

**Institutional Animal Care and Use Committee Meeting  
July 8, 2019**

**Minutes**

**Attendance:**

[REDACTED]

**Guest:**

[REDACTED]

**I. APPROVAL OF MINUTES**

**A. June 10, 2019 meeting**

☒ Approved as written [REDACTED]

**II. TRIENNIAL RENEWAL**

**A. IACUC [REDACTED] - [REDACTED]**

☒ Approved as written [REDACTED]

Nothing needs to be modified with the protocol, but training updates are required:  
Responsible Conduct in Research CITI module has expired for [REDACTED]. Log in to  
CITI at <https://about.citiprogram.org/en/homepage/> to take a refresher RCR course.

**III. ANIMAL CARE & USE PROGRAM REVIEW**

**A. Part A and related IACUC Policies**

The Committee reviewed Part A- Institutional Policies and Responsibilities of the Semiannual Program Review. A minor deficiency was noted under item 7: IACUC Records and Reporting Requirements, Semiannual report to the IO, for which we will make a modification. Current practice when identifying a minor deficiency is to list the deficiency and date for it to be fixed. We will add an appropriate space in our form to indicate a plan for correction of the deficiency. For example, if the deficiency noted is "a hole in the wall," the plan would be to "fix the whole in the wall" as well as provide a date by when it needs to be fixed.

**IV. INTERNAL AUDIT BY SUNY RF**

**A. Discuss the audit conducted from June 25-28, 2019**

The spreadsheet of findings by the SUNY Research Audit team was presented and discussed. No concerns were noted by members.

**V. SUSPENSION OF PROTOCOL**

**A. IACUC [REDACTED], [REDACTED].**

The Committee discussed suspension of IACUC 428 due to failure of [REDACTED] to submit an annual report. [REDACTED] has ignored all requests by email and phone call to

submit [REDACTED] annual report and does not currently have any animals in DLAR. Committee voted to suspend the protocol until [REDACTED] submits and gets approval of an annual report. [REDACTED] was notified on July 15<sup>th</sup> as to the Committee's decision.

## VI. ATTENDING VETERINARIAN'S REPORT

### A. Infection and treatment plan in DLAR housing room

An infection of pinworms was detected during routine testing in a DLAR housing room and treatment has started. Pls that have infected animals were notified. All [REDACTED] testing positive for the disease were moved to one rack. Personnel have been instructed to wear protective gear to ensure that the infection does not spread to other rooms.

Treatment started at the beginning of July and will continue for 5 weeks. Testing will be conducted weekly. A special diet will be provided for 3 weeks. Follow-up testing will continue until consistent negative results are achieved. This may be due to a water problem, which is being evaluated.

Under the direction of [REDACTED], the sentinel program is undergoing more sensitive testing routines. He described a method to detect DNA from room filters. This sensitive testing will ultimately reduce the number of animals needed as sentinels.

## VII. OPEN DISCUSSION

### A. Letter Tampering

[REDACTED]

### B. [REDACTED] retirement

[REDACTED] discussed [REDACTED] pending retirement from the University and discussed what that will mean for the IACUC Committee. [REDACTED] will stay in [REDACTED] current role on the Committee for a year to ease in the transition of the current Vice Chair, [REDACTED], to position of Chair.

Meeting was adjourned at 4:10 pm.

Respectfully submitted:

[REDACTED]

DR. MICHAEL J. LYON  
Chair, Institutional Animal Care and Use Committee

Attachment 1: Other Actions

c: [REDACTED], Institutional Official

Date	Investigator	IACUC	Action
7/1/2019			Protocol expired on 6/30/19; was not renewed
7/8/2019			Animal tissue products form submitted
7/8/2019			Addendum approved
7/8/2019			VVC addendum approved
7/10/2019			Triennial renewal protocol approved; replaces previous version
7/11/2019			Addendum approved
7/11/2019			Triennial renewal protocol approved; replaces previous version
7/12/2019			Annual report approved
7/12/2019			Annual report approved
7/12/2019			Annual report approved
7/12/2019			Annual report approved
7/12/2019			Annual report approved
7/15/2019			Administrative suspension until submission of annual report
7/17/2019			VVC addendum approved
7/17/2019			VVC addendum approved
7/17/2019			VVC addendum approved
7/19/2019			Annual report approved
7/22/2019			Triennial renewal protocol approved; replaces previous version
7/24/2019			VVC addendum approved
7/26/2019			Annual report approved
7/29/2019			Terminated at PI's request; no longer being used
7/31/2019			Protocol expired, renewal submitted but not yet approved

**Institutional Animal Care and Use Committee Meeting  
August 12, 2019**

**Minutes**

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**Attendance:**

[REDACTED]

**I. APPROVAL OF MINUTES**

**A. July 8, 2019 meeting**

☒ Approved as written

[REDACTED]

**II. PREVIOUSLY TABLED SUBMISSION**

**A. IACUC**

- [REDACTED]

☒ Modifications required to secure approval

[REDACTED]

**Clarification of Experimental Approach:**

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

**Administrative Corrections:**

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

**III. TRIENNIAL RENEWALS**

**A. IACUC [REDACTED] - [REDACTED]**

☒ Modifications required to secure approval [REDACTED]

**Animal Welfare Concerns:**

[REDACTED]

**Clarification of Experimental Approach:**

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

**Administrative Corrections:**

6. [REDACTED] has expired coursework for the CITI module, "Responsible Conduct in Research." Please log onto CITI at <https://about.citiprogram.org/en/homepage/> and take the required coursework.

7. Personnel Information sheets (p. 3 and 4): Personnel are listed as adequately trained in several procedures that do not appear in this protocol. Please remove from the personnel pages the following procedures if they do not apply:
  - [REDACTED]
  - [REDACTED]
  - [REDACTED]
  - [REDACTED]
  - [REDACTED]
8. Section C (p. 5): The lay description has too many unexplained acronyms and technical terms that a typical HS student would not understand. Please revise.

**B. IACUC [REDACTED] - [REDACTED]**

☒ Modifications required to secure approval [REDACTED]

**Animal Welfare Concerns:**

[REDACTED]

**Clarification of Experimental Approach:**

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

**Administrative Corrections:**

7. Personnel Information and Training: Please modify sections of Personnel Information forms according to concerns listed here and contact the IACUC office to update training files:
  - As mentioned previously, the Personnel Information forms need to be updated for those who will perform [REDACTED]. A trainer must be listed for anyone not yet trained to do this.

[REDACTED]

8. Section C (pg. 11): The lay description is too technical for the average high school student to understand and does not actually explain what will happen to the [REDACTED]. Please revise in lay language.
9. Section E(II) (pg. 33): There are two descriptions of [REDACTED] treatment. Please remove the first as the second is more precise.
10. [REDACTED] Information sheets: Please provide numbers for animals needed [REDACTED]

**C. IACUC [REDACTED] – [REDACTED]**

☒ Modifications required to secure approval [REDACTED]

**Clarification of Experimental Approach:**

[REDACTED]

**Administrative Corrections:**

[REDACTED]

5. Remove Appendix III, Use of Expired Materials, or state wherein the protocol the expired materials will be used and provide justification in Section N.
6. Please check with lab personnel and provide clarification of training. At the 6/26/2019 IACUC lab inspection, training updates were noted but some are not reflected in the Personnel Information pages on this current submission.



[REDACTED]

[REDACTED]

9. There is no record of [REDACTED] on file with the IACUC office. [REDACTED] will need to submit a training form to the IACUC office and an Occupational Health Assessment to Employee Health. CITI training for [REDACTED] is complete.

**D. IACUC [REDACTED] – [REDACTED]**

- ☒ Modifications required to secure approval [REDACTED]

**Animal Welfare Concerns:**

[REDACTED]

**Clarification of Experimental Approach:**

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

**Administrative Corrections:**

9. All personnel on this protocol have expired coursework for the CITI module, "Responsible Conduct in Research." Please log onto CITI at <https://about.citiprogram.org/en/homepage/> and complete the course.

**IV. NEW SUBMISSIONS**

**A. IACUC [REDACTED] – [REDACTED]**

- ☒ Modifications required to secure approval [REDACTED]

**Clarification of Experimental Approach:**

**Administrative Corrections:**

5. Title Page (pg. 1): It states that animals will be used from a variety of [REDACTED] protocols, but it appears that the only "use" will be collection of [REDACTED] contents after [REDACTED]. This would not constitute experimental use and this should be checked "No."

6. Section C (pg. 7): Parts of the Lay Description are too technical for the average high school student, please revise.

**B. IACUC [REDACTED] – [REDACTED]**

- ☒ Modifications required to secure approval [REDACTED]

**Clarification of Experimental Approach:**

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

**Administrative Corrections:**

8. Title Page (pg. 1): Animals were not used experimentally on the holding protocol, so the question concerning use on a different project should be marked “No.”

[REDACTED]

10. Personnel Information (p. 3): PI training requirements have not been met.
- Log in to CITI training at <https://about.citiprogram.org/en/homepage/> and take the course entitled, “Working with the IACUC- for Investigators, Staff and Students.”
  - Complete the attached training summary form and submit to the IACUC office.

11. Section C (pg. 4): The lay description contains too much technical detail for the average high school student to understand. Please revise in lay language.

[REDACTED]

**C. IACUC [REDACTED] – [REDACTED]**

- ☒ Modifications required to secure approval [REDACTED]

**Clarification of Experimental Approach:**

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

**Administrative Corrections:**

5. Title Page (pg. 1): The use of hazardous biologic agents is marked “yes”, but no agents are listed here and none are mentioned elsewhere in the protocol. Please clarify.
6. Personnel Page for [REDACTED] (p. 6): Lists adequate training in several procedures for [REDACTED] but training documentation does not support this. Please provide confirmation that [REDACTED] can perform the following procedures in [REDACTED] (by listing a trainer and date if possible):

[REDACTED]

**D. IACUC [REDACTED] – [REDACTED]**

- ☒ Modifications required to secure approval [REDACTED]

**Clarification of Experimental Approach:**

[REDACTED]

**Administrative Corrections:**

3. Title page: Marked "yes" for collaborative research to be done at another institution, but this does not appear to the case. Please change to "no."
4. Funding Source (pg. 2): This would appear to be an industry source of funding. Please revise.
5. Section D(I) (pg. 5): Please provide citations in support of the models that will be created on this protocol.
6. Personnel pages (p. 3 and 4): All CITI coursework has been completed by personnel with the exception of the CITI course, "Responsible Conduct of Research" for the PI. Please complete this training.

**V. ANIMAL CARE & USE PROGRAM REVIEW**

**A. Part B – Veterinary Care checklist and related IACUC Policies** – [REDACTED] recused [REDACTED] from this part of the program review; however, a quorum was maintained. The checklist was completed. No revisions to related policies were requested. At the conclusion of the discussion, [REDACTED] resumed [REDACTED] attendance.

**VI. ATTENDING VETERINARIAN'S REPORT**

[REDACTED] said that there is nothing new to report. The pinworm status is unchanged and staff are still required to wear protection when entering animal housing rooms. On this topic, [REDACTED] reported that [REDACTED] witnessed a member of the [REDACTED] lab not following protocol. [REDACTED] spoke to the individual immediately about proper transport of animals and properly preparing to enter a clean room but [REDACTED] is dubious of continued compliance. [REDACTED] said that [REDACTED] will inform [REDACTED] about this and have [REDACTED] watch and retrain individuals as needed.

**VII. NEW MEMBER DISCUSSION AND VOTE FOR RECOMMENDATION**

[REDACTED] wishes to retire from the IACUC and has recommended a member of [REDACTED] lab, [REDACTED], as [REDACTED] replacement. [REDACTED] has known [REDACTED] for a few years and believes [REDACTED] would be a smart and engaged member. The Committee members were unanimously in favor of recommending [REDACTED] for a seat on the Committee with agreement that the next member to join the Committee should be a faculty member.

☒ Approved recommendation [REDACTED]

**VIII. OPEN DISCUSSION**

Committee members discussed recruitment of additional IACUC members, naming departments and faculty that would add to the diversity of the IACUC. Current members will be on the lookout for possible faculty additions.

Meeting was adjourned at 5:00 pm.

Respectfully submitted:

[REDACTED]

DR. MICHAEL J. LYON  
*Chair, Institutional Animal Care and Use Committee*

Attachment 1: Other Actions

c: [REDACTED], Institutional Official

Date	Investigator	IACUC	Action
8/6/2019	[REDACTED]	[REDACTED]	VVC addendum approved
8/6/2019	[REDACTED]	[REDACTED]	Annual report approved
8/6/2019	[REDACTED]	[REDACTED]	Annual continued approval granted by VA IACUC
8/7/2019	[REDACTED]	[REDACTED]	Addendum approved
8/7/2019	[REDACTED]	[REDACTED]	Amendment approved by VVC review/ VA IACUC
8/7/2019	[REDACTED]	[REDACTED]	Annual continued approval granted by VA IACUC
8/9/2019	[REDACTED]	[REDACTED]	VVC addendum approved
8/12/2019	[REDACTED]	[REDACTED]	Addendum approved
8/16/2019	[REDACTED]	[REDACTED]	Addendum approved
8/20/2019	[REDACTED]	[REDACTED]	Addendum approved
8/22/2019	[REDACTED]	[REDACTED]	Addendum approved
8/23/2019	[REDACTED]	[REDACTED]	New protocol approved
8/23/2019	[REDACTED]	[REDACTED]	Triennial renewal protocol approved; replaces previous version
8/23/2019	[REDACTED]	[REDACTED]	Triennial renewal protocol approved; replaces previous version
8/28/2019	[REDACTED]	[REDACTED]	New protocol approved

**Institutional Animal Care and Use Committee Meeting  
September 9, 2019**

**Minutes**

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**Attendance:**

[REDACTED]

**Guest:**

[REDACTED]

- I. INTRODUCTION OF NEW IACUC MEMBER –** [REDACTED]. [REDACTED] was welcomed by the other Committee members and introductions were made.

**II. APPROVAL OF MINUTES**

**A. August 12, 2019 meeting**

☒ Approved as written

[REDACTED]

**III. TRIENNIAL RENEWALS**

**A. IACUC** [REDACTED] - [REDACTED]

☒ Modifications required to secure approval

[REDACTED]

**Animal Welfare Concerns:**

[REDACTED]

**Clarifications of Experimental Approach:**

[REDACTED]

**Administrative Corrections:**

3. Section C (p. 5): Much of this section is too technical for the average high school student to understand. Much of the information provided here should be in section D.I. Please rewrite this section in lay language. Also, at first mention of [REDACTED] please correct to indicate that it stands for [REDACTED] as defined in the references cited on pages 8-9.

**B. IACUC [REDACTED] - [REDACTED]**

☒ Modifications required to secure approval [REDACTED]

**Animal Welfare Concerns:**

[REDACTED]

**Clarifications of Experimental Approach:**

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

**Administrative Corrections:**

[REDACTED]

[REDACTED]

[REDACTED]



- [REDACTED]
10. Section C (pg.9): Lay Description: Please describe what [REDACTED] stands for and why this background of [REDACTED] is being used. Remember to write this such that a person with a high school level of education would understand.
11. Section D(I) (pg. 9): There is a bolded title [REDACTED] but there is no information provided. This would seem to be some of the same information as provided in the previous paragraph. Please clarify or remove.
- [REDACTED]
- [REDACTED]

#### IV. ANIMAL CARE & USE PROGRAM REVIEW

**Part C – Veterinary Care checklist and related IACUC Policies** – Checklist was reviewed with no deficiencies noted. No revisions to policies were suggested.

#### V. ATTENDING VETERINARIAN'S REPORT

[REDACTED] reported that [REDACTED]. [REDACTED] was not at the IACUC meeting because [REDACTED] was at MIT observing [REDACTED] and looking for ways to fine tune and make [REDACTED] more successful. Pinworm testing is continuing.

#### VI. OPEN DISCUSSION

[REDACTED] detailed [REDACTED] education in immunology and experience in research. Members were reminded that the next IACUC meeting will be held at noon on October 21, will include a lunch, and we will be conducting semiannual facility inspections after the usual business is complete.

Meeting was adjourned at 3:59 pm.

Respectfully submitted:

[REDACTED]

DR. MICHAEL J. LYON  
Chair, Institutional Animal Care and Use Committee

Attachment 1: Other Actions

c: [REDACTED], Institutional Official

Date	Investigator	IACUC	Action
9/5/2019			New protocol approved
9/5/2019			Administrative Termination of ACORP by VA IACUC
9/5/2019			Administrative Termination of ACORP by VA IACUC
9/5/2019			Administrative Termination of ACORP by VA IACUC
9/5/2019			Administrative Termination of ACORP by VA IACUC
9/13/2019			Annual report approved
9/13/2019			Annual report approved
9/13/2019			Annual report approved
9/13/2019			VVC addendum approved
9/20/2019			New protocol approved
9/23/2019			Addendum approved
9/24/2019			Annual report approved
9/24/2019			Annual report approved
9/24/2019			Annual report approved
9/26/2019			New protocol approved
9/27/2019			Annual report approved
9/27/2019			Annual report approved
9/27/2019			VVC addendum approved
9/27/2019			VVC addendum approved
9/27/2019			VVC addendum approved
9/27/2019			VVC addendum approved
9/30/2019			VVC addendum approved
9/30/2019			Terminated at PI's request; no longer being used
9/30/2019			Terminated at PI's request; no longer being used

**Institutional Animal Care and Use Committee Meeting  
October 21, 2019**

**Minutes**

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**Attendance:**

[REDACTED]

**Guest:**

[REDACTED]

**I. APPROVAL OF MINUTES**

**A. September 9, 2019 meeting**

☒ Approved as written

[REDACTED]

**II. NEW PROTOCOL**

**A. IACUC -**

[REDACTED]

☒ Modifications required to secure approval

[REDACTED]

**Animal Welfare Concerns**

[REDACTED]

[REDACTED]

[REDACTED]

**Clarification of Experimental Approach**

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

**Administrative Corrections**

[REDACTED]

**III. ATTENDING VETERINARIAN'S REPORT**

The pinworm outbreak continues, with 2 rooms testing positive in the [REDACTED] vivarium and 2 rooms testing positive in the [REDACTED] vivarium. This is the same species found 2 months ago in [REDACTED]. Shipping the animals back and forth from [REDACTED] to [REDACTED] for behavioral testing has likely caused the spread of infection. In an effort to minimize risk of further infection, [REDACTED] is now asking all PIs to provide justification when transferring animals between vivariums. If possible, these should be one-way trips. Treatment started 2 weeks ago and will continue. At the end of 8 weeks of treatment, PCR testing will be done again. PCR samples are sent off to a trusted laboratory.

**IV. OPEN DISCUSSION**

No one offered anything to discuss.

**V. ANIMAL CARE & USE PROGRAM REVIEW**

Semiannual Facility Inspections were conducted after official business was adjourned. Members divided into 3 groups to inspect the [REDACTED] facilities. Inspection notes were turned in to the IACUC office by 3:30 pm.

Meeting was adjourned at 12:55 pm.

Respectfully submitted:

[REDACTED]

[REDACTED]

*Vice Chair, Institutional Animal Care and Use Committee*

Attachment 1: Other Actions

c: [REDACTED], Institutional Official

Date	Investigator	IACUC	Action
10/1/2019	[REDACTED]	[REDACTED]	Triennial renewal protocol approved; replaces previous version
10/3/2019	[REDACTED]	[REDACTED]	Triennial renewal protocol approved; replaces previous version
10/9/2019	[REDACTED]	[REDACTED]	Annual report approved
10/9/2019	[REDACTED]	[REDACTED]	Annual report approved
10/9/2019	[REDACTED]	[REDACTED]	Annual report approved
10/9/2019	[REDACTED]	[REDACTED]	Annual report approved
10/9/2019	[REDACTED]	[REDACTED]	Annual report approved
10/9/2019	[REDACTED]	[REDACTED]	Annual report approved
10/9/2019	[REDACTED]	[REDACTED]	Annual report approved
10/28/2019	[REDACTED]	[REDACTED]	Triennial renewal protocol approved; replaces previous version

**Institutional Animal Care and Use Committee Meeting  
November 11, 2019**

**Minutes**

**Attendance:**

[REDACTED]

**Guest:**

[REDACTED]

**I. APPROVAL OF MINUTES**

**A. October 21, 2019 meeting**

☒ Approved as written

[REDACTED]

**II. TRIENNIAL RENEWALS**

**A. IACUC**

☒ Modifications required to secure approval

**Animal Welfare Concerns:**

[REDACTED]

**Clarification of Experimental Approach:**

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

**Administrative Corrections:**

10. Both [REDACTED] and [REDACTED] need to renew the CITI course entitled, "Responsible Conduct in Research, Stage 1." Log in to CITI training at <https://about.citiprogram.org/en/homepage/> to renew this course.

**B. IACUC [REDACTED] - [REDACTED]**

- ☒ Modifications required to secure approval [REDACTED]

**Clarification of Experimental Approach:**

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

**Administrative Corrections:**

6. Title Page (pg. 2): The funding source for the project needs to be specified.
7. [REDACTED] needs to submit a training summary form in order to be cleared for participation.
8. [REDACTED] needs to update CITI training course, "Responsible Conduct of Research, Stage 1." Log in to CITI training at <https://about.citiprogram.org/en/homepage/> to renew this course.
9. Section D.VI. (p. 18)- The [REDACTED] experimental design cites [REDACTED] et al., 1994, a reference that was provided for the previously approved version of this protocol. This renewal protocol will replace the previous version, so please be consistent and add the [REDACTED] et al. 1994 reference or a more recent reference if available.

10. [REDACTED] is listed on p. 18 as someone to monitor animals in the [REDACTED] but this person is not listed as personnel. Please clarify.

### III. NEW SUBMISSION

#### A. IACUC [REDACTED] - [REDACTED]

- ☒ Modifications required to secure approval [REDACTED]

#### Clarification of Experimental Approach:

[REDACTED]

[REDACTED]

#### Administrative Corrections:

3. PI will have to complete all of the actions of new personnel: submit training summary form, complete CITI training, file occupational health assessment (indicating animal contact) with Health office.

### IV. ATTENDING VETERINARIAN'S REPORT

- A. [REDACTED] provided an update on the pinworm situation. DLAR is more than half way through the 8-week treatment of the four housing rooms that tested positive. During the first week of December samples will be obtained and sent off for testing.
- B. DLAR has purchased a space sanitizing machine that aerosolizes hydrogen peroxide. This will be used to sanitize spaces and equipment to get rid of any residual pinworm eggs. The DLAR staff will be trained to use this equipment and will work out times when research staff and animals are not in the space for a few hours.
- C. [REDACTED] are [REDACTED] quite quickly and DLAR is facing space issues.

### V. OPEN DISCUSSION

A bid for the construction on the [REDACTED] will occur in January 2020.

Meeting was adjourned at 4:05 pm.

Respectfully submitted:

[REDACTED]

DR. MICHAEL J. LYON

*Chair, Institutional Animal Care and Use Committee*

Attachment 1: Other Actions

c: [REDACTED], Institutional Official



Date	Investigator	IACUC	Action
11/1/2019	[REDACTED]	[REDACTED]	Terminated at PI's request; no longer being used
11/1/2019	[REDACTED]	[REDACTED]	New protocol approved
11/4/2019	[REDACTED]	[REDACTED]	Triennial renewal protocol approved; replaces previous version
11/4/2019	[REDACTED]	[REDACTED]	Addendum approved
11/6/2019	[REDACTED]	[REDACTED]	VVC addendum approved
11/6/2019	[REDACTED]	[REDACTED]	VVC addendum approved
11/8/2019	[REDACTED]	[REDACTED]	VVC addendum approved
11/8/2019	[REDACTED]	[REDACTED]	New protocol approved
11/11/2019	[REDACTED]	[REDACTED]	VVC addendum approved
11/11/2019	[REDACTED]	[REDACTED]	VVC addendum approved
11/11/2019	[REDACTED]	[REDACTED]	Addendum approved
11/13/2019	[REDACTED]	[REDACTED]	Addendum approved
11/13/2019	[REDACTED]	[REDACTED]	Addendum approved
11/13/2019	[REDACTED]	[REDACTED]	Annual report approved
11/13/2019	[REDACTED]	[REDACTED]	Annual report approved
11/13/2019	[REDACTED]	[REDACTED]	Annual report approved
11/13/2019	[REDACTED]	[REDACTED]	Annual report approved
11/13/2019	[REDACTED]	[REDACTED]	Annual report approved
11/13/2019	[REDACTED]	[REDACTED]	Annual report approved
11/14/2019	[REDACTED]	[REDACTED]	Addendum approved
11/20/2019	[REDACTED]	[REDACTED]	Addendum approved
11/26/2019	[REDACTED]	[REDACTED]	Addendum approved

**Institutional Animal Care and Use Committee Meeting  
December 9, 2019**

**Minutes**

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**Attendance:**

[REDACTED]

**I. APPROVAL OF MINUTES**

**A. November 11, 2019 meeting**

☒ Approved as written

[REDACTED]

**II. TRIENNIAL RENEWALS**

**A. IACUC [REDACTED] - [REDACTED]**

☒ Modifications required to secure approval

[REDACTED]

**Clarification of Experimental Approach:**

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

**Administrative Corrections:**

7. **Personnel Information (p. 4)**- As with the expiring protocol, if [REDACTED] will not be doing any animal work on the renewal protocol, please add a note about his involvement on his personnel information page.

8. **Personnel Information (p. 7)**- It was reported at the September IACUC site visit that [REDACTED] has left the lab. Please clarify if this person will in fact be on the protocol.

[REDACTED]

10. **Section L (p. 19)**- There are many typos here in the key words utilized for the literature search. Please clarify if the search used these words as written here or if these are typos only on this application. Also, for the other methods used to search for alternatives, the answer appears to be only names. Please clarify why these names are meaningful or provide a more appropriate answer.

**Please note a few corrections that were done administratively:**

- a. Added full name on [REDACTED] personnel information page
- b. Removed appendices III, VI, and VII as they were not applicable
- c. Marked Yes for [REDACTED] on title page, as this procedure is identified for [REDACTED], and an appendix is provided

**B. IACUC [REDACTED] - [REDACTED]**

- ☒ Modifications required to secure approval [REDACTED]

**Clarification of Experimental Approach:**

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

**Administrative Corrections:**

5. **Section C (p. 10)**- The lay description is far too technical for the average high school student. Please revise for ease of understanding and elaborate on the relevance to human conditions.
6. **Section E.II (p. 25)**- In the procedural details for [REDACTED] identification there is a link to the DLAR website. Recommend removing the link as this protocol will be a stand-alone document.

7. [REDACTED] CITI course "Responsible Conduct in Research" needs to be renewed. Log in to CITI training at <https://about.citiprogram.org/en/homepage/> to renew RCR certification.

### III. NEW SUBMISSION

#### A. IACUC [REDACTED] - [REDACTED]

- ☒ Modifications required to secure approval [REDACTED]

##### Animal Welfare Concerns:

[REDACTED]

##### Clarification of Experimental Approach:

[REDACTED]

##### Administrative Corrections:

3. **Section C (p. 7)-** The lay description is a bit too technical. Prepare this section as if presenting to a class of high school students. Also, there is an incomplete sentence: [REDACTED] "...". Please clarify [REDACTED].
4. **Section D.V. (p. 9)-** Near the bottom of the page there is an incomplete sentence: "[REDACTED]". Please clarify what will be determined.

#### B. IACUC [REDACTED] - [REDACTED]

- ☒ Modifications required to secure approval [REDACTED]

##### Animal Welfare Concerns:

[REDACTED]

[REDACTED]

[REDACTED]

\_\_\_\_\_

\_\_\_\_\_

**THE**

1. **Identify the main components of the system.** The system consists of a **client** and a **server**. The client is responsible for sending requests to the server, and the server is responsible for processing these requests and returning responses.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

[REDACTED]

\_\_\_\_\_

**Administrative Corrections:**

16. **Title page-** Since this protocol does not seem to have a [REDACTED] or involve [REDACTED], please mark these as “no” instead of “yes.”
17. **Title page-** Mark “yes” for [REDACTED] of [REDACTED] and seek EHS approval for the use of [REDACTED]. Then submit the approval to the IACUC office. If approval for [REDACTED] or [REDACTED] has not been sought, a blank Chemical Use form is attached. Please fill out and submit to Safety Officer [REDACTED] at [REDACTED]@upstate.edu
18. **Section C (p. 4)-** The lay description is brief and far too technical. Some elaboration of the importance of this project would be helpful. For example, describe [REDACTED] and describe [REDACTED] in terms that a high school student would understand.
19. **Personnel-** [REDACTED] needs to complete the CITI online course on [REDACTED] for Lab Animal Research. Log in to CITI training at <https://about.citiprogram.org/en/homepage/> to take this course. If you have taken this course through an affiliation with another institution, please provide the IACUC office with a certificate of completion.

- C. **IACUC** [REDACTED] - [REDACTED]
- ☒ Modifications required to secure approval [REDACTED]

**Animal Welfare Concerns:**

none

**Clarification of Experimental Approach:**

none

**Administrative Corrections:**

1. As indicated on the title page, the [REDACTED] of [REDACTED] and [REDACTED] requires EHS approval. Please submit these approvals to the IACUC office. If approvals have not been sought, a blank Chemical Use form is attached. Please fill out a form for each chemical and submit to Safety Officer [REDACTED] at [REDACTED]@upstate.edu
2. Section C (p.6)- Please define [REDACTED] in the lay description.
3. Appendix VIII is included, for [REDACTED], but there isn't mention of [REDACTED] in the protocol. Please either remove the appendix or specify within the protocol when procedure will be used.

- D. **IACUC** [REDACTED] - [REDACTED]
- ☒ Modifications required to secure approval [REDACTED]

**Animal Welfare Concerns:**

[REDACTED]

**Clarification of Experimental Approach:**

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

**Administrative Corrections:**

9. [REDACTED] will have to complete all of the actions of new personnel: submit training summary form, complete CITI training, file occupational health assessment (indicating animal contact) with Health office.
10. Only [REDACTED] has [REDACTED] procedure listed in the personnel pages. As mentioned in comment #4 above, if [REDACTED] are to be used to identify [REDACTED], please indicate all personnel who will be doing [REDACTED], and whether they require training.
11. **Section B (p.8)-** The total number of experimental [REDACTED] for each strain needs to be provided here.
12. **Section C, Lay Description, (p.8-9)-** This section is too technical. Prepare this section as if presenting to a class of high school students. Words such as [REDACTED] need to explained in this section. For the section of the lay description that asks for the proposed experiments, this does not need to be so detailed here.

13. **Section D.I. (p.9)-** The specific citations that provide the support for the proposed experiments need to be provided here.

14. **Section E(II) (p. 15)-** Please define [REDACTED] at first appearance.

E. **IACUC** [REDACTED] - [REDACTED]

☒ Tabled for major revisions; will require full committee review [REDACTED]  
[REDACTED]

**Clarification of Experimental Approach:**

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]



[REDACTED]

[REDACTED]

**Administrative Corrections:**

11. **Appendix VIII** is included, for [REDACTED], but there isn't mention of [REDACTED] in the protocol. Please either remove the appendix or specify within the protocol when procedure will be used.
12. [REDACTED] will have to complete all of the actions of new personnel: submit training summary form, complete CITI training, file occupational health assessment (indicating animal contact) with Health office.

**IV. ATTENDING VETERINARIAN'S REPORT**

- A. Pinworm testing was conducted after 8 weeks of treatment with a special diet and the results came back indicating that all rooms are now negative for pinworms. A normal diet will be resumed.
- B. The hydrogen peroxide sanitizer will be used to fully eliminate any residual threat of pinworm infection. Shared suites and the behavioral testing rooms in the [REDACTED] DLAR facility will be top priority. [REDACTED] will coordinate with researchers to plan the best dates and times to sanitize the behavioral testing rooms without significant interference.
- C. There is still a shortage of [REDACTED] in the [REDACTED] DLAR facility. DLAR is awaiting the arrival of purchased racks. [REDACTED] has an abundance of [REDACTED] and has been urged to [REDACTED] accordingly.

**V. OPEN DISCUSSION**

- A. The Fall 2019 Program Review Report was signed by members in attendance. All members received a pdf copy of the report a week in advance, and no issues were observed.

Meeting was adjourned at 4:33 pm.

Respectfully submitted:

[REDACTED]

DR. MICHAEL J. LYON  
*Chair, Institutional Animal Care and Use Committee*

Attachment 1: Other Actions

c: [REDACTED], Institutional Official

Date	Investigator	IACUC	Action
12/3/2019	██████	████	Addendum approved
12/4/2019	██████████	████	New protocol approved
12/10/2019	██████████	████	New protocol approved
12/11/2019	██████████	████	Triennial renewal protocol approved; replaces previous version
12/16/2019	██████	████	Annual report approved
12/16/2019	██████	████	Annual report approved
12/16/2019	██████████	████	Annual report approved
12/17/2019	██████████████	████	Annual report approved
12/19/2019	██████████	████	Annual report approved
12/19/2019	██████	████	VVC addendum approved
12/23/2019	██████	████	Triennial renewal protocol approved; replaces previous version
12/27/2019	██████████████	████	Annual report approved
12/30/2019	██████████	████	VVC addendum approved
12/30/2019	██████████████	████	New protocol approved
12/30/2019	██████████	████	Triennial renewal protocol approved; replaces previous version
12/30/2019	██████████	████	Triennial renewal protocol approved; replaces previous version
12/31/2019	██████████	████	Triennial renewal protocol approved; replaces previous version