

Monday, July 21, 2008

Protocol Assessment Liaison BULLETIN

This Educational Information has been brought to you by Traci Clemons, Protocol Facilitation Program for the Vice Chancellor for Research, in cooperation with the UNMC Institutional Animal Care and Use Committee, and Comparative Medicine.

For additional information please contact:
Traci Clemons; tclemons@unmc.edu or Extension 98560

REQUIREMENTS FOR ANIMAL CONTACT OR ANIMAL FACILITY ACCESS

FACTS:

***No one may have access to a UNMC/UNO animal facility or animals/animal tissue UNTIL YOU ARE LISTED ON AN APPROVED IACUC (Institutional Animal Care and Use Committee) PROTOCOL.**

***Limited access to the animal facility for specific purposes requires permission from CM (Comparative Medicine). Contact the Administrative Office at 559-4034. Individuals will be required to sign in upon entry to the facilities.**

***No one is exempt from these requirements, i.e. summer students, course instructors. Everyone must be listed on the protocol prior to animal contact and facility access.**

***UNO personnel complete steps 2 & 3. Contact Jeff French, 554-2558 or Heather Jensen, 554-2581 for additional UNO Requirements.**

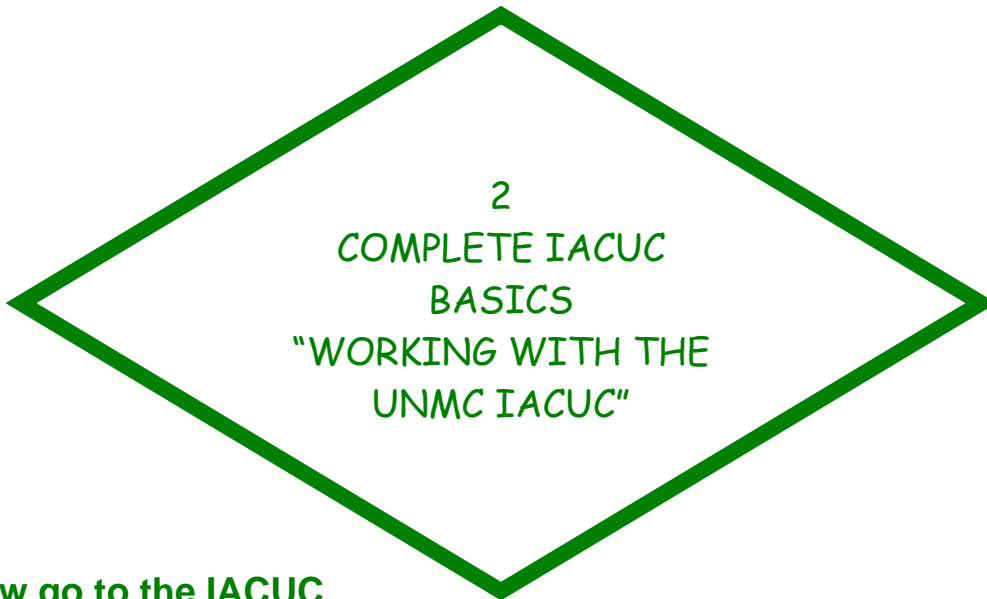
You will need to complete #1 in order to complete Steps 4-5.



LOTUS NOTES ACCOUNT
-UNMC EMPLOYEES
/STUDENTS

OR

LDAP ACCOUNT
-NOT UNMC
CONTACT YOUR
SPONSORING
DEPARTMENT



Now go to the IACUC

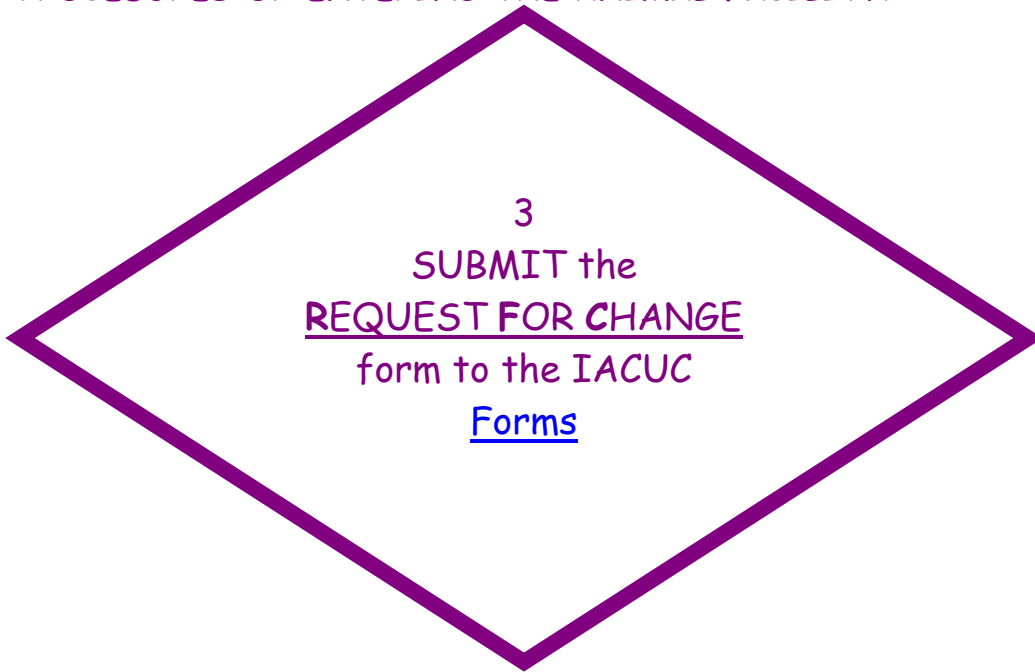
Website...*Required IACUC Training:*

http://www.unmc.edu/dept/iacuc/index.cfm?L1_ID=15&CONREF=66

Follow the directions for enrolling in the AALAS, (American Assoc. for Laboratory Animal Science), Learning Library to complete IACUC Basics; "Working With the UNMC IACUC"

[Required IACUC Basics](#)

***REMEMBER THAT YOU MUST BE APPROVED ON THE PROTOCOL PRIOR TO BEGINNING PROPOSED TRAINING FOR ANIMAL PROCEDURES OR ENTERING THE ANIMAL FACILITY!**



*** Meet with your Principal Investigator (PI) or Lab Coordinator to discuss what your responsibilities will be and what information is needed on the Personnel Section on the IACUC “Request for Change” form to add new personnel to an animal care and use protocol:**

-Here are some of the questions you will need to answer:

***What is your title?**

***What are your responsibilities for the protocol?**

***What experience do you have that relates to your responsibilities?**

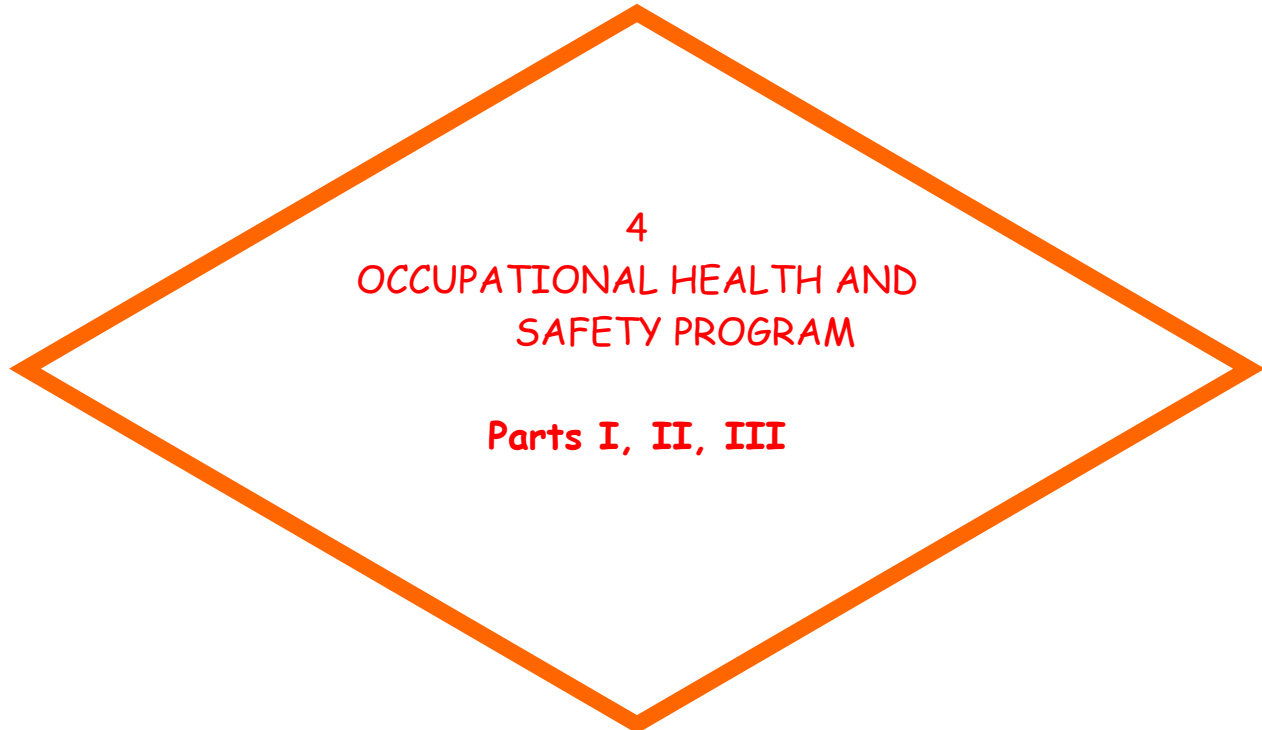
***What do you know about the species to be used in the protocol and/or what education have you received that is pertinent to your experience?**

***Will you require training for proposed responsibilities? If so, 1) describe the proposed training; 2) Who will train you, and 3) When will your proposed training be complete.**

Now Go to the Comparative Medicine Facility and Room Access site to continue requirements:

http://www.unmc.edu/dept/comparativemed/index.cfm?L1_ID=10&CONREF=5

*****You can skip the steps that you already completed for the IACUC and obtaining your lotus or LDAP account.***



Part I. **"Online Confidential Health Questionnaire"**
Fill out the online form by logging in to the RSS (Research Support Systems), using your lotus or LDAP user ID and password.

****Make sure you know what species you will be working with to complete the form.**

<http://rss.unmc.edu>

Part II. **Medical Clearance for Animal Use**
Check to make sure that Employee Health has approved your health status.

<http://rss.unmc.edu>

Part III.

OHSP (Occupational Health and Safety Program)

****Contact Theresa Larson in CM 559-4564 and request that the OHSP course be added to Black Board for you to log in and complete.**

<https://my8.unmc.edu>

REQUIRED for ANY PERSON with Animal Contact!

ALMOST DONE...



Part I. Special Training required for the following:

MICE-Micro Isolator Training

NON-HUMAN PRIMATES-Annual training and TB testing bi-annually. Contact CM Veterinarian 99058 or 98394

SHEEP - Annual training. Contact CM Veterinarian 99058 or 98394

Part II. Animal Facility Training is required, for each facility that will be used, before access can be granted!

For DRC: Theresa Larson (402) 559-4564

For DRC ABSL III: Mimi McCann (402) 559-8395

For Wittson Hall and/or Eppley: Connie Arnold (402) 559-4245

For COD: Marian Schmid (402) 472-1351

For 4230 Building (Animal Quarantine): Bart Clemons or Jane Fesler at 559-9024

*UNO personnel complete steps 2 & 3 and contact Jeff French, 554-2558 or Heather Jensen, 554-2581 for additional UNO Requirements

After all above training requirements are completed, access to the animal facility will be granted. It is the responsibility of the investigator/investigator's technician to inform CM when they have completed their training so access can be processed.

FYI

New Policies/Guidelines posted in the “IACUC Guidelines” on the Website:

- 1. Policy on the Use of Anesthetic Gas - Appendix Y**
- 2. Anesthesia/Analgesia Guidelines – Appendix F**
- 3. Drug Dosages - Appendix G**

| ***As always please check the IACUC and CM Websites for new forms and updates.**

| ***Book Mark these sites for quick access:**

[IACUC Home](#) [UNMC Comparative Medicine](#)