

Name: The Feinstein Institute for Medical Research [A060]

FOR OFFICE USE ONLY

Recd
Code A060

NEW YORK STATE DEPARTMENT OF HEALTH
WADSWORTH CENTER
LABORATORY ANIMAL WELFARE PROGRAM
EMPIRE STATE PLAZA, P.O. BOX 509
ALBANY, NEW YORK 12201-0509

2019 RENEWAL APPLICATION
FOR APPROVAL FOR USE OF LIVING ANIMALS

SECTION I - GENERAL LABORATORY/INSTITUTION INFORMATION

CURRENT DATA	INDICATE CHANGES HERE
Laboratory/Institution Name: The Feinstein Institute for Medical Research	
Address 1: 350 Community Drive	
Address 2:	
City, State, Zipcode: Manhasset, NY 11030	
County: Nassau	
Telephone Number: 516-562-0430	
Fax Number: 516-562-1357	
E-mail Address: tfaughnan@northwell.edu	

RECEIVED
OCT 18 2018
FACILITIES MANAGEMENT
DGA

2018 10-22-1

SECTION I - GENERAL LABORATORY/INSTITUTION INFORMATION

Ownership:

- ☐ Corporation ☐ Government ☐ Individual ☒ Not For Profit ☐ Partnership
☐ Other: _____

Facility Type:

- ☐ 2 Year College ☐ 4 Year College ☐ Clinical or Environmental Lab
☒ Hospital ☐ Medical School ☐ Product Testing Lab
☐ Public Health Lab ☐ Research & Development Lab ☐ Veterinary School
☐ Other: _____

Feinstein Institute for Medical Research is in the Northwell Health
Healthcare System.

SECTION II - PROGRAM INFORMATION

Animals (Check all that apply):

- | | | | |
|---|---|---|---|
| <input checked="" type="checkbox"/> Mice (genus mus) | <input type="checkbox"/> Hamsters | <input checked="" type="checkbox"/> Fish | <input type="checkbox"/> Sheep/Goats |
| <input type="checkbox"/> Mice (wild or other) | <input type="checkbox"/> Guinea Pigs | <input type="checkbox"/> Cats | <input type="checkbox"/> Cattle |
| <input checked="" type="checkbox"/> Rats (genus rattus) | <input checked="" type="checkbox"/> Rabbits | <input type="checkbox"/> Dogs | <input checked="" type="checkbox"/> Swine |
| <input type="checkbox"/> Rats (wild or other) | <input type="checkbox"/> Small Birds | <input type="checkbox"/> Non-Human Primates | <input type="checkbox"/> Poultry |
| <input type="checkbox"/> Other: _____ | | | |

Fish are juvenile Lamprey

Are you currently housing live animals at your institution? ☒ Yes ☐ No

If you are not currently housing live animals, do you anticipate having live animals in your facility during the next 12 months?* ☐ Yes ☐ No

*LAWP permits are issued to those institutions that maintain living animals for teaching and/or research and have the appropriate programs and facilities to properly and humanely care for those animals.

Does your laboratory/institution have an Animal Care Committee? ☒ Yes ☐ No
(If Yes, attach a copy of the Committee members)

Since your last application, have there been any changes in your animal care and use procedures (i.e. feeding programs, disease control, environmental management, humane care, euthanasia)? ☐ Yes ☒ No
(If Yes, please explain)

Note: Any procedures that require the withholding of feed and water or exposing the animals to adverse or unusual conditions should be documented in your animal use protocols and approved by your IACUC.

Living animals are used for (Check all that apply):

- | | |
|---|--|
| <input checked="" type="checkbox"/> Diagnostic Procedures | <input checked="" type="checkbox"/> Education/Teaching Demonstrations |
| <input checked="" type="checkbox"/> Experimentation | <input type="checkbox"/> Farm Production |
| <input type="checkbox"/> Public Display | <input checked="" type="checkbox"/> Public Health/Disease Surveillance |
| <input type="checkbox"/> Other: _____ | |

Are animals used in studies with human infectious agents? ☒ Yes ☐ No
(If Yes, attach a copy of your procedures for processing medical waste generated by the animals)

See highlighted section in attached S.O.P.

Registration/Accreditation Type:

- | | | |
|---|---|-------------------------------|
| <input checked="" type="checkbox"/> AAALAC Accredited | <input checked="" type="checkbox"/> USDA Registered | <input type="checkbox"/> None |
| <input type="checkbox"/> Other: _____ | | |

SECTION III - PERSONNEL INFORMATION

CURRENT DATA				INDICATE CHANGES HERE			
Laboratory/Institution Person In Charge (Name):							
Wang, Ping							
Title:							
Chief Scientific Officer, Inst Official							
Telephone Number:							
516-562-3411							
Work Hours:				Work Hours:			
MON:	9:00 am	to	5:00 pm	Mon:		to	
TUE:	9:00 am	to	5:00 pm	Tue:		to	
WED:	9:00 am	to	5:00 pm	Wed:		to	
THU:	9:00 am	to	5:00 pm	Thu:		to	
FRI:	9:00 am	to	5:00 pm	Fri:		to	
		to		Sat:		to	
		to		Sun:		to	

CURRENT DATA	INDICATE CHANGES HERE
Veterinarian in Charge (Name): Diaz, Leslie	
Title: Attending Veterinarian	
Telephone Number: 212-327-8534	
Work Name/Address (if different from laboratory/institution): The Rockefeller University 1230 York Ave. Box 2 New York, NY 10065	
Work Hours: to to to to to to to	Work Hours: Mon: to Tue: to Wed: to Thu: to Fri: to Sat: to Sun: to

SECTION III - PERSONNEL INFORMATION

CURRENT DATA				INDICATE CHANGES HERE			
Contact Person (Name): Faughnan, Theresa							
Title: Director, CCP							
Telephone Number: 516-562-0430							
Work Hours: MON: 9:00 am to 5:00 pm TUE: 9:00 am to 5:00 pm WED: 9:00 am to 5:00 pm THU: 9:00 am to 5:00 pm FRI: 9:00 am to 5:00 pm to to				Work Hours: Mon: to Tue: to Wed: to Thu: to Fri: to Sat: to Sun: to			

- ☒ Attach a list of all full-time and part-time animal care staff which includes the following information:
Name, Full-Time or Part-Time, Title and Education Level (Highest).
- ☐ No additional staff.

SECTION IV - ATTESTATION

I have read the Administrative Rules and Regulations concerning the use of living animals and understand that I am fully responsible for all work involving the use of living animals. I understand that the Certificate of Approval is not transferable and the New York State Department of Health (the Department) shall be advised promptly if the individual, in whose name approval has been granted, ceases to be in charge. The facility(ies) will be operated according to all applicable laws, rules and regulations.

I understand that by signing this application form I agree to cooperate with any investigations conducted by the Department to verify or confirm information given or any other investigation conducted in connection with animal welfare in any facility identified in this application. If additional information is requested, I will provide it.

In signing this application, I hereby certify that the information I have given the Department as a basis for obtaining or retaining a certificate of approval is true and correct. As information changes, I will promptly notify the Department. Further, I understand that filing a false instrument constitutes a crime under the Penal Law of the State of New York.

Signature, Laboratory/Institutional Officer

Chief Scientific Officer
Title

10/10/18
Date

THE FEINSTEIN INSTITUTE FOR MEDICAL RESEARCH

Section II

IACUC ROSTER

Institutional Official	Ping Wang, MD	pwang@northwell.edu Office: 516-562-3411
POSITION/ROLE	NAME	CONTACT INFO
Scientist / Chairman	Max Brenner, MD, PhD	MBrenner@northwell.edu Office: 516-562-2293
Scientist / Vice Chairman	Haichao Wang, PhD	HWang@northwell.edu Office: 516-562-2823
Veterinarian	Leslie Lynn Diaz, DVM, MPH, DACLAM	ldiaz@rockefeller.edu Office: 212-327-8534
Non- Affiliated / Non-Scientist	Art Vernon	[REDACTED] Cell: [REDACTED]
Scientist	Mabel Abraham, PhD	Mabraham11@northwell.edu Office: 516-562-0301
Member	Michelle Aparicio, BS, CPIA	maparici@northwell.edu Office: 516-465-2717 Cell: [REDACTED]
Scientist	Betsy Barnes, PhD	bbarnes1@northwell.edu Office: 516-562-0434
Scientist	Ona Bloom, PhD	OBloom@northwell.edu Office: 516-562-3839
Scientist	Eric Chang, PhD	Echang1@northwell.edu Office: 516-562-1466
Member	Theresa Faughnan, MS	tfaugnhan@northwell.edu Office: 516-562-0430
Scientist	Sun Jung Kim, PhD	SJKim@northwell.edu Office: 718-463-3860
Scientist	Valentin Pavlov, PhD	VPavlov@northwell.edu Office: 516-562-2316
Scientist	Stavros Zanos, MD, PhD	szanos@northwell.edu Office: 206-553-9047
Alternate Veterinarian	Lotus Altholtz, DVM, DACLAM	[REDACTED]
Alternate Veterinarian	Skye Rasmussen, DVM, DACLAM	Skye.Rasmussen@nyumc.org
Alternate Scientist	Maria Ruggieri, PhD	MRuggier@northwell.edu Office: 516-562-3410
Alternate Scientist	Joseph Carrion, PhD	JCarrion1@northwell.edu Office: 516-562- 1287
Alternate Member	Chantini Pyatt, BA, RLAT, LVT	cpyatt@northwell.edu Office: 516-465-2546

Members: 13; Alternate Members: 5; Quorum: 7

CONSULTANTS (non-voting)

Radiation Safety Officer	Miyuki Yoshida-Hay, BS, CNMT, LNMT, HEM	MYoshida-Hay@northwell.edu Office: 516-562-3895
Biosafety	Raymond Pica, BS	RPica@northwell.edu Office: 516-562-1186
Environmental Health & Safety	Michelle Glover-Brown, MPH	mgloverbro@northwell.edu Office: 516 562-1003
Occupational Health & Safety / Corporate EHS Medical Director	William Lowe, MD, MPH	Wlowe@northwell.edu Office: 718-470-7516

Feinstein Institute for Medical Research
Center for Comparative Studies
Animal Care Staff
Section III- Personnel Information

Leslie Diaz, DVM, Dip ACLAM, Attending Veterinarian

Theresa Faughnan, MS, LVT, RLATG, Full-time position, Director Animal Facility

Diana Medina, AAS, LVT, RLATG Full-time position, Supervisor Animal Facility

Kirk Barnett, BA, RLAT Full-time position, Supervisor Animal Facility

Maren Bauer, BA, LVT, RLATG, Full-time position, Veterinary Technician

Yanexy Lugo, 3 years college, LVT (Cuba), RLAT, Full-time position, Veterinary Technician

Meaghan Bragg, High School Diploma Full-time position, Veterinary Technician

Michael Loncar, RLAT, High School Diploma plus BOCES certificate in lab animal care, Full-time position, Animal Care Technician

Rayon Trellis, High School Diploma, Full-time position, Animal Care Technician

Gabriel Dominguez, High School Diploma Full-time position, Animal Care Technician

Jonathan Starks, High School Diploma Full-time position, Animal Care Technician

Hans Itawru, High School Diploma Full-time position, Animal Care Technician

Matthew Marando, RALAT, BA, Full-time position, Animal Care Technician

William Wallace, High School Diploma Full-time position, Animal Care Technician

Magdalena Castro, High School Diploma Full-time position, Animal Care Technician

AnnaMaria Villeneuve, High School Diploma plus Nursing Assistant certificate, Full-time position, Animal Care Technician

Lea Manzilla, BS, RLATG, Full-time position, Animal Care Technician

ANIMAL RESEARCH PROGRAM (ARP) Center for Comparative Physiology

Title: Working with Chemical or Biological Hazardous Agents within the CCP
SOP # : CCP-G-003

PURPOSE: To describe the procedures used when handling rodents exposed to chemical or biological hazardous agents within the CCP.

Animals treated with hazardous biological or chemical agents, such as, but limited to, BrdU, EdU, STZ, Tamoxifen, and Doxorubicin, are currently designated to require investigators to perform all husbandry procedures and any other activities regarding their hazard dosed cages. Furthermore, new hazardous agents will be reviewed on a case-by-case basis to determine if they are approved for cage level isolation. Risk assessment will include hazard type, routes of exposure, routes of administration, routes of excretion and dose. Cage level isolation must be clearly posted with an approved “Hazard Communication” form provided by EH&S, and a neon green hazard card which will stay posted inside the animal room as long as the hazards are in use in the room.

In all circumstances, animal manipulations and handling of cages will be conducted solely by trained research personnel utilizing appropriate procedures and personal protective equipment (PPE). Specifically, during the period that the hazard is present and for 1 week after the final administration, unless otherwise approved by the Biosafety Officer or the EH&S department, as denoted by the presence of the neon green, handling of animals and cages will be limited to research staff only. Research personnel should be available in the event of an emergency, on weekends, and holidays. If personnel are not available, they should have a designated laboratory substitute noted on their communication form that will tend to cages in their absence. In addition to those duties described above, ACS staff will conduct visual health checks, as needed.

Once the hazard is no longer present at the cage level, animals may return to regular housing within the general population. This is done by one final cage change, complete with fresh food, water and enrichment, removal of green hazard card and removal of door signage. Research personnel are responsible to store the green card and the form in their laboratory files.

RESPONSIBILITIES: CCP personnel and others trained in the following techniques are responsible for adherence to these procedures. Management within CCP will ensure compliance to this procedure. It is the responsibility of the Principal Investigator working with the Biosafety office to evaluate potential exposure risks of hazards to lab and animal husbandry staff during: preparation, animal dosing, husbandry activities, including cage changing and disposal of bedding.

PI and Lab Staff responsibilities:

- Working safely with hazardous agents while using appropriate PPE.
- Ensure that the EH&S approved hazard communication form is completed and this form is posted inside animal room where agent is used. In addition to the neon green cage card that is posted at the cage level.
- Ensure that proper procedures are followed for agent use in animals, and notification to CCP supervisors regarding the use of the hazardous agent.
- Appropriate storage of hazard communication form and associated cage card within their lab.
- If more than one person will be handling the animals and / or cages then all personnel should be listed on the hazard communication form. Secondary person should also receive appropriate training.

ANIMAL RESEARCH PROGRAM (ARP) Center for Comparative Physiology

CCP Responsibilities: It is the responsibility of the CCP supervisor to update hazard logs that are posted on the front of animal housing room, maintain supplies in the room and communicate with investigative staff and animal care staff. It is CCP staff responsibility to report any work with hazards being performed that are not following appropriate protocols and procedures to their supervisor.

PROCEDURES:

1. Preparation, Notification and Signage:

- a. The researcher must have an approved protocol listing the hazardous agent to be used.
- b. EH&S and the Biosafety officer will review IACUC protocol and recommend safe work practices for handling the agent(s). This information will be applied to the hazard communication form by the PI with Safety Office.
- c. At least **three** business days prior to dosing the animals, the laboratory will contact the CCP facility supervisors VIA email on the initiation of work. Include in this email an attachment of the hazard communication form, request any supplies and ask any questions or clarifications that you may need.
 - i. Yellow or red biohazard bag.
 - ii. Yellow or red biohazard sharps container.
 - iii. Lab must supply their own gloves and safety goggles.
- d. **The work cannot begin until the laboratory has obtained confirmation that their hazard communication has been received.**
 - i. **CCP supervisors will acknowledge the laboratory's hazard communication email with a reply. After confirmation, the supervisor will update the hazard master log that is located on the FRONT of the animal house room and notify CCP personnel of the hazard work that will be performed by the lab.**
- e. Using the FRESCH access calendar, book a procedure room hood in B319, B318, or G44 (barrier), depending on the housing location of your animals, for your experimental work. Working with hazards are not permitted within the animal rooms or under a laminar flow hood.
- f. At the initiation of hazardous work, the hazard communication form must be posted on the back of the animal housing door by laboratory staff.
- g. After dosing the animals, a neon green hazard cage cards must be placed on **each** cage. All areas of this card should be filled in, including cage changing instructions and if any other lab personnel other than yourself will take care of these cages. Cage changes **MUST** be documented on this card, if you run out of space on the front of the card, continue to document your cage changing on the back of the card.
 - i. Cage changing is performed weekly in all animal rooms, at minimum you must change the cage once a week. If your cage is equipped with a water bottle, check water bottles daily for leakage and if the bottle needs to be changed.
 - ii. All areas used during dosing and cage changing should be thoroughly wiped down and cleaned after use.
- h. On the last day of the hazardous experiment, the research staff will change their cage one last time, remove hazard card, and remove hazard sign off animal room door. The card and sign should be maintained within the lab for documentation purposes.
- i. Always adhere to cage card standards:
 - i. Write all work performed on the animal's history card (white card) in addition to the green hazard card. If work is performed on a category E protocol, ensure that an "E" sticker is placed on the white card.
 1. On the animal cage card (white cage card), you must document the history of the hazard given. Date and provide information on whether it was an injection, or if it was given in food or water.

ANIMAL RESEARCH PROGRAM (ARP)
Center for Comparative Physiology

- j. The mixing or creating of substances for administration **MUST** be performed in your laboratory space **OUTSIDE** of the CCP. Mixing of chemicals is not permitted within the CCP.
- k. All caging in the BSL-2 suite (human infectious agents) are disposable cages, this type of caging is disposed of on cage change day and a fresh clean disposable cage is provided to the animals.

2. DOSING OF HAZARDS IN FOOD and/or WATER

- a. Any food or water that contains a hazard will be considered contaminated until properly disposed of.
- b. Water – left over contaminated water should be collected by research staff, taken back to their lab, and submitted for appropriate (chemical or biological) waste pickup. It **cannot** be poured down the sink.
- c. Food – left over contaminated food should be collected by research staff, taken back to their lab, and submitted for appropriate (chemical or biological) waste pickup. It **cannot** be thrown in waste receptacles.
 - a. It can also be dumped into a waste bag and boxed for proper disposal through the medical waste hauler (with or without contaminated bedding included).
- d. Any questions about chemical waste disposal, please call EH&S at 516-562-1178 or send an email to safety officers.

3. CONTAMINATED BEDDING

- a. The animals may excrete toxic chemicals or toxic metabolites of these chemicals, particularly during the first 3 days after dosing. Most of the time, the toxic material or its metabolites would present a hazard in *particulate form* in feces and urine.
- b. The following procedures must be followed from the initiation of the experiment and for 1 week after the last dose **AND** until the contaminated bedding is changed. All bedding within this time period will be considered contaminated. The procedures may need to be modified for animals other than rodents. Contact CCP for information regarding other species.
- c. Using the appropriate hood, prepare all your supplies needed to appropriately handle and change your cage. The BSL-2 suite uses a ventilated rack system with disposable cages. All bedding and waste material generated should be placed in the appropriate hazard color bag and disposed of in the correct location. All bagged medical waste is collected from the institute by a hospital contracted medical waste hauler.
 - i. Yellow bag for all chemical hazards:
 - 1. Yellow bags containing bedding and all waste generated must be disposed of into a yellow bin located in G33.
 - a. G33 requires specialized badge access.
 - 2. Yellow bags containing empty cages should be tied, outside of bag sprayed with facility disinfectant and placed on “Dirty cage cart” in hallway C.
 - ii. Red bag for all bio hazards.
 - 1. Red bags containing bedding and all waste generated must be disposed of into a red bin located in the alcove of the freight elevator.
 - 2. Red bags containing empty cages should be tied, sprayed with facility disinfectant and placed on “Dirty cage cart” in hallway C.
- d. CCP Staff:
 - i. Will collect bags found on the “Dirty cage cart” in hallway C using appropriate PPE and transport bag safely into the cage wash area to process, sanitize and redistribute the cage.

4. PERSONAL PROTECTIVE EQUIPMENT:

- a. Employees must wear appropriate personal protective equipment for handling animals, cages and dirty bedding:
 - i. For handling animals and cages the following are required: