodent Surgeries, Imaging, Whole Body Irradiation, Hazardous Agent Containment, Behavioral Studies
- III. Semiannual Program Review and Facility Inspection Report
- IV. Endnotes

It is recommended that the Program Review section be completed during an IACUC meeting. Because physical aspects of a program require visual observation to evaluate, it is recommended that the Facility Inspection section be completed during an inspection of the facilities, including satellite facilities.

A table is provided, "Semiannual Program Review and Facility Inspection Report," as a format for the IACUC to organize and track information regarding deficiencies, and plans and schedules for correction. IACUCs may choose to attach the table to the Semiannual Report to the Institutional Official.

C. Questions or comments?

Suggestions or comments about this checklist should be e-mailed to: olawdpe@mail.nih.gov.

III. Semiannual Program Review

Date: April 12, 2016

Members in Attendance: Svoboda, Mohar, S2, S3, S4, S5, M1,

| Deficiency Category* | ✓ | Location | Deficiency and Plan for Correction | Responsible Party | Correction Schedule and Interim Status | Date Complete |
|----------------------|---|--|---|-------------------|--|--|
| M | | Section 9: Personnel Qualifications and Training | <p>Per the Guide: All personnel are adequately educated, trained, and/or qualified in basic principles of laboratory animal science. Personnel included: Research investigators, instructors, technicians, trainees, and students</p> <p>Deficiency: At the time of the inspection, personnel were found in the animal areas assisting with surgery. These personnel were not approved personnel on the animal use protocols. Personnel changes had been submitted by the PI, and training had been completed, but the lab staff did not know that personnel cannot work in the (b) (4) until they receive an approved personnel memo from the IACUC.</p> <p>PLAN: All laboratory animal users will be retrained regarding IACUC policies. This will include an in-class training highlighting common non-compliance associated with animal research.</p> | IACUC | 6/12/16 | Training conducted 6/6/16; training was video recorded to present to future employees as well. |

IV. Facility Inspection Report

Date: April 12, 2016

Members in Attendance: Svoboda, Mohar, S4, M1, S2

| Deficiency Category* | ✓ | Location | Deficiency and Plan for Correction | Responsible Party | Correction Schedule and Interim Status | Date Complete |
|----------------------|---|----------|---|----------------------------|--|---|
| A | | (b) (4) | | | | |
| M | | | The guillotine observed at the euthanasia area is not being routinely tested to ensure sharpness. Note-the blade was sharp upon inspection, but there should be routine testing performed. PLAN: The IACUC policy on sharpening needs to be distributed to personnel for re-training. Recommend posting the policy near the equipment. An additional unit should be purchased as a backup. | (b) (4) Office of Research | 7/12/16 | 4/13/16-posted policy. Will also be discussed at the 6/6/16 training. |
| A | | | | | | |
| A | | | | | | |
| A | | | | | | |
| A | | | | | | |
| A | | | | | | |
| A | | | | | | |
| M | | | The card access is non-functional for the room PLAN: The card readers must be programmed for the individual rooms to restrict access. | Facilities | 6/12/16 | 5/13/16 |

| | | | | | | |
|---|--|---------|---|---|---|--|
| M | | (b) (4) | <p>1. Scissors observed that are not sterile. It is not clear if they are used on live animals.</p> <p>2. The card access is non-functional for the room</p> <p>PLAN:</p> <p>1. Please ensure all instruments used with live animals are sterilized prior to use. Items not used with live animals should be segregated and clearly labeled as such.</p> <p>2. The card readers must be programed for the individual rooms to restrict access</p> | <p>1. (b) (4) PI</p> <p>2. Facilities</p> | <p>1. 5/12/16</p> <p>2. 6/12/16</p> | <p>1. 4/13/16</p> <p>2. 5/13/16</p> |
| M | | | <p>The card access is non-functional for the room</p> <p>PLAN: The card readers must be programed for the individual rooms to restrict access.</p> | Facilities | 6/12/16 | 5/13/16 |
| A | | | | | | |
| M | | | <p>The floors have some evidence of buckling and should be repaired so water does not damage the subfloor underneath.</p> <p>PLAN: Have floors fixed over the holiday break (when no dogs are present in the facility)</p> | Facilities | January 2017 | Scheduled for week of July 4 th -8 th |
| A | | | | | | |
| M | | | <p>1. There is a lamp in the room with a cloth covered lampshade, which is not cleanable.</p> <p>2. Surgical instruments observed that are not sterile. It is not clear if they are used on live animals.</p> <p>3. Observed recapped needles</p> <p>PLAN:</p> <p>1. Remove lampshade and replace with a surface that can be cleaned.</p> <p>2. Please ensure all instruments used with live animals are sterilized prior to use. Items not used with live animals should be segregated and clearly labeled as such.</p> <p>3. Please retrain lab staff not to recap needles.</p> | (b) (4) | <p>1. 5/12/16</p> <p>2. 5/12/16</p> <p>3. 5/12/16</p> | <p>1-3. 5/3/16</p> <p>Also all staff will be retrained on 6/6/16</p> |
| M | | | <p>There is a large crack in the sheet rock on the ceiling that needs to be repaired.</p> <p>PLAN: Repair ceiling</p> | Facilities | October 2016 | pending |
| A | | | | | | |

| | | | | | |
|---|--|--|------------|----------------------------------|----------------------------------|
| A | | (b) (4) | | | |
| A | | | | | |
| M | | <p>1. The cabinet is not sealed to the wall. 2. One lightbulb is out in the room</p> <p>PLAN: 1. The cabinetry should be sealed to the wall with silicon/caulk. All cabinets in the non-renovated spaces should be checked and sealed to the walls. 2. Replace lightbulb</p> | Facilities | <p>1. 7/12/16 2. 6/12/16</p> | <p>1. 5/13/16 2. 5/24/16</p> |
| M | | <p>One of the light fixtures in the ceiling is very dirty.</p> <p>PLAN: Clean light fixture.</p> | Facilities | 6/12/16 | 5/24/16 |
| A | | | | | |
| A | | | | | |
| A | | | | | |

| NON-VIVARIUM LABORATORY SPACE | | | | |
|-------------------------------|--|---|----|--|
| | | (b) (4) | | |
| A | | | | |
| A | | | | |
| M | | There are many mouse carcasses being stored in the freezer that should be brought to the (b) (4) for disposal. | PI | 5/12/16 |
| | | PLAN: Bring carcasses to (b) (4) for disposal | | 4/22/16 |
| M | | Expired sodium chloride found in the drawer (unopened). The room was also dusty (from when the drug boxes were installed.) | PI | 1. 5/12/16 |
| | | PLAN: Dispose of expired material promptly. Do not use on live animals. Clean excess dust. | | 5/3/16 |
| M | | 1. Excess cardboard observed in room. 2. Dirty cages are being stored in the room 3. Larger containers are being used for the swim tests. Please confirm that the water temperature is being taken. No thermometer is observed. How are mice dried after the procedure? PLAN: 1. Dispose of cardboard 2. Remove cages; cages should not be stored in the room 3. Detail the procedure to the IACUC Chair, including temperature, frequency of cleaning, and drying of animals. | PI | 1. 5/12/16 2. 5/12/16 3. 5/12/16 |
| | | | | 5/3/16, 5/24/16 |
| CONTROLLED SUBSTANCES | | | | |
| | | Note: all substances are in-date. | | |
| A | | | | |
| A | | | | |
| A | | | | |

* A = acceptable

M = minor deficiency

S = significant deficiency (is or may be a threat to animal health or safety)

C = change in program (PHS Policy [IV.A.1.a-i.](#)) (include in semiannual report to IO and in annual report to OLAW)

NA = not applicable

✓ Check if repeat deficiency