

# Animal Care Matters

An IACUC and ARF Newsletter

## From the IACUC Administrator-Frequently Asked ?

Happy New Year to everyone. I hope everyone had a great holiday. In this issue, I have included a section that gives some good "Hints on How To Write a Good Animal Use Proposal". Be sure to check the proposal deadline dates. I encourage everyone to get their AUPs in early for a pre-review. Good Luck Writing.

Here is a frequently asked question. *I would like to use surgically modified animals in my research but do not want to perform the surgery in-house. I am considering the purchase of such animals and would like to know whether the PHS (Public Health Service) Policy applies to customized surgery performed at vendor facilities.*

Answer: The PHS Policy is applicable to all PHS-supported activities involving animals, whether the activities are performed at a PHS agency, an awardee institution, or another institution (PHS Policy at I., II., III., and V.B.). OLAW has provided guidance regarding animal use (antibody production) that takes place outside the applicant/assured institution through subgranting or subcontracting. That guidance may also serve as a template for determining whether other activities such as customized surgery are covered by the PHS Policy. In the regard, and with respect to applicability of the PHS Policy, a determining issue is whether the surgery is conducted in response to a specific custom request or whether the animals were previously modified and available before the request was made. If an investigator requests that a specific custom surgical procedure or procedures be performed on an animal for use in activities funded by the PHS, then the organization that conducts the procedure(s) is considered a performance site and must either have on file with OLAW an approved Animal Welfare Assurance or be included as a component of the applicant organization's Assurance. (Major Vendors (Harlan, Charles River, Jackson Lab, etc...) are accredited by AAALAC. We accept their accreditation.)

## Using the correct AUP number on cage cards

Have you checked your AUP number lately? More specifically have you checked the AUP number listed on your animal racks and/or cage card? It is important to periodically check to make sure that the correct AUP number is listed on your cages. A census of your animals is taken every day. You are charged according to how many cages are in the facility that are deemed to be on that particular AUP number. If the wrong AUP is listed, then the wrong account will be charged. Be sure that the AUP number matches the experiments you are conducting. For example, if you start breeding animals, you need a breeding protocol and a breeding AUP number. You can not put breeder cages on an experimental AUP number. The bottom line is: Know what is written in your AUPs. Know what is approved under each AUP. When you renew an AUP make sure the numbers are changed on your cage cards so that they reflect the new AUP number.



Winter  
2004

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### Important Things To Remember When Ordering Animals

1. All animal orders must be in to ARF by Thursday at 2pm for next week delivery.
2. ARF must have the **original** order form and not just the faxed copy.
3. **NO** orders can be accepted over the phone.

Happy New Year Everyone! I have good news to start the year off right. The AAALAC site visit was held in November. The visiting team found no major violations and recommended continued accreditation for USC. I would like to take this opportunity to thank Animal Resources especially Dr. Robert Beattie and Ms. Peg Rentz for all of their hard work. I would like to thank the IACUC members for meeting with the AAALAC team on numerous occasions and impressing the team with all of your hard work. And finally, I would also like to thank the PIs, technicians and students for your continued cooperation and support. Keep up the great work.

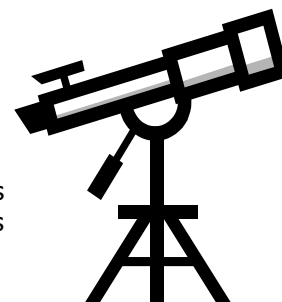
In order to continue to meet federal regulation, we need to always be careful to dot "I"s and cross "T"s. If you are ever unsure about a situation, take the high road. It is better to have more information than not enough information. Be sure your entire staff is trained properly. Be sure your staff follows the guidelines set forth by NIH, USDA, etc. Be sure all the appropriate paperwork has been completed. Be sure your staff knows what procedures/animals have been approved by the IACUC. Give them a copy of the approved AUP. Turn in your AUPs early for a pre-review. If guidelines are unclear, ask the Animal Resource office. It is their job to help guide investi-

gators through all the mud. And lastly, pass this newsletter and other informative publications along to your staff and students. ARF welcomes any comments or submissions you have for the Newsletter. The comment or submission could be something as simple as finding a new technique that works better than the old technique.

Some numbers that might be of some use to you are:

- USC's PHS/NIH Assurance No. A3049-01  
continued accreditation since 1984  
last accreditation November, 5 2003
- USDA Registration No. 56-R-003

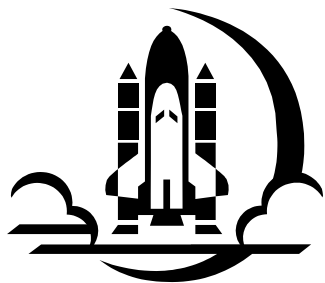
\*Note: Dr. Robert Beattie's  
email address is  
rb@gwm.sc.edu



## cont..pg3 Writing a Good AUP

*If you need help with training, please contact Animal Resources. If we do not know the procedure, then we can help find someone who does.*

**Endpoint criteria.** Choose endpoints that achieve the aims of the study and avoid unnecessary pain and distress. Include the criteria you will use to decide when to intervene or end animal use in the study, e.g., pain that cannot be controlled with analgesics, tumor size, and stage of disease. Interventions include euthanasia, treatment, or discontinuance of procedure. Many institutions have default criteria, so check with your IACUC for guidance. *Again, the biggest problem is not answering the question. Simply answer the question.*



## Meet the ARF Staff

The first week of February was Animal Care Technicians Week. If you see a technician, please stop and thank him/her for a job well done. Some of you may not know this but the technicians work 365 days a year. They miss some of their holiday time to be here to take care of your animals. They work rain, sleet or snow. During the ice storm, one worker walked in at 4 am just to accept a delivery of animals. The ARF office would like to say a big **THANK YOU** to the hardworking animal technicians. Please take a minute to thank your animal technicians.

Main Office- 777-8106

Animal Care Technicians- 777-2226

Charlotte Joyner – Supervisor

Ann McKnight  
Ginger Peters  
Jeff Attlessey

Christie Waits  
April Gagnon  
Machaka Johnson

Jessica Bunch

SOM Campus-SOM 733-3268

Teresa Gibson– Supervisor

Idella Ruff

Lorain Junor

# Hints on How To Write a Good Animal Use Proposal (AUP)

Here are some tips on how to write a good AUP. These tips and others can also be found at NIH's web site <http://www.niaid.nih.gov/ncn/grants/>.

**Description of project.** Help IACUC members understand your animal procedures by avoiding technical language only people in your field will understand. Use visual aids such as flow charts and bullets, to illustrate your points or break up text. *The IACUC has been using the "Mom" test on this and other sections. Think of someone you know not in the science field, would they clearly understand what you have written. The IACUC membership contains one non-science member and one member from the community with no affiliation to USC. These two members are extremely important because they act as the IACUC's guide to lay terminology.*

**Justification for using animals.** Describe why an animal model is necessary. If you're studying a human health problem, state its cause, existing therapies, and the potential contribution of your experiments to further its understanding. Use lay language, explaining all medical terms and defining acronyms the first time you use them. *Proof read your AUP carefully. There have been many times when an AUP contained acronyms that were never explained anywhere in the AUP.*

**Justification for species.** Tell IACUC members why you chose one species over others. You should generally use the most appropriate and least sentient species capable of providing the data you need. The following is a typical hierarchy of sentient animal species.

- Non-human primates, such as monkeys, marmosets, and baboons.
- Large animals, such as cats, dogs, and pigs.
- Rabbits.
- Rodents, such as hamsters, rats, and mice.
- Non-mammalian vertebrates, such as poultry, reptiles, and fish.

Your rationale for using a species may be size, availability, or cost; the existence of previous work or laboratory data that validates the use of a certain animal model; or the availability of reagents. *Be sure to simply answer the question. There have been long, drawn-out discussions that never came close to answering the question. Cost alone is not a justification.*

**Justification for number of animals.** Request the amount of animals you need and explain why. Use the minimum number needed to yield statistically significant results. *This issue has come up several times. Use charts to lay out your experiments and how many animals will be used for each experiment. Charts are especially helpful when the animal is going to be used for tissue culture experiments. Some animals may only apply to a breeding protocol. If the animals are used only for breeding, they belong in only the breeding protocol. If the animals are used for experiments then they belong in an experimental AUP. Always triple check your numbers. Remember the numbers must make sense.*

**Consideration of alternatives.** Convince IACUC members that you have adequately explored alternative methods. Use techniques to minimize pain and distress. These are known as "refinements" to your protocol. List databases you searched and when, citations derived, and the keywords or search strategy. List other sources, such as journal articles, presentations, and colleagues. *Replacement, Reduction, and Refinement (aka The 3Rs) should not be taken lightly. This section of the AUP needs to be answered even if it is only one sentence.*

**Description of animal procedures.** Include non-surgical methods, such as injections and sample collections; surgical methods, such as suturing and anesthesia; and other measures, such as pre-anesthetic fasting, drugs, and care during recovery. *This section should be in as much detail as possible. The biggest mistake made in this section is simply not stating how the animals will be monitored after a surgical procedure. Transgenic animals need to be monitored for unexpected phenotypic complications.*

**Assurance that qualified staff will perform work.** Name all personnel who will be working on your study, along with their animal research experience and familiarity with your proposed procedures. If you or someone on your staff does not have the necessary experience, list experts at your institution who can provide training. Your IACUC will have to verify that this training took place before animal work can begin. *The training list is updated each time a person completes the on-line or hands on training and is therefore up-to-date.*





UNIVERSITY OF  
**SOUTH CAROLINA**

Campus Mail

## **ANIMAL CARE MATTERS**

### **An IACUC and ARF Newsletter**

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**We're on the Web !!**  
[http://uscm.med.sc.edu/  
ARF/index.htm](http://uscm.med.sc.edu/ARF/index.htm)

**Animal Care Matters** is published four times a year by the Institutional Animal Care and Use Committee (IACUC) and Animal Resource Facilities (ARF) of the University of South Carolina (USC).

The IACUC is an institutional body appointed by the USC President to oversee the program for the humane care and use of all vertebrate animals used for research, teaching, and training. Any investigator who intends to use laboratory animals must submit an Animal Use Proposal (AUP) to the IACUC for its review and approval.

The ARF provides care and maintenance of all animals used by investigators. Preventive care is provided through vendor animal health evaluations, quarantine programs, and sentinel animal diagnostics. Special care and services can be provided upon request.

Comments and submissions for **Animal Care Matters** are welcome and should be directed to Elizabeth Thames IACUC Administrator, at 777-8106 or [elthames@gwm.sc.edu](mailto:elthames@gwm.sc.edu).

### **IACUC Meetings 2003-2004**

<b>Meeting Date</b>	<b>AUP Deadline</b>
<b>Jan 8</b>	<b>Dec 22</b>
<b>Feb 5</b>	<b>Jan 26</b>
<b>Mar 4</b>	<b>Feb 23</b>
<b>Apr 1</b>	<b>Mar 22</b>
<b>May 6</b>	<b>Apr 26</b>
<b>Jun 3</b>	<b>May 24</b>
<b>Jul 1</b>	<b>Jun 21</b>
<b>Aug 5</b>	<b>Jul 26</b>
<b>Sep 2</b>	<b>Aug 23</b>
<b>Oct 7</b>	<b>Sep 27</b>
<b>Nov 4</b>	<b>Oct 25</b>
<b>Dec 2</b>	<b>Nov 22</b>

### **IACUC MEMBERSHIP**

#### **CHAIRMAN**

**Donald Allen, Ph.D.**

#### **MEMBERS**

**Robert Beattie, D.V.M.**  
**James Carson, Ph.D.**  
**Abdul Ghaffar Ph. D**  
**Charles Mactutus, Ph.D.**  
**Joseph McClung**  
**Marjorie Peña, Ph.D.**  
**Margaret Rentz**  
**Suresh Volate**  
**Marlene Wilson, Ph.D.**  
**Bao Ting Zhu, Ph.D.**

#### **COMMUNITY MEMBERS**

**Janice Ayers**  
**Joe Hick, M.D.**

#### **CONSULTANTS**

**Tommy Coggins**  
**Charles Jeffcoat**