



# The ACC Connection

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**WELCOME** to the first edition of the **ACC Connection**, a quarterly newsletter designed to help researchers with questions regarding animal research at the University of Connecticut Health Center. Our first issue is designed to help you become familiar with the resources which exist to help guide you through the process of submitting animal care and use applications and modifications to our institutional animal care and use committee- the Animal Care Committee.

## Submitting New Animal Care and Use Applications to the ACC

**The First Step-** check out our website: the CLAC/ACC website can be found at: <http://clacc.uhc.edu> and is a source of abundant, useful information to assist you in the application process. Link to the Animal Care Committee and you can find downloads for our Animal Care and Use Applications and Animal Care and Use Application Amendment Forms, ACC Meeting Schedule, ACC Approved Policies, Animal Users Training Handbook, Drug Dosage Reference Guides, and a list of Recommended Websites that give a wealth of information. Information changes here periodically (especially as the ACC adds new policies) so it is a good idea to check out this website from time to time to make sure you are using the most current information.

**The Second Step-** fill out the *new application form*. In March, 2005, the ACC approved a new animal care and use application form which is posted on the website. It is a word document which can be downloaded to your desktop and completed. There is an accompanying document on the website called *Animal Care and Use Instructions* which explains the animal care and use form. You can print out this document and use it to fill out the application form; it will answer many of your questions you may have about the new protocol application form.

**The Third Step-** email the application form as a word document attachment to the ACC coordinator at [pohl@uchc.edu](mailto:pohl@uchc.edu). Soon after emailing the document, you should receive a confirmation. If you do not receive a confirmation within 2 days, please email the coordinator and ask if the document has been received. Please note that, in order to be placed on the agenda for that month, the document **MUST** be received by the coordinator by 2pm on the 10<sup>th</sup>. For example, in order for an application to be reviewed during the December ACC meeting, the application must be received by the ACC coordinator, via email, by 2pm on December 10<sup>th</sup>. Mailed forms are **NOT** acceptable submissions.

**The Fourth Step-** sign up for animal training. Federal regulations (Animal Welfare Act, Animal Welfare Regulations, PHS Policy, US Government Principles for the Utilization and Care of Vertebrate Animals Used in Testing, Research, and Training, and the Health Research Extensions Act of 1985) require that **ALL** personnel who use laboratory animals be trained in animal care and use. The website has a list of training classes offered during the year. All you need to do is pick a class which fits into your schedule and email the ACC coordinator indicating which class you will attend. You will **NOT** be allowed to use animals until you have registered for a training class. Training is good for 3 years.

**The Fifth Step-** PHS Policy requires that all personnel who have contact with laboratory animals be enrolled in an occupational health and safety (e.g., medical surveillance) program. You must contact employee health and enroll in this program in order to use laboratory animals. Protocols will not be approved until all personnel listed on the protocol have enrolled in the occupational health and safety program.

## Submitting Modifications to the ACC

The process of submitting modifications is virtually identical to that of submitting new applications. The modification/amendment forms are available on the CLAC/ACC website and can be downloaded to the user's computer.

Applicable sections of the modification forms are filled out and the Word documents are sent as attachments to the ACC coordinator via email. Submission deadlines are the same as those for new applications.

## Frequently Asked Questions

### *What are the possible outcomes of an ACC protocol review?*

Approval, Approval pending modifications, Deferral, or Disapproval are the possible outcomes of an ACC review of protocol and modification reviews. With approval pending modifications and deferrals, the ACC provides the PIs with a list of modifications the PI needs to make in order to secure approval of the protocol or modification. In a disapproval, the PI is given the reasons the protocol or modification was disapproved; the PI has the right to appeal the decision in writing to the ACC. PIs can also contact the ACC coordinator or the CLAC veterinarians with questions regarding any modifications they are required to do if they need further clarification; these individuals will do their best to assist the PIs in addressing the specific points in the reviews.

### *How Long Does It Take To Get a Protocol Approved?*

It varies. A protocol application that is complete and well-organized will be approved more quickly than one that is incomplete and un-organized (which would require revisions by the PI and subsequent re-review by the ACC). The average time for a protocol to be approved by the ACC is 2 months.

### *What is required to be in a protocol- do the regulations require specific items?*

Yes. There are 11 approval criteria that are federally mandated to be reviewed. These include: Selection and justification of the species; Living conditions of the animals; Justification for the use of animals, Application of the principles of replacement, reduction, and refinement; Ethical cost-benefit relationship; Treatment of pain and discomfort; post-procedure monitoring; Restraint; Euthanasia; Qualification of research personnel; and Occupational health and safety. Not all protocols may have all criteria applicable to them (for example, a protocol may not involve restraint procedures so it won't have to address this approval criteria). Also, all information requested on the application form is required, but certain sections might not apply to every protocol (for example, a protocol might not involve surgical procedures, so that section will not have to be completed).

### *What if I don't agree with the ACC review?*

The PI has a right to appeal the results of an ACC review in writing. Submit your appeal to [pohl@uchc.edu](mailto:pohl@uchc.edu) and it will be brought to the ACC where it will be reviewed. There are no provisions in the regulations for an appeal to be made to another agent of the institution, for example, the institutional official. No other agent of the institution can approve a protocol if the ACC has not approved the protocol for use.

### *Is there a good reference to use that would help me write a protocol?*

Yes. The American Association for Laboratory Animal Science (AALAS) published a booklet in 2002 entitled "Working with the IACUC: Writing an Animal Protocol" which is a wonderful resource for writing an animal care and use application. You can contact them to order a copy at (901) 754-8620.

If you have questions you'd like to see answered in future issues, please send them to [pohl@uchc.edu](mailto:pohl@uchc.edu) and we will do our best to answer as many questions as possible.



## Next Issue: Running the Regulatory Maze

### CONTACTS

ACC Coordinator	Alison D. Pohl, MS, MT, RLATG	x4129
ACC Chair	Joseph Lorenzo, MD	x8199
CLAC Director	Peter Autenried, DVM	x2248
Research Compliance	Gustavo Fernandez, DVM	x8125
Associate VP for Health Administration	Leonard Paplauskas	x3173