Foothill College IACUC Minutes 10/29/2020

I. Introductions
   A. Meeting started on Zoom at 4pm.
   B. Present: Chair, Lisa Eshman, DVM, ██████████, ██████████, Sandy Gregory, RVT, ██████████, ██████████, ██████████.
   Absent: Scientist who has moved but still willing to participate in protocol reviews and join by Zoom in spring. We are grateful for her input.

II. Premise inspection presentation on 10/28/20 by Program Veterinarian, ██████████, and ██████████. Inspection form is completed and on last page of minutes.
   A. Repairs needed: paint rodent room.
   B. Equipment needed: temperature/humidity gauges for cat room and dog barn. Thermometers for refrigerators in lab.
   C. Request for thermostat in dog barn. We have no dogs now, so will revisit this request at spring meeting.
   D. Procedure corrections:
      i. Document goat care daily, regardless of who is performing it.
      ii. Document temperature/humidity values daily when animals are present. Ask classified staff to do this.
      iii. Change dates on surgery packs to be the expiration date. Surgery instructor will create a chart with expiration dates for different types of sterile packaging.
   E. Document inspection
      i. Medical records were reviewed, and comments were made regarding vaccinations on student animals. Instructor was present, and she will modify the cover sheets to accurately reflect if the animal is a program animal or a student owned animal.
      ii. Clean up language in Animal Care Handbook and SOPs so that directions are clear and repeatable.
      iii. Because SOPs do not have an expiration date, remove that information from the form.

III. Approval of minutes from meeting 4/20. Minutes can be found in folder for this meeting.
   A. Approved by consensus. New member abstained.
IV. Annual Animal Use Report. We may not have to report animals that were spayed and neutered because this procedure was medically necessary. Discuss. Report is due 12/1/20.
   A. Add column to surgery report page to record extra protocols.

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B. Members agreed that if extra procedures are performed, there should be a place to document them, and those animals should be counted in the annual report.

V. Animal use and care
    A. Summer animal care—goats
    B. Current animals—goats are permanent residents. They are being cared for daily by professional faculty, classified staff, and student TEAs. Students are permitted on campus for labs, but we are minimizing any extra time they spend on campus.

VI. SOP Discussion—follow up to discussion from April. Is there any interest in modifying SOPs and how they are presented to students?
    A. Tabled. This was not discussed.

VII. Protocol reviews.
    A. Each of you has received a few protocols for annual review, under the permitted title of Designated Member Review. Per the Office of Laboratory Animal Welfare, each protocol is open to all IACUC members. To ensure that all protocols remain current, designated reviewers are assigned to regularly assess protocols and keep the IACUC notebook up to date. Each protocol must be reviewed annually, with a full review of the entire committee every three years or if significant changes in teaching protocols are necessary.
    B. Per the USDA veterinarian, each protocol can be improved by adding the following items:
        i. Add specific pain category for each protocol.
        ii. Justify reason for number of goats on campus. Noted in protocol reviewed online at virtual inspection. (VTP 75C-2)
        iii. Add MOU with shelter to the documents available for review (LE to clarify this request.)
        iv. More transparency as to reason for numbers of animals selected. She had no argument with the numbers, but our protocols will be stronger if explicit rationales are given.
            1. Add total number of animals used per year, which may include student and faculty animals.
            2. Designate how many program animals are used.
            3. Find language that tells animal to student ratio per lab, therefore the anticipated range in numbers of animals used per year for that lab.
        v. More on numbers: must state numbers of students per year expected to use numbers of each animal per year. For example, in the rabbit protocol we need to state how many rabbits, if any, will be used in a year.
        vi. What is the maximum number of students per lab and the maximum number of animals per lab? Each protocol should show the rationale for animal numbers based on student numbers. Need number per year or number of times an individual animal is used.

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While this is implied in many of our protocols, it is not explicitly stated.

      1. Lisa needs to state this in the protocols.

      2. Specifics of each protocol

    vii. For the spay and neuter procedures, we need to add a "no duplication" comment. The idea is that animal use is not being unnecessarily repeated.

C. Spreadsheet has been made available in shared folder, titled "Documents for October 2020 meeting." You will see which protocols you have been assigned as a Designated Reviewer.

    i. When you review the protocols, please turn on the track changes tool in Word so we can see your comments. Consider creating notes on your protocols as a separate document so committee members can see your thoughts for discussion.

    ii. Feel free to suggest updates based on comments noted above by USDA veterinarian. Or highlight where the original author (usually LE) needs to make those corrections.

    iii. Please change next date for review on the form in the box so we know you are done with your review. Change the color from ==green== to ==yellow== after you read and edit the protocol.

    iv. Any suggestions to make this process easier, fairer, or better are welcome.

    v. Ask equine veterinarian to create an equine radiology protocol. 6-8 students per horse. This activity was previousley done on the skeleton. Total for entire lab group is about 4.

D. Group discussion on protocols as appropriate. Discussion was about follow up on protocols. For protocols that have DMR, the changes will be made on the shared document. Once the author and the reviewer reach an agreement, that document will be approved, and this information will be shared with the committee. The Program DVM will be sending out monthly emails as documentation of protocol review.

    i. Student ■ offered to see if there is a better software tool that will track the documentation process.

VIII. Open Discussion—no new topics were introduced.

IX. Report to IO

A. Will be sent out within the month.

X. Set next meeting date for April.

A. Will send out some tentative dates to get it on the calendar.

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Premise Inspection, 10/28/20

Room	Notes	Person/date for correction
Cat room	Add temp/humidity gauge.	Add documentation of T/H daily when housing animals. Consider asking Rudy to record T/H daily when animals are present.
Rodent room	Needs painting. Chipped paint, holes need repair. Mats need to be hung so base does not touch the ground. Sandy is concerned about clutter in that room. Lisa and Sandy will investigate alternative storage sites.	Repair complete 12/20.
Isolation ward	ok	
Surgery room	Some expired surgical instrument packs—only individual. Green packs are up to date. Anesthesia machines are up to date. Last service 7/20.	Expiration date protocols were implemented 1/21. Member ▮ suggests a spreadsheet for all machines that need servicing.
Classroom		Do scales need to be calibrated? Radiology machine, dental machine, Abaxis machine—ask Sherman to keep it running properly LE to call dental machine company and radiology co. To ask about service. Lisa will ask Cara.
Dog barn interior	Add temp/humidity gauge. Thermometer is present. No humidity gauge.	Can we add a thermostat to the dog barn? This would turn the heat on when temp got below a certain limit. Will be necessary next year. Dog range is 64-84°. (see section 4 of husbandry) Add documentation of T/H daily when housing animals. Revisit this topic in spring to prepare for animals in the fall.

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Dog barn—outside	Clean and tidy	
Pasture	Play structures are in good shape	
Outside area	Clean	
Miscellaneous—drug dates, etc.	Drug cabinet-no expired drugs.	Monthly evaluation of drug dates by DM.
Equine facility	Clean, no rodent droppings	
Feed room, barn	Clean, no rodent droppings	
Tack room, barn	Clean, no rodent droppings	
Medical records	Documentation of animal care daily. Make sure Rudy is also completing the forms.	LE will contact Rudy. Shae will copy a bunch of forms and put out notebook for all to see. Jackie and Shae will start daily animal report.
Other	All refrigerators should have thermometers in them. Add glossary of terms to protocols, such as Trajecsys. Modify Animal Care Handbook (ACH)—dog care. Specify that all dogs should be double leashed: one lead on collar and one on harness. See section 5 of Animal Care Manual. Standardize language for all protocols and SOPs Remove all language regarding SOPs from ACH. Label lab binder more accurately: animal care sops and protocols, program of veterinary care	Thermometers placed in refrigerators 11/20. Readers are asked to find terms that need to be added to a glossary. Lisa—ask Shae to update Lisa and ▮▮▮▮ Lisa Lisa—will do next time on campus

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	2020-2021	
	Add index of SOPs at front of section in notebook	Lisa
	Remove old animal care manual from class notebook, and update animal care manual	Lisa
	Find date or remove approval language from cadaver SOP.	Lisa—add issue date, remove expiration date for all protocols. List of SOP #, initial date— check out McGill SOPs from ███████.

Respectfully submitted,

Lisa Eshman, DVM

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VTP PROTOCOLS, APPROVAL DATES, REVIEW DATES, EXPIRATION DATES 2020						
Protocol Number	Initial date of approval	Review Date	Expiration Date	Title	Designated reviewer	Notes
54-1	4/20	4/21	4/23	Use of fresh, previously frozen whole animals or preserved cadavers in teaching basic mammalian anatomy.	Redacted	This protocol has been modified to include both preserved and fresh previously frozen cadavers. It is also open to using other species than just cats to improve student opportunity.
55-1	10/19	10/20	10/22	Use of dogs and cats in teaching injection techniques	Sandy	Note: review due now
55-2	10/18	10/20	10/21	Use of dogs and cats in teaching oral dosing	Sandy	Note: review due now
55-3	10/19	10/20	10/22	Use of dogs and cats in teaching bandaging techniques	Redacted	Note: review due now
56-1	10/19	10/20	10/22	Use of dogs and cats in teaching techniques in venipuncture and IV injection	Redacted	Note: review due now
56-2	4/20	4/21	4/23	Teaching electrocardiography to the veterinary technology student	Redacted	This is due for full review. Ideally this protocol should be reviewed by full committee. There are no significant changes in this protocol.
66-1	4/20	4/21	4/23	Teaching avian and reptile handling skills; and teaching avian and reptile procedures to the veterinary technology student.	Lisa Eshman	Lisa Eshman will review any protocols not written by her.
70-1	1/17	4/20	1/20	Use of dogs in teaching veterinary radiography--positive contrast GI study using barium	Sandy	Sandy please confirm that dates are changed and protocol has been updated.
70-2	4/20	4/21	4/23	Use of dogs and cats in teaching veterinary radiography	Sandy	
72-1	6/19	6/20	6/22	Teaching protocol for dental prophylaxis in dogs and cats, including dental radiography	Lisa	
72-2	10/17	4/20	10/20	Teaching local anesthesia and simple dental extraction techniques in dogs and cats, using cadaver heads.	Redacted	This protocol expires in 10/20. Once reviewed, can we change the new expiration to 10/23 with a review in 10/21?
75B-1	6/19	6/20	6/22	Clinical procedures for veterinary technicians: ophthalmic diagnostic skills and dermatologic diagnostic skills in small animals.	Redacted	
75C-1	6/19	6/20	6/22	Teaching required injection skills, phlebotomy, and bandaging on horses to the veterinary technician student	Redacted	
75C-2	4/20	4/21	4/23	Use of Ruminants for the Instruction of Veterinary Technology Students in Clinical Procedures	Redacted	This is due for full review. Ideally this protocol should be reviewed by full committee. There are no significant changes in this protocol.
81-1	7/19	6/20	6/22	Use of dogs or cats in teaching cystocentesis	Redacted	Approval and comments in e-mail dated 7-15-19
84L-1	6/19	6/20	6/23	Use of dogs and cats in teaching aseptic surgery techniques: intravenous catheterization	Redacted	Please note: this is the IV catheter protocol approved last June with clarifications suggested by Ann. I changed the protocol number to its original number, VTP-84L-1. The reason I changed it back is because this skill is honed in the VT84L anesthesia class and it is the first skill practiced in that class. Also, the surgical nursing class number is changing so the old number would have been confusing. Notes from original approval: Approval and comments in e-mail dated 7-15-19
~~84-2~~	~~1/17~~	4/20	1/20	~~Use of dogs in teaching endotracheal intubation techniques~~	~~Ram~~	~~This protocol expired 1/20. It is has been replaced by VTP84L-2, endotracheal intubation of cadaver heads, approved 12/19 due for review 12/20.~~
84L-2	12/19	12/20	12/22	Use of fresh, previously frozen cadaver heads in teaching intubation.	Lisa Eshman	
84-3	1/17	4/20	1/20	Use of dogs in teaching aseptic surgery techniques: canine neuter.	Needs DMR after updated in January. Volunteers?	Lisa E. will update this protocol
84-4	1/17	4/20	1/20	Use of dogs in teaching aseptic surgery techniques: canine spay	Needs DMR after updated in January. Volunteers?	Lisa E. will update this protocol
84-5	4/20	4/21	4/23	Use of cats in teaching aseptic surgery techniques: feline castration.	Redacted	This protocol expires 10/20.
84-6	6/19	6/20	6/22	Use of cats in teaching aseptic surgery techniques: ovariohysterectomy.	Lisa will edit and send reminder for DR in June	
86-3	5/18	4/20	5/21	Injection techniques in rabbits	Redacted	Due for review now. No injections in rabbits will occur this quarter.
~~87B-1~~	~~7/19~~	6/20	~~7/22~~	~~Use of dogs and cats in teaching techniques in intravascular catheterization.~~		See now: VTP-84L-1
SASD	4/20	4/21	4/23	Spaying and neutering rodents and rabbits on Small Animal Surgery Day.	Redacted	This is due to expire 10/20. I made some updates, so please approve for three years with annual review.