

Institutional Animal Care and Use Committee Meeting
May 2, 2017
Minutes

Members Present: Peter Bednekoff, Elisa Malile, Bob Winning, Howard Rush, Tom Mast, Joe Breza, Jim McEvers

Guests: Wade Tornquist, Sonia Chawla, Kathryn Wilhoff

- I. Approval of Agenda
The agenda was approved. Vote: Yes: 7 No: 0 Abstain: 0
- II. Introductions
Committee members introduced themselves.
- III. Approval of November 2016 Minutes
The minutes were approved. Vote: Yes: 5 No: 0 Abstain: 2
- IV. Facility Inspection and Semi-annual program review
 - There were a couple minor deficiencies. The one in the rat room is fixed.
 - There is excess storage in the aquatics room.
 - We are compliance with policies: 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12 and vet care: 1, 2, 3, 4, 5, 6.
 - The facility meets all basic structural standards and behavioral/social standards.
 - Aquatics is also used as storage – cleaning of macro environment is an issue.
 - Aseptic surgery and special facilities are appropriate.
 - There was a question about who euthanizes rats. The situation depends on the animal care staff on duty, but either the PI or vet makes the decision to euthanize.
 - There was a question about the frog housing. The requirements for frogs need to be identified by the PI or the vet in order to secure new space.
 - There was a question about collaborators at UM and bringing mice to EMU. Howard needs notification and the PI needs to set up quarantine space. The PI should send in a blood or swab test to make sure the mice are not infectious before moving them to the housing room with the rest of the mice. The PI can transport the mice in filtered cages.
 - There was a discussion about biosafety concerns, cost, and space. This discussion will be continued by the vivarium operations committee
- V. Occupational Health and Safety program and training
 - a. Implementation

- There is a form ready. We are working on training and the cost needs to be worked out. We would like to have plant trained by June 30. Faculty and grad students would be trained in the Fall 2017 and students in Winter 2018.
- We need to look at CIT for occupational health and safety offerings.
- We need to contact instructors of lab courses about the form. Faculty members should distribute the forms to their students in class or in the lab.
- Can we make CITI required for class.
- We need to discuss implementation with the animal care technician.
- Staff and IACUC members need to complete the form as well.

VI. Mechanism for reporting vivarium violations

- There was a discussion regarding the proposed flier.
- Two committee members reported and provided documentation regarding noncompliance against the animal care technician.
- The committee discussed approaching human resources regarding the noncompliance.
- The committee determined that the noncompliance only involves OLAW policy; the USDA does not have oversight over mice bred for research.
- There was a discussion regarding the roles of the operations committee and the IACUC. The IACUC decided to make a recommendation to the operations committee to be more vigilant in supervising the animal care technician and vivarium management in general, including some sort of quality assurance oversight.
- The IACUC discussed beginning making unannounced inspections of the vivarium.
- There was a discussion about animal death. Two IACUC members volunteered to organize the categories of compliance concerns for the operations committee.

VII. Frog colony relocation

- The IACUC requests a report from the operations committee regarding the status of moving the frogs to the dark room and the facility requirements.

VIII. Procedures

- Tabled

IX. Operations Committee

a. Report

- See above.

b. IACUC member for committee

- The IACUC chair agreed to serve as the IACUC member on the operations committee.

X. Old business

- a. New application
 - Tabled

XI. New business

- Tabled

Meeting ended at 3:24 pm.

Institutional Animal Care and Use Committee Meeting
November 30, 2017
Minutes

Members Present: Bob Winning, Tom Mast, Kathryn Wilhoff (guest), Susan Campbell, Howard Rush, Joe Breza, Jim Todd, Jim McEvers, Sonia Chawla (guest)

Meeting began at 9:07 am.

- I. Approval of Agenda
 - a. The Agenda was approved. Yes: 7 No: 0 Abstain: 0
- II. Approval of May 2017 minutes
 - a. The minutes were approved pending fixing a typographical error on page 2. Yes: 7 No: 0 Abstain: 0
- III. Report on USDA Inspection
 - a. The USDA inspection went well. There were no citations.
- IV. USDA Assurance Renewal
 - a. The USDA Assurance expires on 12/21. The Research Compliance Officer will renew the assurance.
- V. Facility Inspection and Semi-Annual program Review
 - a. Deficiencies and corrections
 - i. A bottle of urethane needs an expiration date. The PI will fix this today.
 - ii. The rat chow does not have an expiration date recorded and was greater than 6 months from the milling date. The vivarium manager needs to take care of the manufacture date.
 - 1. Recommendation: Have the vivarium manager contact Dexter Mills to inform them that EMU will not accept chow that is one year old.
 - 2. Recommendation: Switch to Frontier Mills if they will make small deliveries.
 - iii. Fish facility does not have tank cards as required by the Guide.
 - 1. There are no water quality parameters and frequency of testing.
 - 2. There are no records of feeding, nonexpired food supplies.
 - 3. Live cultures were not present.
 - 4. Discussion: As of Monday, November 27, all fish were gone.
 - 5. Recommendation: The IACUC Chair should send a memo to the PI reminding him of the standards in the Guide.
 - iv. There is not enough space for the frogs. The Operations Committee is finding new space.
 - b. There are no additional changes in the report from April 2017.

- VI. Occupational Health and Safety update
 - a. Physical plant will be trained in the next two weeks.
 - b. Workers will complete health forms. EH&S will send the forms to the vivarium manager and PIs in the vivarium.
 - c. The IACUC will complete the forms.
 - d. Instructors of lab classes will be contacted about having students complete forms.
- VII. Cage washer update
 - a. EMU is trying to find money for a new cage washer. The estimated cost is \$100k to \$150k.
 - b. Discussion: preventative maintenance contract.
 - i. Recommendation: The IACUC recommends to the operations committee to enter into a contract with maintenance twice yearly until a new cage washer is purchased.
- VIII. Animal Care Technician update
 - a. The job has been approved, but the ad is not posted.
 - b. The Research Compliance Officer will follow up with the vivarium manager.
- IX. Vivarium update
 - a. There needs to be an updated copy of the SOP at all times in the vivarium.
 - b. Training needs to be documented.
 - c. Student training
 - i. Chris Mannor from UM is training students in mouse husbandry.
- X. Frog colony relocation
 - a. The IACUC discussed options for a separate quarantine space. Options considered included the biobubble products. The cart should have sufficient space for quarantine. The committee discussed constructing our own cart and looking into other companies.
 - b. Considerations: electrical requirements.
 - c. The alternative quarantine room would have to meet air exchange requirements for animal housing.
 - d. Suggestion: look into the old biology flexible film isolators.
- XI. Old business
 - a. Application tabled
- XII. New business none

Meeting adjourned at 10:31 am.

Institutional Animal Care and Use Committee Meeting
April 26, 2018
Minutes

Members present: Joe Breza, Tom Mast, Howard Rush, Jim Todd, Jim McEvers, Kathryn Wilhoff, Bob Winning, Susan Campbell, Sonia Chawla (guest)

Meeting began at 9:37 am.

- I. Approval of Agenda
 - a. The agenda was approved. Vote: 7 Yes; 0 No; 0 Abstain
- II. Approval of November 2017 minutes
 - a. The minutes were approved. Vote: 7 Yes; 0 No; 0 Abstain
- III. Personnel updates
 - a. DeAndre Fordham-Johns was hired to be the new animal care technician. The position was changed from part-time to full-time.
 - b. Howard Rush is retiring as the attending veterinarian. Patrick Lester, from the University of Michigan, will be the new attending veterinarian.
- IV. PHS Assurance Renewal
 - a. Our assurances with PHS and the USDA were successfully renewed.
- V. Annual Reports
 - a. USDA and OLAW annual reports were submitted.
- VI. Facility Inspection and Semi-Annual program Review
 - a. Facility Inspection
 - i. There were no deficiencies.
 - ii. Five (5) bags of rat chow are due to expire in 3 months. DeAndre needs to be notified, and he has the flexibility to set up a better system and ordering method so that we don't end up with expired animal food.
 - iii. The aquatics facility is still cluttered, but there are no fish.
 - b. Program Review
 - i. All is well.
 - ii. We need to review the occupational health and safety plan for field work on an ad hoc basis if students handle animals.
 - 1. We need to make sure that the PI has a method for keeping students safe.
 - 2. We should add this to the application.
 - 3. EHS should sign off on the plans
 - 4. We should review current field protocols to see if this is lacking.
- VII. Occupational Health and Safety update
 - a. There have been some glitches with cutbacks, but forms are being collected and reviewed.
- VIII. Frog colony relocation

- a. Larkin has the cart. He should meet with Howard.
- IX. Old business
 - a. Send copies of the application to members for comment.
 - i. Two weeks for turnaround.
 - ii. We should be able to do this by email.
- X. New business
 - a. The IACUC acknowledged the vast contribution that Howard Rush has made to EMU's animal care program during his tenure as attending veterinarian. The IACUC wishes Howard the best in his retirement.

Meeting adjourned: 10:13 am.

IACUC Meeting Minutes
December 18, 2018

Members Present: Bob Winning, Jim Todd, Susan Campbell, Kathryn Wilhoff, Joe Breza, Tom Mast, Patrick Lester, Sonia Chawla

Meeting started at 10:02 am.

- I. Minutes from April 2018 meeting were approved via unanimous vote.
- II. Inspection Report and Program Review
 - a. The program review and inspection report form was reviewed line-by-line. No new deficiencies were noted.
 - b. Training documents need to be created regarding how to inspect facilities and how to review protocols and evaluate the program.
 - c. Ongoing training and evaluation needs to be formalized.
 - d. The IACUC should create a SOP or checklist for personnel training.
 - e. The Committee discussed where the quarantine cart should be located. There was a consensus that it should not be in a housing room.
- III. Occupational Health and Safety report
 - a. The cage washer is functional.
 - b. There were no zoonosis questionnaires submitted after October.
 - c. The program is functioning as outlined.
- IV. USDA inspection report
 - a. There were no issues or concerns found.
 - b. We will have a new USDA inspector: Dr. Justine O'Malley.
- V. New Application
 - a. Committee members like the modularity.
 - b. We should work on developing a list of procedures that the IACUC pre-approves.
 - c. We should get opinions from researchers on the new application.
 - d. We should put the application online as a fillable form.
 - e. We should develop a cover form for modification requests
 - f. Annual and three-year reports: make the number of animals section optional for non-USDA species and add a statement that the PI is responsible for making sure that they don't go over the approved number of animals
 - g. Ask as an alternative to the database search if the investigator has considered the three Rs.
 - h. Timeline: receive feedback from the IACUC by the end of January and then send to users for one month for feedback.
- VI. New Business
 - a. None

Meeting adjourned at 11:46 am.

IACUC Meeting Minutes
April 22, 2019

Members present: Bob Winning (Chair); Patrick Lester (Attending Veterinarian); Jim Todd (Vice-Chair); Joe Breza; Jamie Cornelius; Susan Campbell; Jim McEvers; Sonia Chawla (Guest)

Meeting started at 2:02 pm.

The Committee approved the minutes from December 2018: Yes: 5; No: 0; Abstain: 1

- I. Inspection Report and Program Review
 - a. Two minor things:
 - i. Recently expired bird food in room 614
 - ii. No humidity monitoring in the food room
 1. The Animal Care Technician will institute humidity monitoring.
 - b. The Veterinarian discussed weighing the rats with the Animal Care Technician.
 - c. The Committee discussed the use of the surgery room. There are currently no active protocols for recovery surgery, but if this changes, the PIs will discuss the use of isoflurane with the Veterinarian
 - d. The Research Compliance Officer will follow up about the quarantine cart
 - e. The Committee discussed a high-pitch frequency detector
 - i. The Chair will follow up with Professor Kurta
 - f. The Committee discussed a potential room for the snake and tarantula housing
- II. Occupational Health and Safety report
 - a. The OHS program is going well. The Laboratory Compliance Manager will hold a training the last week in August for staff.
- III. New Application
 - a. We will keep the application as-is until we can put the form online
 - b. We need more detail in the current question 9
- IV. New Business
 - a. New policies to consider for next time:
 - i. Water restriction
 - ii. Revisit old policies from 2014
 - iii. Streamline the teaching protocol
 - iv. The Chair will look at procedures for a procedure formulary
 - v. The Research Compliance Officer will look through other institutions' applications for common procedures language
 - b. The Research Compliance Officer will talk to Ellen Koch about a reptile care SOP

Meeting ended at 2:54 pm.

IACUC Meeting Minutes
December 13, 2019

Meeting began at 10:08 am

Members Present: Bob Winning (Chair), Jim Todd (Vice-Chair), Jim McEvers, Tom Mast, Caryn Charter (Guest), Joe Breza, Patrick Lester (Veterinarian), Susan Campbell, Sonia Chawla

- I. Inspection Report and Program Review
 - a. The Committee reviewed the Inspection Report and Program Review checklist.
 - b. The facility appears in good order and no significant deficiencies were noted
 - c. The committee noted that if any investigators decide to do rodent surgeries (none are currently conducted), then some minor calibration of equipment will have to take place in the surgical room
 - d. The Asterisk on page 2 next to Cage Wash needs to be removed
 - e. EHS will facilitate a meeting with plant to discuss moving the frogs from the aquatics building to the vivarium
 - f. We need to contact U. of Oregon to confirm that Jamie has an open IACUC protocol for her birds there
 - g. We need to discuss putting procedures in place for notifying the IACUC about pilot studies. There haven't been any pilot studies, but in the event that an investigator wants to conduct a pilot study, we should have a documented procedure instead of our informal procedure.
 - h. We are ending our contract with CITI and developing in-house training for animal care and use. We are almost ready for beta-testing and will send out the training module to the IACUC for review in late January or early February.
 - i. The Committee discussed additional policies for veterinary care. It was decided that the veterinarian and research compliance officer would discuss new policies and work on drafts for the next IACUC meeting.
- II. Occupational Health and Safety report
 - a. Snow Health is closing, University Health Services no longer exists, and IHA doesn't have occupational health nurses. EHS will find someone to review the zoonosis questionnaires and the cost associated with the review.
 - b. We should post in the vivarium that IHA is the new urgent care facility. Any injury needing more than a band aid must be referred to urgent care.
- III. USDA inspection and annual report
 - a. The USDA inspector completed her annual review in late November. No citations were issued.
 - b. The annual report to the USDA was sent by the October 31 deadline. The OLAW annual report is due on January 31 and will be submitted in advance of that deadline.
- IV. New Business
 - a. The GA for the Office of Research Compliance is researching which online platform we should use for our application and will then put the application form online.

Meeting adjourned at 11:02 am.