News and Information from the IACUC Office  
September 2010

Contents
- New IACUC policy on Managing Reported Concerns Related to the Use of Animals in Research and Teaching
- New - Formatted IACUC protocol and amendment approval letters from eSirius
- New - Zoonoses information sheets on the IACUC website
- New - SOP template for BSL2 work
- New - IACUC guidance on transferring animals between approved Cornell protocols
- Assistance with eSirius and other protocol related activities

IACUC Policy on Managing Reported Concerns Related to the Use of Animals in Research and Teaching
The IACUC must review and address any reported concerns related to the use of animals in research, teaching and demonstration to help ensure that animals are used appropriately and receive humane care and treatment in accordance with the highest ethical standards, laws, regulations and policies governing animal research. This new policy outlines the types of concerns that may lead to reportable incidents, actions that the IACUC can take and possible outcomes, the roles and responsibilities of the PI and all the other parties involved in the animal care and use program at Cornell, and the procedures for managing such concerns including reporting, follow up and communication.

New - Formatted IACUC protocol and amendment approval letters from eSirius
Effective immediately, the approval letters for protocols and amendments will be sent in HTML format, and will include the IACUC header and electronic signature from the Chair of the IACUC, thus eliminating the need for a separate approval letter to be sent by the IACUC office. PIs may use this approval letter to meet documentation requirements, such as for a grant proposal or update to a sponsor or regulatory agency. To see the graphics in the letter (IACUC letterhead, signature) you will need to have the HTML feature of your e-mail client turned on. Please make sure that email messages from eSirius are not filtered out by your spam/junk filter and that you save these notifications regarding your protocol, as the IACUC office will no longer be issuing approval letters.

New - Species-specific Zoonosis Information
Comprehensive information about possible zoonoses for the species most commonly used at Cornell are now available for researchers in the form of Zoonotic Risk information documents. These documents are intended to inform researchers about potential risks and appropriate precautions and safety measures while working with animals in the course of their Cornell duties. PIs may reference these information sheets in their protocols when asked to provide details on the zoonotic agents likely to be encountered during the study.

SOP Template for BSL2 work
When an animal protocol involves BSL2 work, Standard Operating Procedures (SOP) document for BSL2 procedures must be written and approved by the Biosafety Officer and included in the protocol before the protocol can be approved. A new SOP template is now available on the IACUC website. This template can also be used to produce SOPs for other types of hazard uses. Please complete the SOP Template under guidance from the Biosafety Officer, Dr. Frank Cantone (fac2@cornell.edu) and Dr. Bhupinder Singh (bs256@cornell.edu) and attach it to your protocol/amendment.

IACUC guidance on transferring animals between approved Cornell protocols
The three “R”s of alternatives - Refinements to research, Reduction of animal numbers, and Replacement with non-animal models are important considerations for the IACUC in the oversight for the animal care and use program at Cornell. These
considerations are mandated in the U.S. Government Principles and PHS policy- to avoid or minimize discomfort, distress, and pain in experimental animals consistent with sound scientific practices, and to use the minimum number of animals necessary to obtain valid results.

Thus, while the use of animals across multiple protocols is consistent with minimizing the number of animals used in Cornell’s overall animal care and use program and therefore must be encouraged, it is equally important that due consideration is given to ensure that any particular animal is not subjected to undue discomfort, pain or distress if used on multiple protocols.

If an animal is used on multiple active protocols, the PI is responsible for ensuring that the Animal health record reflects this information and that the facility manager and the Vet in charge are informed of and have approved the use of the animal across multiple protocols.

The IACUC passed a resolution at the September meeting, providing clear guidance to PIs, Veterinary staff and facility staff on transfer of animals at the conclusion of a study on a protocol, to another Cornell approved protocol:

**For USDA regulated species** (all vertebrate species except aquatic species, rats of the genus *Rattus* and mice of the genus *Mus*, animals used in agricultural research), the following procedures apply:

- If, at the time of writing a protocol, the PI does not know which protocol the animal will be transferred to at the conclusion of the study, the protocol number is not required. However, in section 13.1 of the eSirius protocol, when discussing the animal disposition, the PI must state that the animals may be transferred to another protocol, which is yet to be determined.
- When the protocol number for the receiving protocol becomes known, the PI must consult the CARE Vet and the facility manager in charge of the facility space, to determine if the transfer is appropriate from an animal welfare standpoint. If the CARE Vet agrees with the transfer, the Vet must send an email recommending the transfer to the IACUC Staff. In the recommendation, both protocol numbers must be specified- the transferring protocol as well as the receiving protocol. The IACUC staff will administratively add the information to both protocols and save a copy of the email from the CARE Vet in the protocol documentation.

**For Non USDA regulated species**: For rodents, an Animal Transfer Agreement form ([http://www.research.cornell.edu/care/sops.html](http://www.research.cornell.edu/care/sops.html)) must be completed and signed by all parties and kept with the protocol and facility records. For all other species, PIs must consult with the facility manager for the specific facility procedures to be followed including conferring with the Vet in charge to determine if the transfer is appropriate given the medical history of the animal and the procedures to be performed on the receiving protocol. The facility manager is responsible for documenting the transfer on the animal’s medical record and the animal inventory sheet.

**Assistance with eSirius and other protocol-related activities**

Animal users needing assistance with eSirius in the course of working on their protocols should call the IACUC office [Rob Felt (rjf243@cornell.edu)] or Michael Kazarinoff ([mnk1@cornell.edu]). For procurement or barcoding related questions, please contact Marian Hansen ([mh286@cornell.edu]). The IACUC office also holds monthly office hours to provide hands-on assistance with eSirius and to answer protocol-related questions. The schedule for the hands on sessions is available at: [http://www.iacuc.cornell.edu/esirius/workshops.htm](http://www.iacuc.cornell.edu/esirius/workshops.htm).

Office hours are typically offered during the second week of the month and include members of the IACUC staff and a CARE Veterinarian. We encourage you to take advantage of these office hours to get hands-on help and guidance with protocols and amendments. Since attendance at these sessions has been growing steadily, we recommend that you inform the IACUC staff ([mnk1@cornell.edu]) if you plan to attend, so that they can plan accordingly.

If you have any questions or comments regarding these or any other topics relevant to the IACUC, please contact the IACUC office at [iacuc@cornell.edu]. Also visit the IACUC website ([www.iacuc.cornell.edu](http://www.iacuc.cornell.edu)) for updates and other information pertinent to research or teaching with animals at Cornell University.

The IACUC review timeline is available at [http://www.iacuc.cornell.edu/requirements/IACUC%20timeline.pdf](http://www.iacuc.cornell.edu/requirements/IACUC%20timeline.pdf)