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

### **Minutes**

At	tendance:  Guest:
I.	APPROVAL OF MINUTES A. June 10, 2019 meeting
	✓ Approved as written
II.	TRIENNIAL RENEWAL A. IACUC
	✓ Approved as written
	Nothing needs to be modified with the protocol, but training updates are required: Responsible Conduct in Research CITI module has expired for 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 ,	
	The Committee discussed suspension of IACUC 428 due to failure of submit an annual report. has ignored all requests by email and phone can be a submit an annual report.	all to

submit	annual report and does not currently have any animals in DLAR. Committ	ee
voted to	suspend the protocol until submits and gets approval of an annu-	al
report.	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

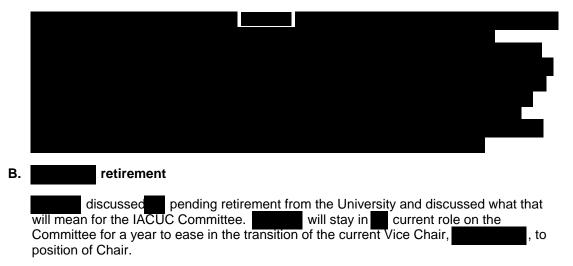
An infection of pinworms was detected during routine testing in a DLAR housing room and treatment has started. Pls that have infected animals were notified. All testing positive for the disease were moved to one rack. Personnel have been instructed to wear protective gear to ensure that the infection 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 the sentine 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



Meeting was adjourned at 4:10 pm.

Respectfully submitted:

DR. MICHAEL J. LYON

Chair, Institutional Animal Care and Use Committee

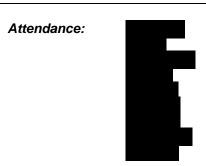
Attachment 1: Other Actions

c: 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**



- I. APPROVAL OF MINUTES
  - A. July 8, 2019 meeting

    ✓ Approved as written
- II. PREVIOUSLY TABLED SUBMISSION
  - A. IACUC -
  - ✓ Modifications required to secure approval

**Clarification of Experimental Approach:** 







### III. TRIENNIAL RENEWALS

A. IACUC -

✓ Modifications required to secure approval

### **Animal Welfare Concerns:**



### **Clarification of Experimental Approach:**



### **Administrative Corrections:**

has expired coursework for the CITI module, "Responsible Conduct in Research." Please log onto CITI at <a href="https://about.citiprogram.org/en/homepage/">https://about.citiprogram.org/en/homepage/</a> 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: 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 ✓ Modifications required to secure approval **Animal Welfare Concerns: Clarification of Experimental Approach:** 

## **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 . A trainer must be listed for anyone not yet trained to do this.



- 8. <u>Section C</u> (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 Please revise in lay language.
- 9. <u>Section E(II)</u> (pg. 33): There are two descriptions of remove the first as the second is more precise.
- 10. Information sheets: Please provide numbers for animals needed
- C. IACUC -
- ✓ Modifications required to secure approval

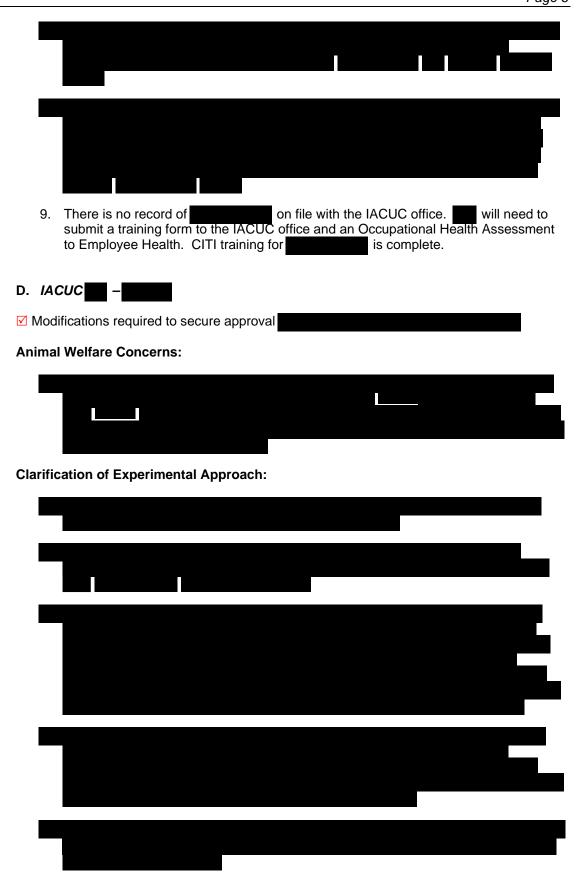
### Clarification of Experimental Approach:



### **Administrative Corrections:**



- 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.





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



### IV. NEW SUBMISSIONS

A. IACUC -

✓ Modifications required to secure approval

### Clarification of Experimental Approach:



### **Administrative Corrections:**

5. Title Page (pg. 1): It states that animals will be used from a variety of protocols, but it appears that the only "use" will be collection of contents after . 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 ✓ Modifications required to secure approval

### **Clarification of Experimental Approach:**



### **Administrative Corrections:**

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



- 10. Personnel Information (p. 3): PI training requirements have not been met.
  - Log in to CITI training at <a href="https://about.citiprogram.org/en/homepage/">https://about.citiprogram.org/en/homepage/</a> 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. C. IACUC -✓ Modifications required to secure approval **Clarification of Experimental Approach: 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 (p. 6): Lists adequate training in several procedures but training documentation does not support this. Please provide confirmation can perform the following procedures in (by listing a trainer and date if possible): D. IACUC ✓ Modifications required to secure approval **Clarification of Experimental Approach:** 

- 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 – 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, resumed attendance.
VI.	ATTENDING VETERINARIAN'S REPORT  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, reported that witnessed a member of the lab not following protocol. spoke to the individual immediately about proper transport of animals and properly preparing to enter a clean room but is dubious of continued compliance. said that will inform about this and have watch and retrain individuals as needed.
VII.	NEW MEMBER DISCUSSION AND VOTE FOR RECOMMENDATION  wishes to retire from the IACUC and has recommended a member of lab,  a replacement. has known for a few years and believes  would be a smart and engaged member. The Committee members were unanimously in  favor of recommending for a seat on the Committee with agreement that the next

member to join the Committee should be a faculty member.

#### 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:

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

✓ Approved recommendation

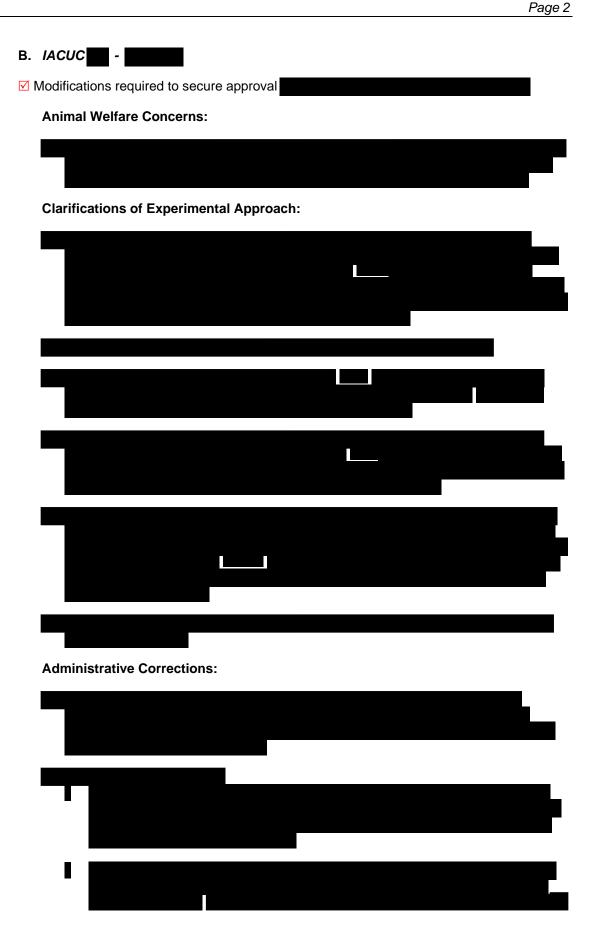
Attachment 1: Other Actions
c: , Institutional Official

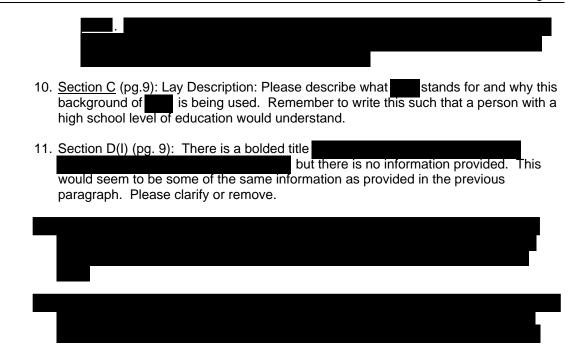
Date	Investigator	IACUC	Action
8/6/2019			VVC addendum approved
8/6/2019			Annual report approved
8/6/2019			Annual continued approval granted by VA IACUC
8/7/2019			Addendum approved
8/7/2019			Amendment approved by VVC review/ VA IACUC
8/7/2019			Annual continued approval granted by VA IACUC
8/9/2019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

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

# **Minutes**

At	endance: Guest:
l.	INTRODUCTION OF NEW IACUC MEMBER – was welcomed by the other Committee members and introductions were made.
II.	APPROVAL OF MINUTES
	A. August 12, 2019 meeting  ☑ Approved as written
III.	TRIENNIAL RENEWALS
	A. IACUC -
	☑ Modifications required to secure approval
	Animal Welfare Concerns:
	Clarifications of Experimental Approach:
	Old Model of Exportmental Approach
	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 please correct to indicate that it stands for as defined in the references cited on pages 8-9.





### 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

reported that

was not at the IACUC meeting because was at MIT observing
and looking for ways to fine tune and make
testing is continuing.

### VI. OPEN DISCUSSION

detailed 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:



DR. MICHAEL J. LYON

Chair, Institutional Animal Care and Use Committee

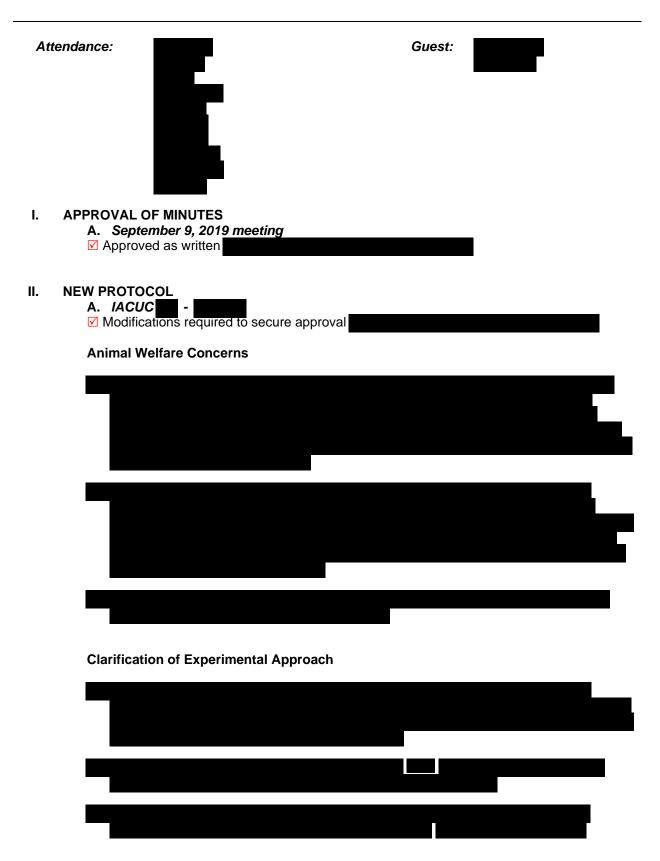
Attachment 1: Other Actions

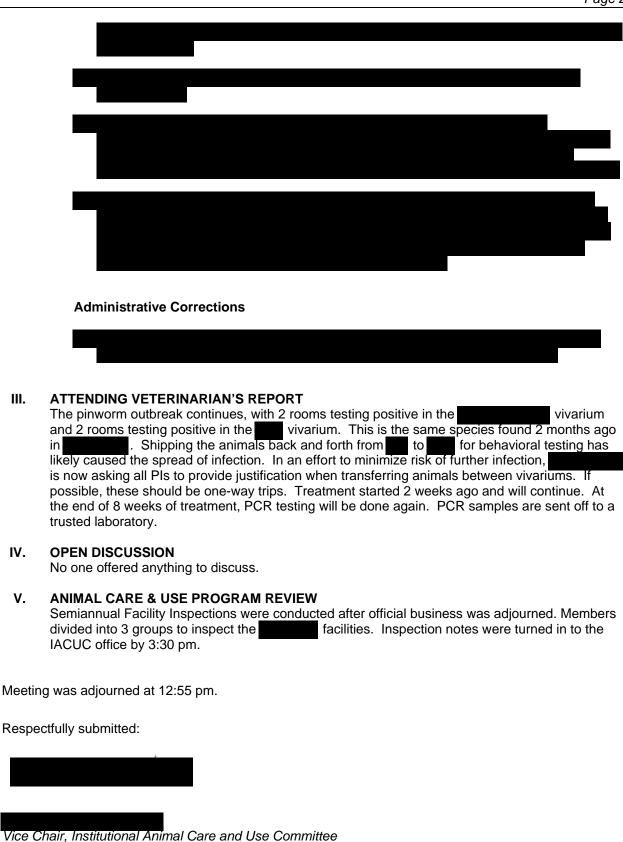
; Institutional Official

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**





III.

IV.

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Attachment 1: Other Actions

, Institutional Official

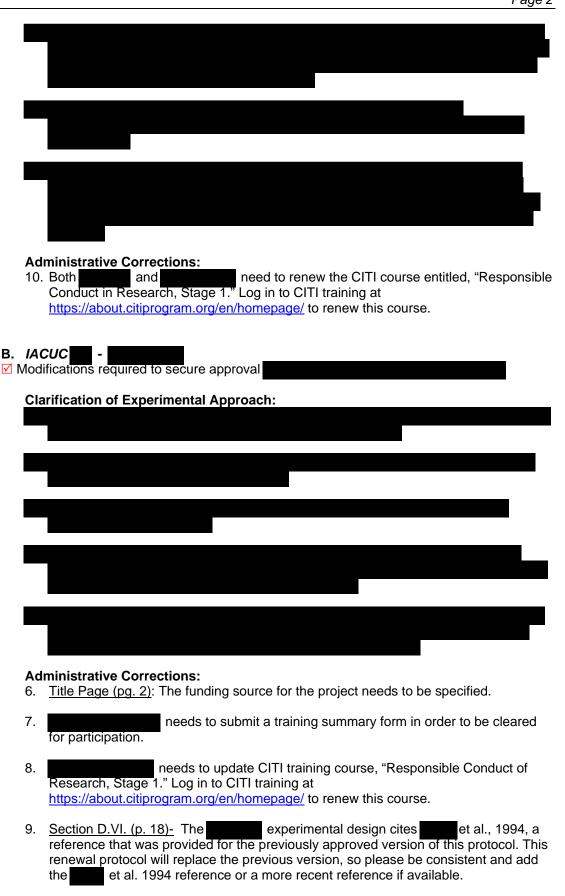
Obtained by Rise for Animals. Uploaded 07/08/2020

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

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

# **Minutes**

Att	tendance:	Guest:	
I.	APPROVAL OF MINUTES  A. October 21, 2019 meeting  ✓ Approved as written		
II.	TRIENNIAL RENEWALS  A. IACUC  -		
	Animal Welfare Concerns:		
	Clarification of Experimental Approach:		
			4



is listed on p. 18 as someone to monitor animals in the

10.

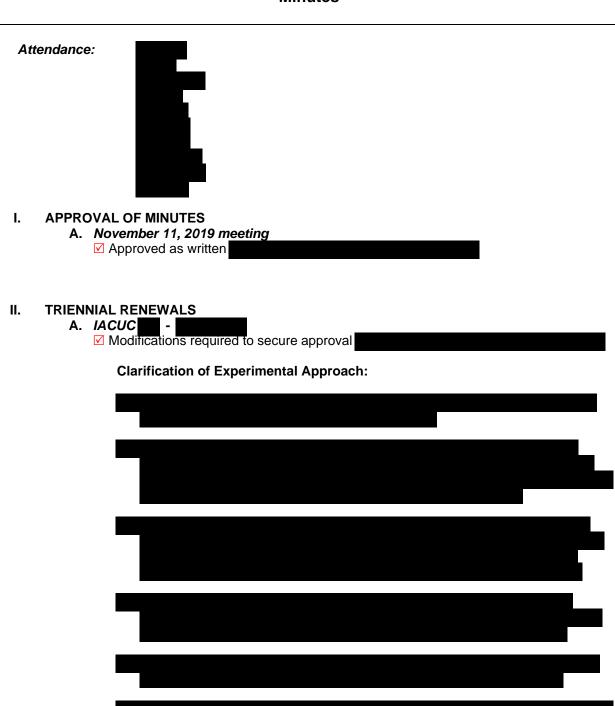
Page 3

but this person is not listed as personnel. Please clarify. III. **NEW SUBMISSION** A. IACUC A. *IACUC* - Modifications required to secure approval Clarification of Experimental Approach: **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 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. quite quickly and DLAR is facing space issues. are ٧. **OPEN DISCUSSION** A bid for the construction on the will occur in January 2020. Meeting was adjourned at 4:05 pm. Respectfully submitted: DR. MICHAEL J. LYON Chair, Institutional Animal Care and Use Committee Attachment 1: Other Actions , Institutional Official

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

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

### **Minutes**



### **Administrative Corrections:**

7. **Personnel Information (p. 4)-** As with the expiring protocol, if 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 has left the lab. Please clarify if this person will in fact be on the protocol.



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 personnel information page
- b. Removed appendices III, VI, and VII as they were not applicable
- c. Marked Yes for on title page, as this procedure is identified for , and an appendix is provided
- B. IACUC Modifications required to secure approval

# Clarification of Experimental Approach:



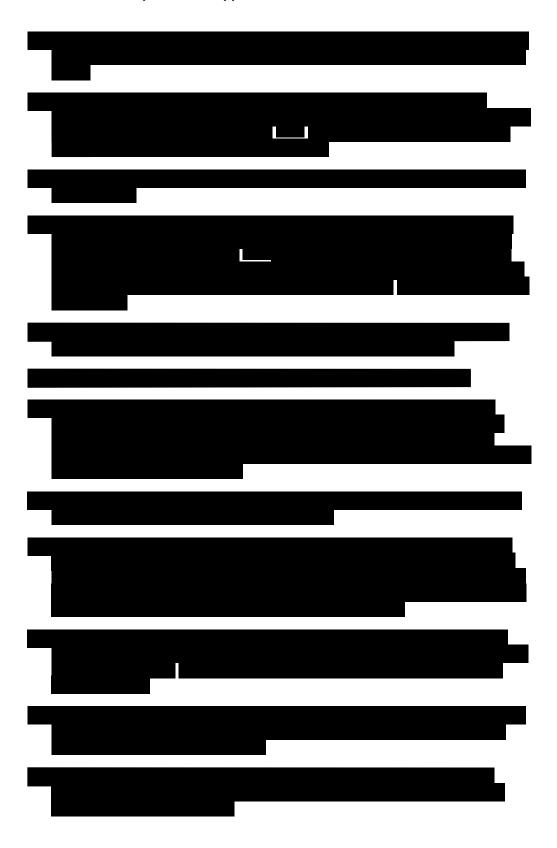
### **Administrative Corrections:**

- 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 identification there is a link to the DLAR website. Recommend removing the link as this protocol will be a stand-alone document.

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

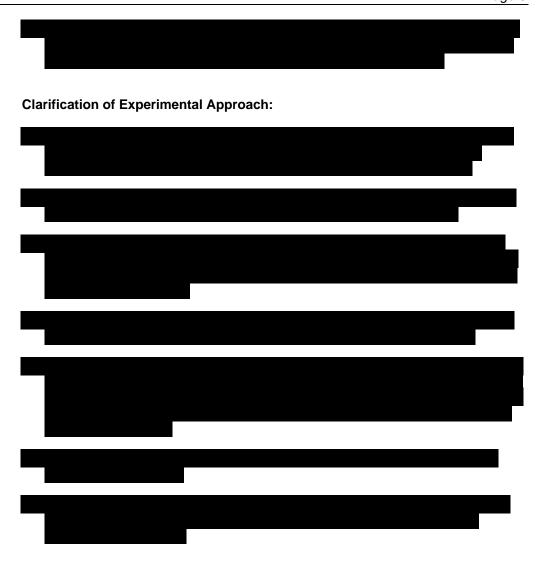
# III. **NEW SUBMISSION** A. IACUC ✓ Modifications required to secure approval **Animal Welfare Concerns:** Clarification of Experimental Approach: **Administrative Corrections:** 3. Section C (p. 7)- The lay description is a bit too technical. Prepare this section as if presenting to a class of high school students. Also, there is an incomplete ..." Please sentence: clarify 4. Section D.V. (p. 9)- Near the bottom of the page there is an incomplete sentence: " " Please clarify what will be determined. B. IACUC ✓ Modifications required to secure approval **Animal Welfare Concerns:**

# **Clarification of Experimental Approach:**



**Animal Welfare Concerns:** 

	16.	<b>Title page-</b> Since this protocol does not seem to have a involve not please mark these as "no" instead of "yes."
	17.	Title page- Mark "yes" for seek EHS approval for the use of of the use of office. If approval for the use of t
	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 and describe in terms that a high school student would understand.
	19.	personnel needs to complete the CITI online course on for Lab Animal Research. Log in to CITI training at <a href="https://about.citiprogram.org/en/homepage/">https://about.citiprogram.org/en/homepage/</a> 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.	<i>IACUC</i> ✓ Mod	- ifications required to secure approval
		Animal Welfare Concerns: none
	Ad	none  Clarification of Experimental Approach:
		none  Clarification of Experimental Approach: none
		Clarification of Experimental Approach: none ministrative Corrections:  As indicated on the title page, the 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.
	1.	Clarification of Experimental Approach: none ministrative Corrections:  As indicated on the title page, the 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  @upstate.edu



- 9. 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 has procedure listed in the personnel pages. As mentioned in comment #4 above, if are to be used to identify please indicate all personnel who will be doing and whether they require training.
- 11. **Section B (p.8)-** The total number of experimental 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 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 at first appearance.
- E. IACUC Tabled for major revisions; will require full committee review

# **Clarification of Experimental Approach:**





- 11. **Appendix VIII** is included, for the protocol. Please either remove the appendix or specify within the protocol when procedure will be used.
- 12. 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 DLAR facility will be top priority. 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 arrival of purchased racks. It is a an abundance of and and has been urged to 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:



DR. MICHAEL J. LYON

Chair, Institutional Animal Care and Use Committee

Attachment 1: Other Actions c: , 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