

****CONFIDENTIAL****

**University of Wisconsin–Madison
All Campus Animal Planning and Advisory Committee
September 10, 2019 Agenda
1:00-2:30 p.m. in 334 Bascom Hall**

Open Session

- i. June 4, 2019 minutes

Reports

- i. Attending Veterinarian
- ii. RARC
- iii. IACUC Chairs
- iv. ACAPAC Chair

New Business

- i. 2016-059-io Post Approval Monitoring

Presenter: [REDACTED]

Materials: Word Doc: PAMPolicy-2016-059-Upd1

Action: vote/recommendation

Summary: This policy describes how post-approval monitoring (PAM) fulfills the regulatory requirement for “continuing oversight” following IACUC approval of protocols. Animal program policies are reviewed approximately every three years.

- i. Closed session. 19.85 (1) (d) and (g)
 - a. Closed session minutes
 - b. Legal advice
 - c. Facilities

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**University of Wisconsin–Madison
All Campus Animal Planning and Advisory Committee
September 10, 2019 Minutes
1:00-2:30 p.m. in 334 Bascom Hall**

Members: [REDACTED] (chair), [REDACTED]
[REDACTED]

Ex-Officio: [REDACTED]

Guests: [REDACTED]

Minutes: Motion to approve the June 4, 2019 minutes by [REDACTED]. [REDACTED] seconded the motion and all voted in favor.

Attending Veterinarian: There is a search for a second pathologist. Celebrations are being planned for Vet Tech week in October. Animal counting starts next month.

RARC: [REDACTED] left in August and [REDACTED] is the [REDACTED]. The position will be posted later this fall. The Policy Library project is ongoing and the inventory helped to identify policies that needed to be reexamined. Reheat coils were also discussed.

IACUC Chairs: The chairs reported on activities occurring within their IACUCs.

ACAPAC Chair: The American Society of Primatologists meeting was held in August and was successful. There is a NABR webinar on October 29. This will be led by Nancy Halpern. All of the legislative initiatives previously discussed have gained more sponsors. Campaigns against federal agencies are continuing.

2016-059-io Post Approval Monitoring: [REDACTED] provided a summary of post approval monitoring and the associated policy. Motion to recommend approval with changes by [REDACTED]. [REDACTED] seconded the motion and all voted in favor.

Motion for non-members to attend closed session by [REDACTED]. [REDACTED] seconded the motion and all voted in favor.

Closed Session: Motion to move into closed session pursuant to Wisconsin State Statutes 19.85 (1) (d) and (g) by [REDACTED]. [REDACTED] seconded the motion and all voted in favor.

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**University of Wisconsin–Madison
All Campus Animal Planning and Advisory Committee
September 10, 2019 Minutes
1:00-2:30 p.m. in 334 Bascom Hall**

Members: [REDACTED] (chair), [REDACTED]
[REDACTED]

Ex-Officio: [REDACTED]

Guests: [REDACTED]

Closed Session: Motion to move into closed session pursuant to Wisconsin State Statutes 19.85 (1) (d) and (g) by [REDACTED]. [REDACTED] seconded the motion and all voted in favor.

Minutes: Motion to approve the June 4, 2019 minutes by [REDACTED]. [REDACTED] seconded the motion and all voted in favor.

Legal advice: The Office of Legal Affairs provided legal advice to the committee.

Facilities: The Committee discussed back-up power at facilities.

Summary for ACAPAC Review – for September 2019 ACAPAC meeting

Policy Number/Title: 2016-059-io, “Post-Approval Monitoring”

Purpose: This policy describes how post-approval monitoring (PAM) fulfills the regulatory requirement for “continuing oversight” following IACUC approval of protocols. The policy defines what protocols are eligible for PAM, states that PAM reviews can include documents other than the protocol (e.g. animal medical records), and that PAM can be routine or directed.

Associated SOPs/Guidance: none

Last amended/reviewed date: April 2016

Recommended discussion:

1. No significant changes to the current policy were suggested by the IACUC Chairpersons.
2. Minor editorial changes to the current policy are indicated on the attached document.

Policy No. 2016-059-io
Policy Title Post Approval Monitoring (PAM)

Purpose: Following protocol approval, continuing oversight of animal activities is required by federal laws, regulations, and policies. The UW-Madison post approval monitoring (PAM) program ensures quality animal care and use, confirms regulatory compliance, fosters partnership among principal investigators and research and animal program staff, promotes research success, and provides opportunities for teaching and learning.

POLICY: At the UW-Madison, animal program quality, efficiency, and effectiveness are monitored by the IACUCs through many activities, including semiannual program reviews, laboratory/facility inspections conducted semiannually or separately, inspections and assessments by outside regulatory agencies, annual protocol updates, triennial protocol review, formal and informal observations by the IACUCs and/or veterinary staff, laboratory self-reports, reports from veterinary and animal care staff, and, formal laboratory assessments conducted by compliance staff.

All active animal research protocols under the purview of a UW-Madison IACUC are also eligible for formal laboratory assessment. Assessments may be conducted as part of routine monitoring efforts performed by RARC compliance or other staff, or may be specifically directed by an IACUC, the Chief Campus Veterinarian or the Director of the Office of Research Compliance (ORC). The scope of the review can include, but is not limited to: focused reviews of protocols and associated animal use records; inspection of animal use areas and materials; review of animal medical records; observation of animal research procedures; and, other tasks as directed by an IACUC, the Chief Campus Veterinarian, or the ORC Director. The results of the assessment will be communicated to all stakeholders.

References:

Institute for Laboratory Animal Research. *Guide for the Care and Use of Laboratory Animals* 8th ed. (National Academies Press, Washington, DC, 2011).

Public Health Service. *Policy on Humane Care and Use of Laboratory Animals* (US Department of Health and Human Services, Washington, DC, 1986; amended, 2002).

Animal Welfare Regulations 9 CFR. Chapter 1, Subchapter A, Part 2.

Author: [REDACTED]
ePublication Date: 2016.04.14 (orig.)
History: amended 8/2019

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Policy Number/Title	1999-006-io, “Training Requirements for Animal Users”
Purpose	This policy defines the minimum training requirements for individuals who use or care for animals at the University of Wisconsin-Madison, and defines which of these individuals must be named on an IACUC-approved animal care and use protocol.
Associated SOPs/Guidance	Guidance Document, Training Matrix
Last amended/reviewed date	October 2016
Recommended discussion	<ol style="list-style-type: none">1. This policy has been significantly amended throughout its history (fifteen approved iterations). The narrative “Guidance Document” and the graphic “Training Matrix” were added in October 2016, simplifying the text of the policy itself.2. At the suggestion of the IACUC Chairs, the “Consequences” section of the Policy has been simplified. Details stating failure to fulfill training constitutes Work Rules, and investigations of violations will be carried out per campus standards, have been removed. These details are included in animal program policy 1999-008-io, “Noncompliance” and its associated SOPs. See attached draft of the Policy.3. At the suggestion of the IACUC Chairs, information about training waivers and the right of IACUCs to require training in addition to what is required by policy, has been moved under the header “Other Training and Requests for Waivers.” See attached draft of the Policy.4. Minor edits to the Guidance Document (“ACUC” to “IACUC”; clarification on who must take Lab Animal Surgery training) were suggested by the IACUC Chairs. See attached draft of the Guidance Document. No suggested edits were suggested to the Training Matrix by the IACUC Chairs.5. The policy requires animal users to re-take the online module “Animal User Orientation” (25 slides) every five years. In Summer 2019 RARC developed a new, more focused online module (6 slides) to be taken every five years instead of the “Orientation”. The Guidance Document and Training Matrix have been updated to reflect the new module.

This document identifies and describes each training and assessment requirement, defines distinct animal user groups (e.g. students) and which requirements are relevant to each, deadlines to complete each requirement, and includes a training matrix. Consequences of failing to meet these requirements are described in Policy 1999-006.

I. Mandatory Training and Assessments (Details)

Research Animal Resources Center (RARC):

UW Animal User Orientation: An online training module describing the basic rules and regulations of using animals for research, teaching and outreach.

- Must be completed prior to being named on a protocol.
- No opt-out.

Deleted: <#> Must be renewed once every five years.¶

Animal User Recertification: An online refresher training module for active animal users (protocol and non-protocol) reminding users of regulatory requirements and consequences of violations, and highlighting resources for veterinary services, training services, protocol/IACUC questions, and compliance questions.

- Must be completed every five years after initial completion of Animal User Orientation
- No opt-out

Species-specific Training: Training occurs via hands-on training and online courses.

- Must be completed within 30 days of being added to an IACUC-approved protocol
 - o Extensions beyond 30 days must be requested through RARC.
 - o Individuals may work with animals within the 30-day grace period under the direct supervision of a supervisor who has completed the required training.
- Waiver may be granted at the discretion of the Chief Campus Veterinarian or designee
- Not required of animal users who completed the UW Animal User Orientation prior to 10/29/2007, unless the user will begin working with a species they have not worked with before.

Lab Animal Surgery: Online prerequisites and a hands-on wetlab for individuals who perform survival surgery or non-survival surgery more than five minutes in duration (see below for equivalent training for non-survival surgery of shorter duration).

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- Must be completed within 30 days of being added to an IACUC-approved protocol as performing surgery
 - o Extensions beyond 30 days must be requested through RARC.
 - o Individuals may work with animals within the 30-day grace period under the direct supervision of a supervisor who has completed the required training.
- Waiver may be granted at the discretion and mutual agreement of the CCV, IACUC chair and the Senior Program Veterinarian (SPV) or their respective designees.

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Author: [REDACTED]
ePublication Date:
History: 4/2016; 7/2016; 11/2016



Last reviewed 2019 September 10

- Not required of animal users who completed the UW Animal User Orientation prior to 10/29/2007.

Anesthesia Training Requirements for Non-Survival Surgery: Online training for individuals who perform non-survival surgery five minutes or less in duration, in lieu of Lab Animal Surgery.

- Must be completed within 30 days of being added to an IACUC-approved protocol
 - o Extensions beyond 30 days must be requested through RARC.
 - o Individuals may work with animals within 30-day grace period under the direct supervision of a supervisor who has completed the required training.
- Not required of animal users who completed the UW Animal User Orientation prior to 10/29/2007.
- No opt-out.

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University Health Services (UHS):

Occupational Health risk assessment via the Animal Contact Risk Questionnaire (ACRQ):

- Must be completed and evaluated before animal contact.
- Must be updated annually.
- See Policy 2004-025-io for additional information.

Environmental Health and Safety (EH&S) Animal Research Safety:

Occupational Health and Safety training for animal users: Basic occupational and biological safety training appropriate to each user's planned animal activities (e.g. biomedical vs. agricultural use).

- No hard deadline; ARS staff follow up with individuals until completed.
- Must be renewed once every five years.
- No opt-out.

"How to Communicate the Presence of Dangerous Agents in Animal Facilities": An online training module emphasizing the importance of communicating the use of dangerous agents in the shared spaces.

- No hard deadline; ARS staff follow up with individuals until completed.
- Must be renewed once every three years.
- No opt-out.

Unit-Specific (School / College / Department / Facility):

Unit-specific Training: The employing School/College animal program may require additional unit-specific training, with or without opt-out options, as a condition of employment. Any such requirements must be described in each animal program or facility in SOPs or other onboarding documents. All user groups must complete unit-specific training as directed.

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ePublication Date:
History: 4/2016; 7/2016; 11/2016



Last reviewed 2019 September 10

II. User Groups and Requirements

Group 1: Faculty, Staff and IACUC Members

Any individual named as a Study Team Member on an approved animal care and use protocol for teaching, research, or outreach.

- UW Animal User Orientation
- [Animal User Recertification](#)
- Species-specific Training
- Animal Contact Risk Questionnaire
- Occupational Health and Safety Training for Animal Users
- How to Communicate the Presence of Dangerous Agents in Animal Facilities
- If relevant, Lab Animal Surgery or Anesthesia Training Requirements for Non-Survival Surgery

Principle Investigators who will not have animal contact.

(only named in Question 2 on the "Protocol Basics" page in ARROW, Question 1 non-ARROW)

- UW Animal User Orientation
- [Animal User Recertification](#)

Research animal veterinarians, research animal pathologists, and veterinary staff working in an animal care facility.

- UW Animal User Orientation
- [Animal User Recertification](#)
- Animal Contact Risk Questionnaire
- Occupational Health and Safety Training for Animal Users

Animal care staff.

(includes individuals who work or volunteer in animal facilities whose primary role is animal husbandry)

- UW Animal User Orientation
- [Animal User Recertification](#)
- Species-specific Training

Author: [REDACTED]
ePublication Date:
History: 4/2016; 7/2016; 11/2016



Last reviewed [2019 September 10](#)

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Guidance Document for Identifying Training and Assessment Requirements for Animal Users
See ACAPAC policy 1999-006-io, "Animal Care and Use Authorization and Mandatory Training"

- Animal Contact Risk Questionnaire
- Occupational Health and Safety Training for Animal Users

Animal Care and Use Committee members, including lay members & ex-officio.

- UW Animal User Orientation
- [Animal User Recertification](#)
- Animal Contact Risk Questionnaire
- Occupational Health and Safety Training for Animal Users

_____ staff.

(including [REDACTED] employed facility and maintenance personnel)

- UW Animal User Orientation
- [Animal User Recertification](#)
- Animal Contact Risk Questionnaire
- Occupational Health and Safety Training for Animal Users

Group 2: Students

Any individual named on an approved animal care and use protocol for teaching, research, or outreach.

- UW Animal User Orientation
- [Animal User Recertification](#)
- Species-specific Training
- Animal Contact Risk Questionnaire
- Occupational Health and Safety Training for Animal Users
- How to Communicate the Presence of Dangerous Agents in Animal Facilities
- If relevant, Lab Animal Surgery or Anesthesia Training Requirements for Non-Survival Surgery

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Students working for an animal facility and not individually named in a protocol.

- UW Animal User Orientation
- Animal Contact Risk Questionnaire
- Occupational Health and Safety Training for Animal Users

Veterinary Medical Students.

- UW Animal User Orientation
- [Animal User Recertification](#)
- Animal Contact Risk Questionnaire
- Occupational Health and Safety Training for Animal Users

Students enrolled in a timetable course that involves supervised interaction with animals.

- UW Animal User Orientation

Author: XXXXXXXXXX
ePublication Date:
History: 4/2016; 7/2016; 11/2016



Last reviewed 2019 September 10

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Guidance Document for Identifying Training and Assessment Requirements for Animal Users
See ACAPAC policy 1999-006-io, "Animal Care and Use Authorization and Mandatory Training"

- Course dependent, as determined by EHS
 - Animal Contact Risk Questionnaire
 - Occupational Health and Safety Training for Animal Users

Students participating in short-term (30 days or less) rotations in laboratories using animals.

- UW Animal User Orientation
- Must be supervised in animal areas and when working with animals
- When a rotating student then formally joins a lab, the student must be named on the relevant protocol and complete all required training.

Group 3: Visitors.

A visitor is defined as any individual who is not authorized to normally be in an animal use area.

- Unit-specific Training

Group 4: Service Personnel

These personnel are non-animal facility UW-Madison employees (e.g. physical plant personnel).

- Must communicate with a facility manager or equivalent prior to entering the facility.
- Unit-specific Training

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Author: [REDACTED]
ePublication Date:
History: 4/2016; 7/2016; 11/2016



Last reviewed [2019 September 10](#)

User Groups	RARC					UHS	EHS		Employing School/College
	Animal User Orientation	Animal User Recertification	Species-specific	Lab Animal Surgery	Anesthesia for Nonsurvival Surgery	Animal Contact Risk Questionnaire (ACRQ)	Safety for Personnel With Animal Contact or Agricultural Safety	Risk Comm. In Animal Facilities	Unit-specific Training; see facility SOP
Named on protocol as Study Team Member	√	√	√	√ if applicable	√ if applicable	√	√	√	√
PI will not have animal contact	√	√							√
Vets, pathologists, vet staff in animal facilities	√	√				√	√	Supervisor dependent	√
Animal care staff	√	√	√			√	√	Supervisor dependent	√
ACUC Members	√	√				√			√
staff	√	√			Supervisor dependent	√	√	√	√
Students named in protocol	√	√	√	√ if applicable	√ if applicable	√	√	√	√
Students working for an animal facility	√	√				√	√	Supervisor dependent	√
Veterinary students	√	√				√	√		√

October 21, 2019
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October 21, 2019
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Students enrolled in a timetable course	Instructor dependent	Instructor dependent				UHS eval dependent	EHS eval dependent		✓
Rotating students	✓	✓							✓
Visitors									✓
Employee Service Personnel									✓