IACUC NEWS

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to Assist UCSB Investigators

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1. **Submitting a Renewal Application or a New Application?** Please be sure to download the most recent version of the application form from the UCSB IACUC website. The application form is always being updated and all applications must be on the most recent version.

2. **Simplified procedure for submitting a modification request** – Use the track changes feature on MS Word to make proposed revisions to the most recent version of your protocol. Send the proposed modified protocol application to the IACUC Office (iacuc@lifesci.ucsb.edu) along with a brief summary of the modification.
   a. Minor modification requests may or may not go through a pre-review with the Attending Veterinarian, depending on what is being proposed. Minor modification applications often do not require review by the entire IACUC and can be processed more quickly than major modification applications. The IACUC Guideline "Significant Protocol Changes" can provide you with guidance on distinguishing major versus minor modification requests.

3. **New Guidelines**: In the past year, the IACUC has updated six of our Guidelines (see below). Please be sure that all personnel on your protocols have read all of the relevant updated versions.
   a. Rodent Breeding
   b. Euthanasia of Laboratory Animals
   c. Animal Procurement, Transportation, Quarantine, and Preventative Medicine
   d. Training Requirements for Protocol Personnel
   e. Rodent Survival Surgery and Postoperative Care
   f. Laboratory Animal Anesthesia and Analgesia Guide

4. Training – Please remember that all personnel must receive a Researcher Clearance e-mail from the IACUC Coordinator before beginning any work with animals. Researchers that work only with tissues previously collected from animals on a protocol are not required to complete the training. Training documents are always being updated. The most recent versions can be found on the IACUC website. PI's and/or Lab Managers should maintain accurate records of procedural training for all protocol personnel.
   a. PIs – Please be sure all lab personnel begin their training well before you need them to begin animal work. Review of the medical evaluation forms by the Occupational Health Physician generally requires 1-2 weeks from

the time the form is submitted to the IACUC office. If the researcher will be working in a vivarium, they must also complete a facility orientation with the ARC Manager before access can be granted. Scheduling the facility orientation may also require some time since the ARC Manager has many other duties.

b. The next IACUC Orientation Seminar will be on Friday, October 14th, at 11 AM in Psychology room 1312 (Sage Center). All researchers who have not previously attended an IACUC Seminar, including PIs, are required to attend.

5. Satellite facility personnel are reminded of the importance of strictly adhering to the animal housing guidelines described in their SOP(s), including record keeping. Animal health, husbandry and census records should be organized, easy to follow and readily accessible to all lab personnel and the IACUC.

6. Animal Numbers Issue #1: The IACUC frequently receives requests to increase the number of animals on a protocol. PI's are reminded that such requests must be justified scientifically. Neither an increase in the number of personnel working on a project or an increase in funding is an appropriate justification.

7. Animal Number Issue #2: When counting the number of animals used on a protocol for your annual census, count all animals including those that are euthanized because they do not meet experimental requirements (e.g. wrong genotype, gender, etc.). However, do NOT count animals that die of natural causes (i.e. cannibalism, rejection by mother, etc.) before they can be weaned.

8. Unless your protocol includes USDA species (which does not include standard laboratory rats, mice and birds), you will no longer be required to submit an Annual Review of your protocols. The Annual Review has been replaced by a new quarterly review of each protocol's training roster. When rosters are sent to you as the PI, please review the roster to ensure that all the information is correct. Importantly, we must be certain that the "Protocol Procedures" for each person on the protocol are up-to-date. List any procedures a lab member may potentially perform. If they have not yet been trained, put 'TBT' (To Be Trained). The list of procedures that can be listed are provided in the Animal Procedures Checklist on the protocol.

9. Some PIs have been asked to submit their 3-year renewal applications a few months early again this year to avoid (i) summer expirations (when the IACUC does not meet) or (ii) delayed IACUC review because of a very large number of protocols expiring during the same month. We have already received a number of protocols early, and the IACUC is very grateful to these investigators.