

Annual Report to OLAW

Institution: Christopher Newport University
Assurance Number: D190-01053
Reporting Period: May 3, 2019 – December 31, 2019

This institution's Institutional Animal Care and Use Committee (IACUC), through the Institutional Official, provides this annual report to the Office of Laboratory Animal Welfare (OLAW).

I. Program Changes [Select A or B]

- ☐ A. There have been **no changes** in this institution's program for animal care and use as described in the Assurance. [Skip to Item II.]
- ☒ B. Change(s) in this institution's program for animal care and use as described in the Assurance have occurred during this reporting period. ([FAQ 6](#))

Select all that apply:

- ☐ This institution's AAALAC accreditation status has changed ([PHS Policy IV.A.2.](#)).
- ☐ [AAALAC Accredited](#) – Category 1
- ☐ Non-Accredited – Category 2
- ☒ This institution's program for animal care and use has changed ([PHS Policy IV.A.1.a-i.](#)). [Attach a full description of the changes.]
- ☐ The individual designated by this institution as the Institutional Official has changed. [Provide name, title(s), address, e-mail, phone, and fax numbers in Item V.]
- ☒ The membership of this institution's IACUC has changed. [Provide current roster of members in Item VI.]

II. Semiannual Evaluations

This IACUC has conducted semiannual evaluations of the institution's program and inspections of the institution's facilities (including satellite facilities) on the dates below. Reports of the evaluations and inspections have been submitted to the Institutional Official. The reports include any IACUC-approved departures from the *Guide* with a reason for each departure, any deficiencies (significant or minor) that were identified, and a plan and schedule for correction of each deficiency. [Do not provide semiannual reports unless they include a minority view.]

A. Program Evaluations

[Two dates (month/day/year) must be provided to satisfy the PHS Policy requirement that evaluations be done at 6 month intervals. If the IACUC conducted more than 2 evaluations of the program during the reporting period, please attach a list showing the dates.]

Date 1: 4/1/2019.	Date 2: 10/10/2019
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B. Facility Inspections

[Two dates (month/day/year) must be provided to satisfy the PHS Policy requirement that facility inspections be done at 6 month intervals. If the IACUC conducted more than 2 inspections of each site during the reporting period, please attach a list showing the dates.]

Date 1: 3/28/2019

Date 2: 9/26/2019

III. Minority Views [Select A or B]

- [X] A. There were **no minority** views during this reporting cycle.
- [] B. Any minority views submitted by members of the IACUC regarding reports filed under PHS Policy IV.F. for this reporting cycle are attached.

IV. Signatures

IACUC Chairperson	Institutional Official
Name: Matthew Campolattaro, Ph.D.	Name: Geoffrey Klein, Ph.D.
<div>(b) (6)</div>	<div>(b) (6)</div>
Signature: 	Signature: 
Date: 1/22/20	Date: 1/23/2020

V. Change in Institutional Official

Name:	
Title:	Degree/Credential:
Name of Institution:	
Address: [street, city, state, zip code]	
E-mail:	
Phone:	Fax:

VI. Change in IACUC Membership [Current roster]

Institution: Christopher Newport University			
IACUC Contact Information			
Address: [street, city, state, zip code] 1 Avenue of the Arts Newport News, VA 23606			
E-mail: IACUC@cnu.edu			
Phone: (b) (6)		Fax: (b) (6)	
IACUC Chairperson			
Name: Matthew Campolattaro			
Title: IACUC Chair, Associate Professor		Degree/Credentials: Ph.D. in Psychology	
PHS Policy Membership Requirements***:			
IACUC Roster [Provide below or attach]			
Name of Member/ Code*	Degree/ Credential	Position Title/ Occupational Background**	PHS Policy Membership Requirements***
Matthew Campolattaro	Ph.D., Psychology	Associate Professor and Chair, IACUC	Scientist
Mario Rodriquez	DVM, MLAS	Attending Veterinarian – Comparative Medicine Division, Sobran, Inc.	Veterinarian
Len Murray	DVM, MPH, DACLAM, DACVPM	Attending Veterinarian – Comparative Medicine Division, Sobran, Inc.	Alternate Veterinarian
(b) (6)			Scientist
			Scientist
			Scientist
			Nonscientist
			Nonscientist, Nonaffiliated

* Names of members, other than the chairperson and veterinarian, may be represented by a number or symbol in this report 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 (for example, 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.]

The only change to Christopher Newport University's animal care and use as described in its Assurance are associated with our occupational health and safety program. Changes to CNU's Assurance are indicated in red. This Section E was taken directly from our approved PHS Animal Welfare Assurance for Domestic Institutions Document.

- E. The risk-based occupational health and safety program for personnel working in laboratory animal facilities and personnel who have frequent contact with animals is as follows:

Hazard Identification and Risk Assessment

- **CNU has a hazards communication/risk assessment program as required by OSHA, OLAW, and the Guide for Care and Use of Animals. The Right to Know Laws ensure that the hazards produced or used are evaluated by researchers and supporting personnel from CNU's Environmental Health and Safety (EHS) Office.**
- **The hazards, if any, are communicated to staff and animal users through protocol information, training, labeling, and safety data sheets (SDS), and completion of assessment associated with the occupational health and laboratory safety plans.**
- **The occupational health and safety program for animal care and use personnel was developed by EHS and the IACUC with a risk assessment performed for both animal users and individuals that may only encounter short term exposures (i.e. IACUC members, maintenance personnel and visitors). The IACUC evaluates the adequacy of training based on risk during each semiannual program review.**
 - ~~A Health Risk Assessment for Research Animal Contact is required for all individuals at CNU, to include employees and students, who have occupational contact or work in close proximity to research animals. This evaluation is performed by a Licensed Health Care Professional (LHCP) contracted by the university to determine potential health risks and whether further clinical interaction or preventative steps are necessary. All individuals—employees and students—who have occupational contact or work in close proximity to research animals are enrolled in Christopher Newport University's Occupational Health and Safety Program for Animal Care and Use Personnel. Enrollment is initiated by the completion of an Animal Contact form. This form is reviewed and processed by the Office of Environmental Health and Safety (EHS). All individuals on research protocols and those deemed necessary by EHS are then forwarded for review by a Licensed Health Care Professional (LHCP) contracted by the university. Upon completion of the health risk assessment, the LHCP determines potential health risks and whether further clinical interaction or preventative steps are necessary. Individuals are cleared for work with animal models based on this review and additional preventative steps (e.g., use of a respirator). Enrollment in CNU's OHSP is complete when an individual is cleared for animal contact, with or without restrictions or extra precautions. The Environmental Health and Safety Manager serves as an ex-officio, non-voting member of Christopher Newport's IACUC; therefore, all individuals listed on protocols are assessed for enrollment in CNU's Occupational Health and Safety Program at the time of protocol review. Individuals not enrolled in the program are required to be enrolled before working on any IACUC approved protocol.~~
 - **Sobran staff contracted to work in the CNU animal facility have risk assessments done through NowCare, a contract health care provider.**
 - **Medical clearance for animal contact is required for only those visitors who have direct contact with or work in close proximity to research animals. Visitors are required to complete an *Application for Animal Care Facility Visitation* prior to gaining access to animal facilities. Visitors are enrolled in CNU's Occupational Health and Safety program based on the specifics of**

- their visit.
- The program requirements are based on the health risks associated with the type of exposure to animals and may include:
 - Tetanus Immunization within 10 years: recommended for all participants with animal contact
 - Rabies Immunization Series/Booster or Positive Titer every 2 years: all individuals handling unvaccinated carnivores, their tissue, or bats
 - Respirator Clearance and Fit Test: all individuals required to wear a respirator or as medically necessary to prevent allergic reactions
 - Medical consultation: as determined by the LHCP
 - If a person is or becomes immune compromised, develops animal/environmental allergies, develop a chronic illness/condition, or pregnant they are to contact the LHCP to discuss how these changes will affect the ability to work with or in close proximity to animals. Special considerations may be made.
 - If a female personnel member becomes pregnant, it is recommended that she discuss the pregnancy with her personal care physician or LHCP as early as possible in case precautions need to be instituted for working with animals, biohazardous materials, or chemical agents.
 - **Enrollment in Christopher Newport University's Occupational Health and Safety Program for Animal Care and Use Personnel** ~~The health-risk assessment~~ must be completed prior to working with vertebrate animals. ~~Assessments-Animal Contact forms~~ must be updated on a periodic basis and any time a species is added or deleted.
 - **All medical information provided to the LHCP is kept confidential. entered on the Animal Contact Health Questionnaire is confidential and kept only at the LHCP.**
 - The Christopher Newport University's lab safety program emphasizes the greater variety of possible hazards than do most workplaces. Faculty and students who work in laboratories are exposed to many kinds of hazards. The program requires a review of our *Laboratory Safety Manual* for guidelines on safety in the lab setting, development of a laboratory safety plan for each lab space, completion of a hazard assessment for personal protective equipment (PPE) to identify hazardous material(s) (chemical, infectious, physical, etc.) and processes that necessitate the use of PPE. Lab work involving certain hazardous or potentially hazardous materials or operations present a greater health and safety risk to personnel, and may warrant air sampling, exposure assessment, and/or occupational health assessment of the employee(s).
 - The Laboratory Safety Plan includes articulation of lab-specific safety training required for all affected lab personnel. Students require person-to-person instruction by the PI or Lab Supervisor, General Laboratory Safety session (offered by EHS on a regular basis), and CITI training. Employees (faculty/staff) require CITI training course modules, a CNU Knowledge Center course module for Chemical Hazard Communication and Bloodborne Pathogens, when applicable. Required CITI training includes species-specific module(s) that provide occupational health issues, including relevant zoonotic diseases.
 - Records must be maintained in the lab, to include the Lab Safety Plan, Hazard Assessment for PPE, Safety Data Sheets, Training Records, and any operating manuals or instructions on equipment for users.
 - Kits for cleaning chemical hazards are available for use. Animal users must wear and use appropriate safety devices when working with hazardous materials. These devices are identified in laboratory protocols and SOP, if applicable. Individuals working near a hazardous substance must be notified. Rooms are posted with information pertaining to hazards.

Procedures in Place to Alleviate Hazards and Minimize Risks

- **Facilities, Equipment, and Monitoring.** A number of engineering controls are used to contain potential hazards. HEPA filtered animal holding racks or cages, biosafety cabinets, chemical fume hoods, and directional airflow to contain potential airborne, and bloodborne pathogens. Many of these devices are mobile and can be relocated within the facility if necessary. Biological safety cabinets are used when handling potentially hazardous materials or animals exposed to potentially hazardous materials.
- **Personnel Training.** Numerous types of training are required at Christopher Newport University, depending on the work of the employee. All training starts at the new employee orientation. Part of orientation is dedicated to informing and educating employees of all known industry and workplace hazards. Following initial orientation safety training, employees are trained on the policies and procedures of their specific work areas. This training is conducted by the on-site manager or the designated trainer.
 - All personnel with frequent contact with animal in CNU's Animal Care Facility are provided a facility tour and are briefed on any hazardous materials, potential hazards from handling research animals, proper and safe use of the laboratory equipment, the location of and use of fire equipment, escape routes and egress posting, and procedures to follow in the event of an accident or injury.
 - Hygiene topics are reviewed at the time of facility orientation. Staff members are reminded of general laboratory safety rules such as frequent hand washing, no eating or drinking in lab areas, and proper use of PPE. Employees are also briefed on precautions that should be taken in their assigned work areas for special circumstances such as pregnancy, prolonged illness, an identified allergy, or compromised immune system.
- **Personal Hygiene.** All staff, non-affiliated animal users, and visitors don proper PPE and safety equipment (such as shoe covers, lab coats/coveralls, face masks, hair bonnets, and gloves) prior to entering the animal holding areas. A locker room and restroom with a sink, toilet and shower is located within the Animal Care Facility. Hand washing or sanitizing is required after handling animals or contaminated equipment, prior to leaving the animal facility, after using the restroom, and prior to eating drinking or handling cosmetics or contact lenses. Hand sanitizer is available for use at the entrance to the animal holding areas/PPE stations.
 - Eating, drinking, smoking, or other activities that could spread disease or cause harm to employees or animals are prohibited in all animal rooms, procedure rooms, common areas within the animal holding area, feed and bedding storage, general laboratories and in the cage wash room. Eating and drinking can only be conducted in the designated office. Staff members are provided with a refrigerator and microwave that are for human food use only.
 - The Forbes Hall building is a smoke free building; therefore, smoking is only permitted outside of the building.
- **Animal Experimentation Involving Hazards.** CNU is equipped to support Animal Biosafety level 1. All special procedures for handling potentially hazardous materials will be described in the animal protocol. The facility maintains SOPs for handling hazardous waste, and potential pathogens according to appropriate practices. Staff working with hazardous chemicals will be familiar with the SDS (if applicable) or the animal protocol which describes any special procedures (such as with proprietary chemicals). All animals are handled and restrained in order to minimize potential bites and scratches. Employee training and facility orientation emphasize the proper method of removing animals from their cages, manually transporting animals, and restraint methods so technicians can safely

perform technical procedures. Specific training is provided by applicable staff during the facility orientation and tour. Non-affiliated animal users can request additional specific training from facility management as needed. Facility management or other qualified staff have the right to provide on the spot correction and retraining to all animal users if unsafe practices are noted.

- **Personal Protection.** Proper personal protective equipment (PPE) is worn by all individuals where required within the animal facility. The requirements for PPE depend on the agents being used in each space and requirements are clearly posted at the entrance to the animal holding areas or on applicable room doors.
 - Typically, safety equipment includes shoe covers, lab coats or coveralls, hair covers, face masks, and gloves. Additional PPE may be required when entering special holding areas such as quarantine rooms.

Procedures/program for reporting and tracking injuries and illness

- Although rigorous precautions are taken, some accidents may occasionally occur. The individual's, i.e. employee's or student's, health and safety is the first priority during and after all accidents. Information regarding procedures and reporting requirements for bites, scratches, illness or injury are provided on our website, communicated during training, and available in all applicable facilities. The following are procedures for all accidents that occur on campus for employees and students.
 - **Employee.** Defined as all CNU faculty, staff, and wage employees (to include student workers)
 - **Non-emergency medical treatment.** Employee immediately reports incident to supervisor and completes Section I and II of the *Accident Report Form*. Supervisor completes Section III of the form and forwards to Human Resources within 24 hours of the incident. Employee is referred to Human Resources for follow up with a medical provider (All injuries or illnesses requiring medical treatment must be pre-approved prior to employee's visit. Employees who undergo private medical attention for work-related incidents may not receive reimbursement for medical costs.). After follow up with Human Resources, the employee may transport self to nearby medical treatment facility.
 - **Emergency medical treatment.** Employee or first responder calls CNU Police (757) 594-7777 for life-threatening medical emergency (e.g. breathing problem, loss of consciousness, chemical exposure, head/spinal injury, chest pain, amputation or severe puncture / laceration, electrical or thermal burns, disorientation/confusion, high blood pressure, low/high blood sugar, pregnancy, etc.). Supervisor notifies Human Resources as soon as possible after the employee obtains medical assistance. Supervisor completes the *Accident Report Form* within four (4) hours of the incident, and submits to Human Resources (Employees are required to participate in an accident investigation either before or after medical treatment, depending upon the urgency of the treatment. Employees are also subject to drug and alcohol testing that will be provided by the medical facility at the time of treatment.).
 - **Student.** Defined as an undergraduate or graduate student not employed by the University.
 - **Treatment, i.e. first aid (on-site), medical (non-emergency; off-site), or emergency/ambulatory, is provided to the student.** After the accident involving injury or illness and within 24 hours, the Student Incident Report Form is completed and submitted by the student's supervisor to University Risk Manager. The student involved and his/her supervisor should complete all the information requested.
 - **Sobran Staff – Animal Care Staff.** Defined as personnel employed through Sobran contract to care for animals and manage facility.

- The accident is immediately reported to the employee's supervisor. The supervisor will communicate the incident with SoBran HR as soon as possible.
 - An Accident Reporting form- Employee's Report of Injury is completed by the injured person, prior to or immediately following treatment.
 - Non-emergency treatment is provided by NowCare.
 - Emergency treatment is provided by the nearest hospital or urgent care center.
 - Each accident is investigated by the supervisor and a Supervisor's Accident Investigation report form is completed. Results of the investigation are reported to SoBran HR and will be relayed to CNU HR as well.
- These processes and information sharing provides an opportunity for the University to take corrective measures to reduce the risk of re-occurrence.

From: [Geoffrey Klein](#)
To: [Na, Jane \(NIH/OD\) \[E\]](#)
Cc: matthew.campolattaro@cnu.edu; [Institutional Animal Care and Use Committee](#); [Jackie Roquemore](#)
Subject: Re: 2019 Annual Report to OLAW Clarifications Request D19-01053 Christopher Newport University
Date: Tuesday, March 31, 2020 9:48:25 AM

Good morning, Dr. Na,

Please see the answers to your questions concerning Christopher Newport University's Occupational Health and Safety Program for Animal Care and Use Personnel.

(1) Please indicate if individuals that have non-occupational contact with research animals are also enrolled in the Occupational Health and Safety Program for Animal Care and Use Personnel.

- We apologize for the confusion and recognize the lack of clarity with the use of "occupational contact" in our documentation. For clarity sake, anyone whose responsibilities involve contact with live vertebrate research animals or their tissue, body fluids, and/or by-products is enrolled in the Occupational Health and Safety Program for Animal Care and Use Personnel.

(2) Please clarify if all individuals that have frequent or substantial contact with animals, regardless of inclusion on research protocols, undergo an individual risk assessment that is performed based on evaluation of an individual's medical history and factors related to animal exposure.

- All individuals that have frequent or substantial contact with animals, regardless of inclusion on research protocols, undergo an individual risk assessment that is performed based on evaluation of an individual's medical history and factors related to animal exposure.

I hope this clarifies any confusion and please do not hesitate to contact CNU if you have any questions. Best and healthy wishes,

Geoffrey

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Geoffrey C. Klein, Ph.D.
Vice Provost
Associate Professor of Chemistry
Christopher Newport University
1 Avenue of the Arts | Newport News, VA 23606
Phone: (b) (6) | geoffrey.klein@cnu.edu | He-Him-His (What is This?)