

**SUNY/College at Old Westbury
Institutional Animal Care and Use Committee**

Minutes of Meeting November 17, 2017 NSB S230

MEMBERS PRESENT:

[REDACTED]

MEMBERS EXCUSED:

[REDACTED]

MEMBERS ABSENT:

N/A

QUORUM STATUS:

More than 60% of voting members were present.

NEW BUSINESS

1. NYSDOH

NYS DOH inspection in July found minor recommendations –

- Opened bags of frog food must be kept in a sealed container with the mill date posted.
- Single housed mice must be provided with environmental enrichment, unless otherwise warranted through an approved IACUC protocol for such restrictions of enrichment.
- Food must be used within 6-months of the mill date, unless the IACUC approves a longer shelf life. At present, the IACUC has a 6-month shelf life approval system for animal food.

And one violation –

- Euthanasia SOP for mice was not updated by the NYS DOH inspection date. This issue was corrected and submitted within the 10-day period as required by NYS DOH.

NYS DOH 2018 Renewal Application for Approval for Use of Living Animals was submitted 11-01-17.

2. REPORTABLE INCIDENT

There was an incident in 07/17 due to an issue with the cooling system. Attached documentation provides steps taken to resolve the issue.

3. CONTINUING PROTOCOLS REVIEW

a.)

[REDACTED]

1510001

Year 1 changes addition/deletion of personnel;

Year 2 changes addition/deletion of personnel

Change of strain

Change or addition of minor procedures that do not require anesthesia.

1512002

Termination of protocol

1512003

Changes addition/deletion of personnel.

- b.) Dr. [REDACTED] has an annual protocol review due 12-02-17
 - c.) Dr. [REDACTED] has annual protocol reviews due 01-18-18.
- They will be notified via e-mail

4. OTHER

Discussion regarding moving forward to create on site e-portal related to all IACUC documents; create public statement on website giving contact information for those who in good faith want to report problems or issues. These matters will be discuss with [REDACTED] Sponsored Programs Research Office at SUNY Old Westbury.

There being no further business, a motion was made to adjourn the meeting. Motion was seconded, and the vote was unanimous to adjourn the meeting. After adjournment, semi-annual inspection of animal facilities and labs was made and no issues were found.

SUNY/College at Old Westbury
Institutional Animal Care and Use Committee
Minutes of Meeting May 11, 2018 NSB S230

MEMBERS PRESENT:

[REDACTED]

MEMBERS EXCUSED:

[REDACTED]

MEMBERS ABSENT:

N/A

QUORUM STATUS: More than 60% of voting members were present.

NEW BUSINESS:

1. OLAW

Acknowledgement of receipt of Annual Report.

2. NYSDOH

Approval for use of animals received for the period 01-01-18 to 12-31-18.

3. CONTINUING REVIEW

Continuing Review received from Dr. [REDACTED] for Protocol 1601001 and 1601002 on 02-14-18.

Continuing Review for Dr. [REDACTED] Protocol 1706001 and 1706002 are due on 06-16-18.

Continuing review for Dr. [REDACTED] Protocol is due on 06-16-18.

E-mail notice of due dates was sent on 04-23-18.

4. AC

AC for animal wing in NSB is moving forward - a meeting needs to be set up with PI's; [REDACTED]
[REDACTED] and [REDACTED] to clarify amount of disruption and discuss PI concerns/needs. Plan
needs to be submitted to IACUC for approval depending on timeline of project.

There being no further business, a motion was made to adjourn the meeting. Motion was seconded, and the vote was unanimous to adjourn the meeting. After adjournment, semi-annual inspection of animal facilities and labs was made and no issues were found.

SUNY/College at Old Westbury
Institutional Animal Care and Use Committee
Minutes of Meeting Dec 21, 2018 NSB S230

MEMBERS PRESENT:

GUEST PRESENT:

MEMBERS EXCUSED:

MEMBERS ABSENT: N/A

QUORUM STATUS: More than 60% of voting members were present.

Meeting commenced at 10:07 a.m.

NEW BUSINESS:

1. May Meeting Minutes

Accepted

2. Membership change

Dr. [REDACTED] is the new chair of IACUC. There was a brief discussion on IACUC membership and term limits (3 years with the possibility for renewal) for memberships. Dr. [REDACTED] reminded everyone that all members must be appointed by the President.

3. Medical Clearance

All researchers and students working directly with animals must have their medical clearance. There was a brief discussion to have medical clearances valid as long as the tetanus shot is current and there is no change of species rather than having people needing to renew their medical clearance every year. It was approved unanimously to adopt this change.

4. Undergraduate students

An updated list of undergraduate students working in animal labs need to be sent to Dr. [REDACTED] every semester. In addition, all undergraduate research assistants need to have their medical clearance and CITI training completed.

5. NYS DOH inspection (report by [REDACTED])

NYS Dept of Health came to Old Westbury for a routine inspection on July 18, 2018. There were no violations. Site passed.

6. Guillotine Policy

Dr. [REDACTED] revised and updated the Use and Maintenance of Guillotines and Other Equipment Used for Decapitation to be aligned with the AVMA Guidelines for the Euthanasia of Animals: 2013 Edition. There was a motion and a second to adopt this updated policy. It was passed unanimously.

7. Red light alarms

Dr. [REDACTED] raised the need for red light alarms for people working inside labs because the fire alarms are difficult to hear from inside the lab because of the noise from hoods and more insulated space. Dr. [REDACTED] promised to follow up on this issue.

8. CONTINUING REVIEW

Continuing Review received from Dr. [REDACTED] for Protocol 1302002 on 12-06-18.

Continuing Review received from Dr. [REDACTED] for Protocols 1601003 and 1601001 on 12-21-18.

Continuing Review received from Dr. [REDACTED] for Protocols 151001, 1612003, and Exempt Protocol on 12-1-18.

A motion was made to adjourn the meeting at 10:30 am. Motion was seconded, and the vote was unanimous to adjourn the meeting. After adjournment, semi-annual inspection of animal facilities and labs was made. These were the following minor issues: biosafety hood certification, daily logs for humidity and temperature, new drain cover needed, bedding disposal certification needed, inspection for calibration needs to be conducted in February, daily logs of aqualab need to be maintained, and the placement of hose so that it is not a tripping hazard.

SUNY/College at Old Westbury
Institutional Animal Care and Use Committee
Minutes of Meeting May 17, 2019 NSB S-230

MEMBERS PRESENT:

[REDACTED]

GUEST PRESENT: N/A

MEMBERS EXCUSED: N/A

MEMBERS ABSENT:

[REDACTED]

QUORUM STATUS: More than 60% of voting members were present.

Meeting commenced at 1:12 p.m.

NEW BUSINESS:

1. Dec Meeting Minutes

Accepted

2. Membership change

[REDACTED] discussed the possibility that she will step down from IACUC and serve as alternate representative and if two other faculty members in Biological Sciences would serve as members of IACUC instead. IACUC Membership appointment as of Fall 2018 is done/granted by the College President. The IACUC is discussing how to go about terms (i.e., staggered, set years, etc.)

3. NYS DOH inspection summer visit

We are anticipating that the visit will happen in July 2019.

4. Continuing Review Issues

[REDACTED] requested that an Excel spreadsheet with protocol numbers and the dates when the protocols are up for renewal be sent to the researchers. He points out that it's difficult for researchers to keep track of the deadlines. [REDACTED] and [REDACTED] agreed and that a spreadsheet will be sent out to the researchers.

Continuing Review received from Dr. [REDACTED] for Protocol 1601002 on May 17, 2019. Changes to Continuing Review received from Dr. [REDACTED] for Protocol 1601001 on May 17, 2019.

Changes to Continuing Review received from Dr. [REDACTED] for Protocols 1706002, 1706001, 1510001, & 1612003 on May 16, 2019.

5. Animal Colony

There is a leak in the animal colony in S-121 B (rat room). [REDACTED] reported that Physical Plant was notified and a plan is in place to put a diaper/tent over on the ceiling until complete roofing repairs can be done this summer. Additionally, the ceiling lights need to be replaced throughout the animal colony. A work order will be put in to address this matter.

6. Medical clearance

[REDACTED] reminded everyone that researchers and students in the lab need to keep this up to date. Every 3 years requires an updated medical renewal.

7. Undergraduate research students

A reminder that a list of undergraduate research students working in labs need to be sent to [REDACTED] each semester including summer sessions. This information of the change in personnel (i.e., incoming/outgoing) should be reflected on the annual updated IACUC continuing protocols.

8. Other business

No other business was brought up by members.

A motion was made to adjourn the meeting at 1:44 pm. Motion was seconded, and the vote was unanimous to adjourn the meeting. After adjournment, semi-annual inspection of animal facilities and labs was made. These were the following minor issues: new drain cover and bedding disposal certification are needed. The leak in the animal colony is a major issue that must be resolved. A diaper/tent is a temporary solution until the roof is fixed. All ceiling lights in the animal vivarium should be replaced as the bulbs are either out or too dim.

SUNY/College at Old Westbury
Institutional Animal Care and Use Committee
Minutes of Meeting Dec 20, 2019 NSB S-230

MEMBERS PRESENT:

[REDACTED]

GUEST PRESENT: N/A

MEMBERS EXCUSED: N/A

MEMBERS ABSENT:

[REDACTED]

QUORUM STATUS: More than 60% of voting members were present.

Meeting commenced at 10:13 am.

NEW BUSINESS:

1. May Meeting Minutes

Accepted

2. Membership change

Welcomed new members.

There was a discussion about the composition of IACUC. Because of the small size of Old Westbury, the committee unanimously adopted the policy of permitting no more than three FACULTY members from any one department who can serve on IACUC. Non-faculty members (i.e., staff) from the same department are permitted to serve on IACUC without affecting the number of faculty members from that department.

3. Medical clearance & CITI training

All people working with animals must have their medical clearance. All members of IACUC must have their CITI training up-to-date. The Chair will send out reminder emails to those who do not have their CITI training certificates.

4. Undergraduate research students

A reminder that a list of undergraduate research students working in labs need to be sent to [REDACTED] each semester including summer sessions. This information of

the change in personnel (i.e., incoming/outgoing) should be reflected on the annual updated IACUC continuing protocols.

5. Winter Shutdown

There was concern over the temperature of the animal facility during Winter Shutdown from Dec 24, 2019 to Jan 2, 2020.

6. Continuing Review Issues

[REDACTED] requested that an Excel spreadsheet with protocol numbers and the dates when the protocols are up for renewal be sent to the researchers. He points out that it's difficult for researchers to keep track of the deadlines. [REDACTED] and [REDACTED] agreed and that a spreadsheet will be sent out to the researchers.

Continuing Review received from [REDACTED] for Protocol 1601002 on May 17, 2019. Changes to Continuing Review received from [REDACTED] for Protocol 1601001 on May 17, 2019.

Changes to Continuing Review received from [REDACTED] for Protocols 1706002, 1706001, 1510001, & 1612003 on May 16, 2019.

7. Other business

No other business was brought up by members.

A motion was made to adjourn the meeting at 1:44 pm. Motion was seconded, and the vote was unanimous to adjourn the meeting. After adjournment, semi-annual inspection of animal facilities and labs was made. These were the following minor issues: new drain cover and bedding disposal certification are needed. The leak in the animal colony is a major issue that must be resolved. A diaper/tent is a temporary solution until the roof is fixed. All ceiling lights in the animal vivarium should be replaced as the bulbs are either out or too dim.

SUNY/College at Old Westbury
Institutional Animal Care and Use Committee
Minutes of Meeting May 21, 2020 on Zoom

MEMBERS PRESENT:

[REDACTED]

GUEST PRESENT: N/A

MEMBERS EXCUSED: N/A

MEMBERS ABSENT:

[REDACTED]

QUORUM STATUS: More than 60% of voting members were present.

Meeting commenced at 1:03 pm.

NEW BUSINESS:

1. Dec Meeting Minutes

Accepted

2. Membership change

Welcomed new member, [REDACTED]

3. COVID-19 Protocol

Drs. [REDACTED] and [REDACTED] created the IACUC animal welfare emergency/contingency plan that were distributed to members on March 15, 2020.

4. Medical clearance & CITI training

All people working with animals must have their medical clearance. All members of IACUC must have their CITI training up-to-date. The Chair will send out reminder emails to those who do not have their CITI training certificates.

Full access to CITI training for Old Westbury was not available to people who recently tried to complete the training. The Chair will look into the matter.

5. Undergraduate research students

A reminder that a list of undergraduate research students working in labs need to be sent to [REDACTED] each semester including summer sessions. This information of

the change in personnel (i.e., incoming/outgoing) should be reflected on the annual updated IACUC continuing protocols.

6. Continuing Review Issues

Renewal and changes to Protocols 1706001 & 1706002 were received from Dr. [REDACTED] and changes to Protocols 1612003 and 1510001 were received from Dr. [REDACTED] on May 21, 2020. Protocols were conditionally unanimously passed, contingent that no member raised issues with the protocols by May 28, 2020.

7. Other business

No other business was brought up by members.

A motion was made to adjourn the meeting at 1:19 pm. Motion was seconded, and the vote was unanimous to adjourn the meeting. After adjournment, semi-annual inspection of animal facilities and labs was made. These were the following minor issues: Vivarium bedding disposal certification is needed, log for the aqualab needs to be updated, and food in the aqualab and S121A (mice lab) need to be labeled.