Animal Care & Use Program (ACUP)  
Quarterly Informational Meeting  

November 18, 2021  
1:30pm CST via Zoom
ACUP Updates
Out of an abundance of caution and until further notice, the animal research facilities are to be considered public (non-clinical) locations and corridors. As per VUMC guidance, masking is required for all persons, regardless of vaccination status, entering these areas.

If you have any questions or concerns, please talk to your Facility Manager or Facility Veterinarian.
New ACUP Website

New Site Launched this Summer

Questions or Issues?
Email ACUPAdminOffice@vumc.org
iLab and TOPAZ Elements

CENTER NUMBERS : WHAT WE NEED TO KNOW
Center Number cannot be Expired

Any invoices uploaded from TOPAZ to iLab will kickout if center is expired:

![TOPAZ Invoice]

iLab rejected TOPAZ Invoice: center expired
## Center Number must be Active in iLab

Any invoices uploaded from TOPAZ to iLab will kickout if center status is inactive:

<table>
<thead>
<tr>
<th>Name</th>
<th>Department</th>
<th>Starting</th>
<th>Expiring</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>304705XXX</td>
<td>104XXX: Dept of MED</td>
<td>6/29/2022</td>
<td></td>
<td>Inactive</td>
</tr>
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### VUMC Division of Animal Care

<table>
<thead>
<tr>
<th>Core</th>
<th>PO Number</th>
<th>Expires On</th>
<th>Shared With</th>
<th>Amount Available</th>
<th>Attachments</th>
<th>Status</th>
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<tbody>
<tr>
<td>All cores at Vanderbilt University Medical Center</td>
<td>601498.1</td>
<td>Nov 30, 2023</td>
<td>7</td>
<td>$100,000,000.00</td>
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<tr>
<td>All cores at Vanderbilt University Medical Center</td>
<td>GC404194.1</td>
<td>Oct 13, 2023</td>
<td>8</td>
<td>$14,863.88</td>
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<tr>
<td>All cores at Vanderbilt University Medical Center</td>
<td>603664.1</td>
<td>Aug 31, 2023</td>
<td>7</td>
<td>$9,999,836.93</td>
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</tr>
<tr>
<td>All cores at Vanderbilt University Medical Center</td>
<td>CR_350000.01</td>
<td>May 03, 2023</td>
<td>9</td>
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<td>$1,000,000,000.00</td>
<td></td>
<td>Inactive</td>
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<tr>
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<td>600259.1</td>
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<td>$113,529.00</td>
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</table>
Center Number
Must be owned by the Animal Protocol PI

All invoices processed to 4047080XXX & 4047077XXX kicked out of iLab and did not process: Balances remain unpaid

Protocol PI: Dr. John Smith

Active Centers on the Protocol in TOPAZ

<table>
<thead>
<tr>
<th>Center Number</th>
<th>Account Name</th>
<th>Sponsor</th>
</tr>
</thead>
<tbody>
<tr>
<td>4047080XXX</td>
<td>1047XX: MED</td>
<td>General MED</td>
</tr>
<tr>
<td></td>
<td>6/29/2024</td>
<td>Active Doe, Jane</td>
</tr>
<tr>
<td></td>
<td>(VUMC) Lab</td>
<td></td>
</tr>
<tr>
<td>3047059XXX</td>
<td>1047XX: MED</td>
<td>Active Smith, John</td>
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<tr>
<td></td>
<td>(VUMC) Lab</td>
<td></td>
</tr>
<tr>
<td>4047077XXX</td>
<td>1047XX: MED</td>
<td>MED Science</td>
</tr>
<tr>
<td></td>
<td>Active Doe, Jane</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(VUMC) Lab</td>
<td></td>
</tr>
</tbody>
</table>
# Center Number Naming Convention

Convention must match exactly:

<table>
<thead>
<tr>
<th>Description</th>
<th>Center Number</th>
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</thead>
<tbody>
<tr>
<td>All cores at Vanderbilt University Medical Center</td>
<td>GC_402779.1</td>
</tr>
<tr>
<td>All cores at Vanderbilt University Medical Center</td>
<td>601498.1</td>
</tr>
<tr>
<td>All cores at Vanderbilt University Medical Center</td>
<td>GC404194.1</td>
</tr>
<tr>
<td>All cores at Vanderbilt University Medical Center</td>
<td>603664.1</td>
</tr>
<tr>
<td>All cores at Vanderbilt University Medical Center</td>
<td>CR_350006.01</td>
</tr>
<tr>
<td>All cores at Vanderbilt University Medical Center</td>
<td>GC400387.1</td>
</tr>
<tr>
<td>All cores at Vanderbilt University Medical Center</td>
<td>FF_280136.30</td>
</tr>
</tbody>
</table>

- Include underscore in TOPAZ Center Request
- Don’t include underscore in TOPAZ Center Request
- Be sure decimal place holders are an exact match on the TOPAZ Center Number Request
iLab Center Number Request Form

VU Billing Number Change for use in VUMC Core Groups (iLab & VUMC C.O.R.E.S.) | Office of Research

Office of Research

VU BILLING NUMBER CHANGE FOR USE IN VUMC CORE GROUPS (VUMC iLAB SYSTEM)

Please use this webform to add, edit, or delete a VU Billing Number for use in VUMC Core Groups.

IMPORTANT: This form cannot be used to update VUMC Cost Centers. Please contact your VUMC department administrator for assistance.

- Please submit one form per VU CoA or POET number.
- Due to the SkyVU transition, we are no longer able to activate 10 digit VU cost centers as the funds are no longer valid.

We typically process all requests in 24-72 business hours. Once the VU billing number is activated, it can be used in any VUMC core group available in the VUMC iLab system.

Request Type: *
- Add a billing number
- Remove a billing number
- Edit a billing number (Change PI, Dept., Begin/End Dates)
TOPAZ Center Number Request Form

Animal Care and Use Program

Click the links below to access forms directly:

- Non-USDA Animal Transfer Request Form - Mouse, Rat, Aquatic Species
- USDA-Regulated Species Transfer Request Form - All USDA-regulated species
- Outgoing Animal Shipment Form
- TOPAZ Center Number Request Form
- Husbandry Supplies Request Form
- Cage Card Request Form
- MCN III Barrier Facility PI Questionnaire
- Report a Compliance Concern Form
Introducing STAMP

Shipments Tracking Animal Management Program

- Incoming shipment request submission
- Health report recordkeeping and approval process
- Tracking shipments through the quarantine process.
- Future improvements may include outgoing shipments and internal transfers
Access STAMP in ARIES

1. Log into Aries with your vuNet ID and password. Please note you must be listed as either the Investigator or the “PI Manager” in Aries in order to submit an incoming shipment request in STAMP. Investigators can assign the PI Manager role in Aries at any time under “PI Collection”

https://aries.app.vumc.org/Login

2. Select “My Protocols” and then “STAMP”
Procuring Animals from a Non-Approved Vendor

Animals may be procured from a variety of other sources (i.e., other universities, research institutions, etc.). Incoming shipments from non-approved vendors have more stringent requirements than an order from an approved vendor. Please note that animals received from a non-approved vendor will undergo an approximately three (3) week quarantine period before they will be able to enter into Vanderbilt's colonies. Regular per diem rates apply during the quarantine period.

Below are the steps a PI must complete to procure animals from a non-approved vendor:

1. Submit an Animal Use Protocol to the Institutional Animal Care and Use Committee (IACUC) for approval. NOTE: Animals must be assigned to an active IACUC-approved protocol before procurement and/or transfer process can begin.

2. Log into ARIES. Select "My Protocols" and select "STAMP" to access the Shipments Tracking Animal Management Program (STAMP).

   • A step-by-step process guide can be found here: STAMP Incoming Shipment Request Submission Process.
   • The Checklist for New Incoming Shipment Requests has been developed to ensure the correct information is provided.
   • If needed, to enable a person to submit an incoming shipment request, add a PI Manager to the PI Collection in ARIES

   Please contact dac.shipments@vumc.org for assistance.

3. Contact the Center for Technology Transfer (615-343-2430, CTTC.co) to determine if Material Transfer Agreement (MTA) is required.

Once the above process is complete, the DAC Program Manager for Shipments requests necessary health reports (one year of health history with the newest report being no older than four months) from non-commercial vendor. It can take several weeks to gather all the required documents. The DAC Veterinarian reviews and approves the health history, and DAC coordinates the shipment into the Quarantine Facility.

Please read Relocation Procedures from Non-Commercial Vendors for more detailed information.

Additional information on colony health monitoring is available here.
Potential for delays continues with shipments

Experiencing delays with external laboratory testing

- Quarantine PCR turnaround time
- Additional testing needed for incoming or outgoing shipments
- Outgoing shipments due to receiving institutions quarantine space availability
Veterinary/Clinical Updates
Timely Reporting Animal Health Issues is an Animal Welfare Issue

Reminder: Contact DAC Veterinarians if you experience any unanticipated adverse consequences resulting in animal welfare concerns or death. This is especially important when working with USDA species.
USDA Species Recordkeeping

- Training being provided to all PIs and research personnel that work with USDA regulated species
- Initial training with NHP researchers
- Training for labs using other species in the coming weeks
- If you would like to schedule a training for your lab, please contact your Facility Veterinarian
Operations Updates
Extended Cage Change

Three-week cage-change interval implemented in September (mouse ventilated cages only)

Daily animal observations continue

Cages are being “spot changed” as needed

Impact:

• Improvements in equipment processing and husbandry work-flow.
• No observed or expected impact on mouse health.
• Real/perceived change in the level of cleanliness at the cage level.
What should I do if I have concerns about the condition of my cages?

If you are concerned about a specific cage or small number of cages, talk to your Animal Care Technician or Facility Manager to have the cage assessed.

If you are concerned about all of your cages, work with your Facility Manager and Veterinarian to assess the condition of your cages and animals.
2021-2022 Holiday Animal Delivery Schedule

Orders submitted after December 14th will be processed for delivery when normal deliveries resume on January 3, 2022

No orders will be delivered from 12/20/2021 through 01/02/2022

If you have questions, please email dacprocurement@vumc.org
IACUC/OAWA Updates
USDA Update

Inspection Sept. 28-30, 2021

*Regular Non-Compliance Item*
Incomplete Literature Searches

*Repeat Non-Compliance Item*
Failure to inform veterinarian of animal welfare issue
Recognize the importance of maintaining diligence and a team approach.

Anticipate another inspection sometime soon.

Vanderbilt continues to be in a “High Inspection Frequency” status and should expect follow-up visits.
January 2022
IACUC Semi-Annual Inspections

Top Items of Non-compliance from July 2021

Recordkeeping

Expired Items
# Semi-Annual Inspection Schedule

<table>
<thead>
<tr>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 10</td>
<td>January 11</td>
<td>January 12</td>
<td>January 13</td>
<td>January 14</td>
</tr>
<tr>
<td>Labs PRB 3rd – 7th floors, RRB, TVC</td>
<td>Labs Light Hall 5th – 8th floors, MRB IV 10th – 12th floors (above Light Hall) MRB IV 7th – 9th floors (above Langford)</td>
<td>Labs MRB III 3rd – 8th floors, MRB IV 10th – 13th floors (above Langford), FEL, Stevenson Center</td>
<td>Labs MCN 1st – 7th floors, VUIIS 7th floor</td>
<td>Make-up Labs</td>
</tr>
<tr>
<td><strong>Monday</strong></td>
<td><strong>Tuesday</strong></td>
<td><strong>Wednesday</strong></td>
<td><strong>Thursday</strong></td>
<td><strong>Friday</strong></td>
</tr>
<tr>
<td>January 17</td>
<td>January 18</td>
<td>January 19</td>
<td>January 20</td>
<td>January 21</td>
</tr>
<tr>
<td>Facilities Wilson Hall, DAC Transport, Barrier, Neuro, PRB</td>
<td>Facilities MCN I, MCN II 7th Floor, MCN II 8th Floor</td>
<td>Facilities VA SR Light TPSR Labs VA, Satellites</td>
<td>Facilities ESB, MMPC, IAF, VUIIS, USDA Imaging Labs USDA Labs, ESB</td>
<td>Make-up Labs</td>
</tr>
</tbody>
</table>
New and Reviewed SOPs & Policies

**POL.AWEL.17 – Recording Devices Documenting Animals in Research**

Removed restrictions on use of photos taken by the Division of Animal Care.

**Other Triennial Reviews**

- POL.ADM.04 – Education and Training of Animal Care and Use Personnel
- POL.ADM.06 – Transport of Animals To-From VUMC, VU, and VA
- POL.AWEL.06 – Use of Standardized Nomenclature for Mice and Rats
- POL.AWEL.11 – Mouse-Rat Cage Density
- POL.AWEL.12 – Animal Acclimation
- POL.AWEL.14 – Extension of Weaning Time in Mice
- SOP.ADM.02 – The Institutional Animal Care and Use Committee
- SOP.ADM.05 – General Requirements for Entering and Working in Animal Facilities
- SOP.AWEL.13 – Exercise and Positive Physical Contact for Dogs
- SOP.AWEL.14 – Environmental Monitoring of Primary Enclosures in PI Managed Satellite Animal Housing Facilities
Save the Date

The next ACUP Quarterly Informational Meeting
March 3, 2022