

Animal Care & Use Program (ACUP) Quarterly Informational Meeting

November 16, 2023
1:30pm CST via Teams

Administrative Updates

The background of the slide features a light blue surface with several red and white striped candy canes scattered across it. A solid dark blue horizontal bar is positioned at the top of the image.

2023 – 2024 DAC Holiday Animal Delivery Schedule

**Orders submitted after December 5th
will be processed for delivery
when normal deliveries resume January 2, 2024**

No orders will be delivered from 12/18/2023 to 1/1/2024

**If you have questions, please email
dacprocurement@vumc.org**

MyColony Tag Centers

Thanksgiving:

- No ACUP Pick ups Thursday 11/23 or Friday 11/24 (PRB/Barrier)
- No Transnetyx processing Thursday 11/23

Christmas:

- No ACUP Pick ups Friday 12/22 or Monday 12/25 (Barrier/MCN II)
- No Transnetyx processing Monday 12/25

New Year's Day:

- No ACUP Pickups Monday 1/1 (MCN II)
- No Transnetyx processing Monday 1/1



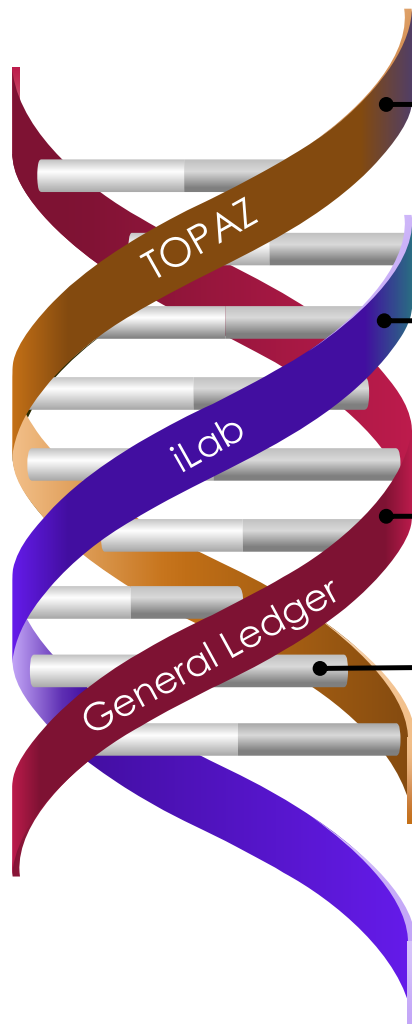
MyColony

- Partnership with Transnetyx to provide automated genotyping services and mouse colony management software
 - 143 out of ~190 labs have already begun using services
 - 40 labs now have access to a free one-year trial of Artificial Mouse Intelligence (AMI)
- To learn more and/or get started, visit [Vanderbilt MyColony](#) or send an email to acupmycolony@vumc.org.



DAC Billing Cycle Overview

- ▶ Angelica Wilson, Program Manager
Division of Animal Care
Billing Specialist



**Division of
Animal Care**

**VUMC Cores &
Cores VU**

The Institution

Billing Process

The Basics

Billing Process

Business Drivers

Defining and Managing Expectations

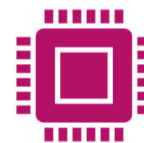


Billing Process



DAC : TOPAZ is the source data for animal invoicing

Animal purchases | Per Diem
| Other transactions or Tasks



VUMC Cores & Cores VU : iLab is the institutions lead invoicing application with direct interface to each institution's general ledger

VUMC Cores Cores VU

- ▶ Manage the iLab Platform
 - ▶ Provide SOPs
 - ▶ Assist labs with iLab accounts, billing numbers, access
 - ▶ Set the business rules and timelines for the billing cycle :
- To meet the business needs after the Workday transition the billing dates were adjusted by the Cores :

FY2024 ILAB CLOSING SCHEDULE

Action	Day	July	August	September	October	November	December	January	February	March	April	May	June
Core Billing Deadline	Day Before Last Business Day (4 p.m.)	Friday, July 28	Wednesday, Aug 30	Thursday, Sept 28	Monday, Oct 30	Wednesday, Nov 29	Thursday, Dec 28	Tuesday, Jan 30	Wednesday, Feb 28	Thursday, Mar 28	Monday, Apr 29	Thursday, May 30	Thursday, June 27
Create Pre-Invoices	Last Business Day	Monday, July 31	Thursday, Aug 31	Friday, Sept 29	Tuesday, Oct 31	Thursday, Nov 30	Friday, Dec 29	Wednesday, Jan 31	Thursday, Feb 29	Friday, Mar 29	Tuesday, Apr 30	Friday, May 31	Friday, June 28
Create Final Invoices & Send files to Workday	First Business Day	Tuesday, Aug 1	Friday, Sept 1	Monday, Oct 2	Wednesday, Nov 1	Friday, Dec 1	Tuesday, Jan 2	Thursday, Feb 1	Friday, Mar 1	Monday, Apr 1	Wednesday, May 1	Monday, June 3	Monday, July 1

DAC Schedule Consideration

DAC adjusted the billing schedule to meet a variety of business needs :

- Meet the needs of the new billing time frame provided by VUMC Cores for iLab uploads
- Ensure minimal kickouts to help realize expenses during the billing month expenses are incurred
- Provide adequate time to evaluate billing data prior to new upload parameters
- Provide resolution time prior to billing upload
- Monthly resolution of anything outstanding from prior periods : with a goal of resolutions within 30 days
- Labs can begin to see trends of month-to-month spending with consistency

DAC Billing Cycle : FY24

DAC Billing Cycle for FY24

	October	November	December	January	February	March	April	May	June
DAC Billing Start Date	9/29	10/26	11/25	12/22	1/21	2/23	3/26	4/25	5/25
DAC Billing Close	10/25	11/24	12/21	1/20	2/22	3/25	4/24	5/24	6/24
Care Days in Cycle	27 days	30 days	27 days	30 days	33 days	32 days	30 days	30 days	30 days
iLab Invoice Review Day	10/31	11/30	12/29	1/31	2/29	3/29	4/30	5/30	6/28

DAC Close has a 2-business day minimum prior to iLab close deadline
Care Days fluctuate as a result : # of care days will be noted on each iLab invoice
October and December slightly shorter care day cycle : smooths out in 2024
Calendar(s) are posted on our website, the monitors and emailed to lab contacts

DAC Billing Cycle : FY25

	JUL	AUG	SEP	OCT	NOV*	DEC	JAN	FEB	MAR	APR	MAY*	JUN
DAC Billing Start Date	06/25	07/26	08/27	09/27	10/29	11/27	12/27	01/27	02/25	03/27	04/26	05/25
DAC Billing Close	07/25	08/26	09/26	10/28	11/26	12/27	01/27	02/25	03/26	04/25	05/24	06/25
Care Days in Cycle	31 days	32 days	31 days	32 days	29 days	31 days	32 days	30 days	30 days	30 days	29 days	32 days
iLab Invoice Review Day	07/29	08/30	09/30	10/31	11/29	12/31	01/31	02/28	03/31	04/28	05/29	06/28

*Care Days # affected by holiday

IACUC/OAWA Updates

Welcome New OAWA Staff



J Shupe
Post Approval Monitor

January 2024 Semi-Annual Inspections

TOP ISSUES OF NON-COMPLIANCE from July Inspections

Cleaning and Sanitation



Expired Items



Semi-Annual Inspection Schedule

Monday January 8	Tuesday January 9	Wednesday January 10	Thursday January 11	Friday January 12
<u>Labs</u> PRB, RRB, TVC, MCN, MRB III, SC <u>Satellites</u> Knapik, Creanza, Skaar, Patton	<u>Labs</u> LH, MRB IV <u>Facilities & Labs</u> VA <u>Satellites</u> Dewar, Chen	<u>Facilities</u> ESB, MMPC, Large/Small Imaging, VUIIS <u>Labs</u> ESB, FEL	Make-up Labs	Make-up Labs
Monday January 15	Tuesday January 16	Wednesday January 17	Thursday January 18	Friday January 19
<i>Martin Luther King Jr Holiday</i>	<u>Facilities</u> MCN I, PRB, TPSR, SR Light	<u>Facilities</u> Wilson Hall & DAC Transport, Barrier, Neuro	<u>Facilities</u> MCN II 7 th Floor, MCN II 8 th Floor	Make-up Labs



**Last Routine Inspection
September 12-14, 2023**

No items of non-compliance

January 2024 Semi-annual Inspection Using MaRRS

DEFICIENCY TRACKING AND RESPONDING IN MARRS

Mandy Poe: Amanda.poe@vumc.org

Daphne Molnar: Daphne.Molnar@vumc.org



Semi-annual inspections will be using MaRRS to document and track

Any deficiencies found during semi annuals will be recorded in MaRRS. MaRRS is found in the ARIES program.

PI's will need to acknowledge and respond to any deficiencies within MaRRS.

OAWA office will provide a detailed step by step walk-through on how to view/acknowledge and respond.

Please pay attention to the nonreply automatic emails that will be generated from ARIES/MaRRS

Post-approval Monitors will be available to help with questions and guidance as we make the transition.

Operations Updates


ACUP Emergency Plan: Staffing Shortage

Triggering Metric: ACT staffing level at or below 50%.

DAC Operations Staffing		As of 11/10/2023				
Position	Total Positions	Open	Hired (not started)	In-Training	Fully Trained and Working	Percent Fully Trained and Working
Manager	4	1	-	-	3	75%
Animal Care Technician	28	13	2	-	13	46%
Lead Animal Care Technician	5	1	-	1	3	60%
Cage Wash Technician	12	4	-	1	7	58%
Lead Cage Wash Technician	2	-	-	-	-	100%
Total	51	18	-	2	27	53%

ACUP Emergency Plan: Staffing Shortage

Operational Changes:

- No impact on services
 - Cage change frequency remains every three weeks
 - IACUC Approved Temporary Exception to *The Guide*: wire bar lids and filter tops will only be changed every 90 days
 - Staff will continue to spot-change cages as needed
- 

ACUP Emergency Plan: Staffing Shortage

How you can help:

- Double check rodent cages for access to, and adequate amounts of, food and water.
- Clean up hoods, cabinets, and work surfaces after use.
- Before placing soiled rodent cages in bulk trucks, dump the food into the cage bottom.
- Reduce waste volume by bundling your used PPE as small as possible before throwing it away.

If you have any questions, please reach out to
Jeremy Parker (jeremy.m.parker@vumc.org)

Veterinary/Clinical Updates

Update on Buprenorphine SR Ordering

- Buprenorphine SR Lab (Bup SR; compounded analgesic from ZooPharm/Wedgewood Pharmacy) can no longer be purchased by VUMC researchers
 - As a large medical center, protective policies are in place that prohibit the use of P cards to order controlled substances
 - ZooPharm/Wedgewood will not accept purchase orders
- As an alternative, **Ethiqa XR** or traditional Buprenorphine HCl may be used
 - Ethiqa XR available from Patterson, Covetrus, MWI, Midwest Vet Supply
 - IACUC protocol must be approved for the Buprenorphine formulation you will use

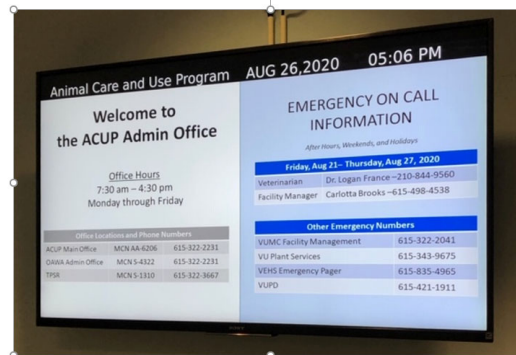


REMINDER

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.**

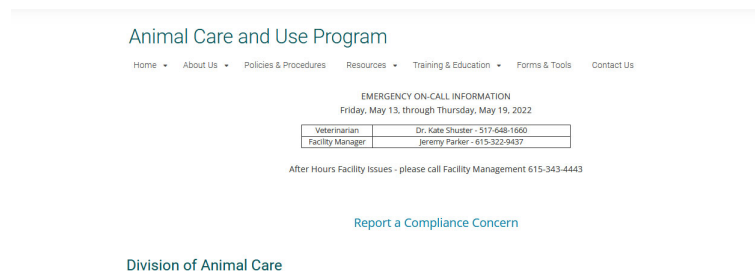
Facility Monitors



Emergency On-Call Information (updated weekly)

Facility Contact Information

ACUP Website



Save the Date



The next ACUP Quarterly
Informational Meeting
February 29, 2024