

University of Louisville
Institutional Animal Care and Use Committee
Policies and Procedures

Oversight of Core Animal Laboratories

Policy: To simplify and enhance its oversight of such facilities, the IACUC recommends that directors of Core Animal Laboratories maintain an active IACUC *Proposal* specifically for Core-conducted procedures involving animals. Users of the Core can then simply refer to the personnel and procedures outlined in the Core Animal Laboratory *Proposal* in their own project *Proposals*. Changes to standard practices and procedures or personnel within the Core Laboratory must be reflected in Core *Proposals*, but not necessarily within user *Proposals*. Should a Core *Proposal* become inactive or withdrawn, the IACUC Office will notify all users that animal use within the Core is not permitted. To protect the health status of animals used in the Core and assist the Comparative Medicine Research Unit (CMRU) in animal health-related investigations, logs of users and standardized sanitation procedures are required.

Rationale: Historically, use of Core Animal Laboratories required individual Principal Investigators (users) to describe procedures performed in/by the Core as well as qualifications of Core personnel within each associated IACUC *Proposal*. This required significant ongoing communication between the Core Animal Laboratory director and each PI user. Some Core Laboratories do not perform animal-based research independent of their PI users. Minor deficiencies within a Core were difficult to track and placed the ultimate responsibility for correction on each PI user rather than the Core director. Furthermore, identifying and scheduling these facilities for required IACUC semi-annual inspections was challenging. Therefore, this policy was enacted to clarify and focus IACUC oversight of these Core Laboratories where animal-based research is performed.

Procedures, Guidelines, and Exceptions:

1. Core Animal Laboratories must maintain a log of users that records PI name, pertinent IACUC Proposal number, date of procedures/use, the building name and room number of animal origin, and the building name and room number where the animals will be returned (if applicable). These records must be available to the IACUC and CMRU upon request.
2. Core Animal Laboratories must maintain (a) Standard Operating Procedure(s) to describe and ensure appropriate sanitation practices. Such documents should incorporate basic precautions for preventing pathogen transmission, post-user sanitation, and periodic decontamination. Storage of materials in easily-sanitized containers should be included.
3. Core Animal Laboratory Directors should maintain an active “*Proposal to Use Laboratory Animals in Research and Teaching*” using the following special instructions. Specific *Proposal* items not mentioned below should be completed according to the standard instructions.
 - a. The *Project Title* should begin with the words “Core Animal Laboratory: ____.”
 - b. *Key Study Personnel (Project Participants)* should reflect all personnel who will be working with animals as part of the Core; other PIs and research personnel utilizing the Core need not be listed.

Original Approval: 15 January 2009

Revised: 21 February 2013; 19 October 2015; 13 April 2020; 16 April 2020

Last Approval: 16 April 2020

- c. In general, the *Funding Source* section should indicate “not applicable.” If non-experimental animals are needed for equipment or procedure validation, funding source should be indicated.
- d. Justification of the species selected should indicate “not applicable.”
- e. The *Lay Project* and *Technical Summary* sections should contain a description of the utility and application of the procedures employed in the Core.
- f. *Justification for animal use.* If no animals are requested to support Core activities, this section should indicate “not applicable.” If animals are needed for Core training or equipment validation a rationale why animal must be used should be provided (*i.e.*, why non-animal means of training or equipment validation cannot be used).
- g. The *Assurance of Non-Duplication* section should indicate “not applicable.”
- h. *Experimental Groups* and *Animal Number Justification.* A description of experiments utilizing the Core should not be listed. However, a detailed description of animal groups that may be needed for Core training or equipment validation should be included. If none are needed for this purpose, “not applicable” should be indicated.
- i. *Euthanasia.* Euthanasia technique(s) routinely performed as part of Core activities should be described in the *Euthanasia or Other Dispositions* section; otherwise “not applicable” should be indicated.
- j. *Analgesics.* Analgesics provided to animals in association with procedures or surgeries, even if performed by the Core, should be described in the project *Proposal* on which the animals are assigned to, not the Core *Proposal*. Analgesia may be affected by study goals, thus analgesic plans should be evaluated and approved for each project separately.
- k. *Post-Procedure Care.* The IACUC must be able to determine who is responsible for the care of animals after Core procedures are performed and the duration of care provided. For example, if the Core is administering analgesia or other postoperative care to animals, this should be clearly delineated in the procedural descriptions within the Core *Proposal* **and** the project *Proposal*. Monitoring frequency and humane endpoints should be included in the Core *Proposal* if the Core is providing care for the animals after procedures or surgery. An example of an acceptable post-procedural care description: “the Core staff will monitor and care for animals for the first 24 hours after surgery; staff on the Project proposal will provide all care thereafter.”

Original Approval: 15 January 2009

Revised: 21 February 2013; 19 October 2015; 13 April 2020; 16 April 2020

Last Approval: 16 April 2020