By Matt Taylor, BS, CMAR, ILAM, RLATG, CPIA
UCUCA Regulatory Compliance Associate

With the UCUCA’s recent transition from eSirius to the eResearch Animal Management (eRAM) system, we are aware that you may have questions or require help when you use the system for the first time. We are here to point you in the right direction!

1) **Before you start any amendment or protocols in eRAM:** Make sure you click on the “Update Animal Handling Details” link on the left hand side of the screen in the protocol workspace. This step must be completed first!

2) **You are having trouble with eRAM:** If you are having trouble logging in, you can’t see information for your protocol, you are having trouble making changes, etc., these and other program-related issues will be handled by the ITS Help Desk. They are available Monday–Friday (7AM-6PM). You may contact them by phone (734) 764-4357, option 1; or by email itsadminhelpdesk@umich.edu.

3) **You were not able to attend an eRAM training class:** The eRAM team has created downloadable Quick Reference Cards that take you step-by-step through processes such as understanding protocol workflow, creating an amendment, and things only a PI can do. We encourage you to view these materials before calling the UCUCA Office or ITS. The link for the quick reference documents is: http://www.umich.edu/~eresinfo/eram/training.html

4) **You have a question regarding a UCUCA Policy or Guideline:** Any questions related to animal use and UCUCA can be directed to your RCA at any time (see page 2). Astrid, Noel, Pat & Matt are there to help! All UCUCA Policies and Guidelines may also be viewed from the UCUCA Website at http://www.ucuca.umich.edu.

5) **You don’t know how to access eRAM:** eRAM can be accessed from either the UCUCA website or from the eResearch website. Access is made even easier as it only takes your Kerberos log in information (Level-1) to access the website! No more double log in!

The UCUCA Office and eRAM team are striving to make the eRAM system the best it can be. If you have any comments or concerns with we appreciate your feedback! Feel free to email: eram.contact@umich.edu.
The Jody C. Ungerleider Memorial Award for Outstanding Contributions to Laboratory Animal Welfare

The University of Michigan Committee on the Use and Care of Animals (UCUCA) and the Unit for Laboratory Animal Medicine (ULAM) are soliciting nominations for the Jody C. Ungerleider Memorial Award. This award is given for outstanding contributions toward the humane use and welfare of laboratory animals.

Jody Ungerleider was a Research Assistant at the University of Michigan for many years. In that capacity she carried a significant share of the responsibility for the care and treatment of animals used in the laboratory in which she worked. She believed profoundly that the humane care and welfare of all animals used in research should be one of the highest priorities involved in biological experimentation. The purpose of the Ungerleider Award is to recognize individuals within the University of Michigan whose activities and attitudes toward the use of laboratory animals in research are consistent with those high standards. University staff and students who participate in any aspect of animal research or use of animals for education and training are eligible. The award consists of a plaque appropriately inscribed and a cash award.

Nominees for the award should meet at least one of the following criteria:

1) Demonstration, through their actions, of concern and compassion for laboratory animals and advocacy for the humane treatment of animals as an essential component of laboratory research;

2) Specific research or technological contributions to the advancement of the human use or treatment of laboratory animals;

3) Specific contributions to the education of researchers, animal handlers, and/or the general public regarding the use of laboratory animals in biological research with special emphasis on their humane treatment.

A letter of nomination should be sent to the Committee for the Jody C. Ungerleider Memorial Award, in care of Anne Sodemann, sodemann@umich.edu, Unit for Laboratory Animal Medicine, 1301 Catherine Street, 018 Animal Research Facility, Box 0614. Electronic submissions are highly encouraged. The nomination letter should document the nominee’s specific contribution(s) in reasonable detail. Additional material that supports or more fully details an individual’s qualifications may be included although a maximum of four letters of support will be considered.

All nomination packets must be received by June 17, 2011.

Contact Your Regulatory Compliance Associate

Please contact the appropriate UCUCA regulatory compliance associate (RCA) if you need help with your protocol. Each of the RCAs is responsible for a section of the alphabet, based on PI last name:

- A-F: Astrid Haakonstad: 764-6850, astridh@umich.edu
- G-L: Noel Ramsey: 764-2187, nbramsey@umich.edu
- M-R: Pat Kehres: 764-9122, kehres@umich.edu
- S-Z: Matt Taylor: 615-8791, matttayl@umich.edu

For help with facility-related issues, contact Dawn O’Connor: 936-9329, occonnord@umich.edu.
ULAM Technical Services Team Formation

By Carrie Schray, MA, HT (ASCP)  
ULAM Manager of Special Services

Husbandry & veterinary technicians have been working on the formation of a technical services team for the past few years. During this time, we have seen an increase in requests from researchers who need a variety of services, and ULAM has been working with a number of our staff to train technicians in the types of requests we have received, from blood draws to tail biopsies, and to more specialized items including tumor and post surgical monitoring.

ULAM is now ready to formalize a technical services team with dedicated husbandry members. The veterinary technician portion is still under development as services are requested. There will be a 3 member primary husbandry team who will be routinely performing tasks as they are requested. A secondary husbandry team is also being established that will cover for the primary team when they are unavailable. While all of the specifics are still being worked out, I would like to congratulate the following staff on their team membership:

Primary Team: Chrystal Hurst, Kristin Juckette, Florin Timpau

Secondary Team: Megan Gerow, Sara Grove, Kaitlin Harvey, Liz Kotus, Carolyn Kuenz, Liz Vernasco-Price, Christopher Wold

Thank you to Chrystal Hurst and Julie Brinkmeier, and several others for all of their past efforts to help coordinate and develop the technical services group to where it is today. As of January 3, 2011 I am assuming the role of coordinator and will have a major part in moving the services forward. Katie Shuster, one of our veterinary residents, is working with us and the training core to help get things moving as well.

None of this is possible without the dedication and willingness of staff to be a part of it. Thank you to everyone who has participated in the past, and to those staff who are going forward. We couldn't do it without you!

To contact the ULAM Technical Services Team, email ULAM-Techservice@umich.edu, or if you have any questions, concerns or comments about technical services, feel free to contact me at 647-0731 or schrayc@umich.edu, Valerie Hill at 764-3531 or valhill@umich.edu, or Katie Shuster at 764-0277 or kshuster@umich.edu. We will be glad to listen.

eRAM Help

To sign up for eRAM training or to download the Quick Reference Cards, click here: http://www.umich.edu/~eresinfo/eram/training.html

For technical questions and error resolution, contact the ITS Help Desk:
**Phone:** 764-4357, option 1  
**Email:** itsadminhelpdesk@umich.edu

For regulatory or compliance issues, contact the UCUCA office:
**Phone:** 763-8028  
**Email:** ucuca.office@umich.edu
By Elaine Videan, PhD
UCUCA Manager

Both the Public Health Service Policy (PHS Policy) and the Animal Welfare Regulations require semi-annual inspections of animal facilities. Throughout the year, the UCUCA inspects animal housing and use rooms, facilities, and laboratories using the Guide for the Care and Use of Laboratory Animals as a basis for evaluation. In addition, the UCUCA compliance staff inspects laboratory spaces that conduct rodent survival surgeries semi-annually on behalf of the UCUCA. The goal of the UCUCA inspections is to confirm that the expected standards of animal care and use are being maintained. A sound and compliant laboratory benefits the entire university community, and supports successful research outcomes.

So, what does the UCUCA expect when they conduct these inspections? The UCUCA does not require that everything be shiny and new. However, the UCUCA does expect that animal housing and use spaces are clean, organized, and safe for both personnel and animals. Caging should be in good repair, contain only the appropriate number of animals allowed per cage, and be appropriately labeled with the PI, species/stock/strain, current UCUCA protocol number, and other pertinent information. All supplies (e.g., food, drugs, enrichment) should be properly stored and any expired materials should be disposed of appropriately. All appropriate records (e.g., daily husbandry records, tumor monitoring sheets, post-operative monitoring records) should be complete and easy to locate. Finally, all animals should be in reasonably good health.

The results of these inspections are reviewed by the UCUCA at a monthly meeting and sent in a report to the Vice President for Research twice each year. Our basic philosophy is that every effort should be made to have the UCUCA, research staff, and husbandry personnel work together to develop and maintain a high quality animal care and use program. Remember, good research starts with good animal care!

### Updated Policies and Guidelines

The following policies and guidelines have been updated and are available for download from the UCUCA website (www.ucuca.umich.edu):

- UCUCA Policy on Management of Fighting and Fight Wounds in Mice (NEW)
- UCUCA Policy on Food and Water Restriction or Manipulation in Laboratory Animals
- UCUCA Policy Regarding Recordkeeping and Reporting
- UM UCUCA Policy on Pain and Distress Categorization for Animals Exposed to Noxious Stimuli
- UM Methods of Euthanasia by Species
- UCUCA Policy for the Expiration of Animal Use Protocols
- UCUCA Policy on Animal Procedure Records
- UCUCA Policy for Monitoring Sanitation of Primary Enclosures
- UCUCA Policy on End-Stage Illness and Humane Endpoints

Please review the above referenced documents if applicable to your research. It is the PI’s responsibility to ensure that the most recent version of applicable guidelines and policies are followed and that all staff members working with animals are also apprised of these regulations. Please don’t hesitate to contact the UCUCA office at 763-8028 or ucuca.office@umich.edu if you have any questions about the updated policies and guidelines.
Regulatory Compliance

Amendments, Explained

By Astrid Haakonstad, BA, LVT, CPIA
UCUCA Regulatory Compliance Associate

The UCUCA Office receives many questions regarding protocol amendments, including what constitutes an amendment, how long does it take to get approved, and whether an amendment is even required.

An amendment is any change to a protocol, including adding a new species, changing a drug or the way it is administered, modifying a procedure or a timepoint, adding adverse effects, changing housing or use locations, or modifying the personnel listed on the protocol. In short, if something changes, it requires an amendment to the protocol.

There are four types of amendments; PI change, scientific, funding, and personnel:

1) **PI Change**: Change the PI on the protocol. This amendment type allows for the PI to edit the entire protocol to incorporate any changes requested by the new PI. These are reviewed by the Committee.

2) **Scientific**: Add, modify, or delete procedures, drugs, animal numbers, species, adverse consequences, goals and objectives, housing and use locations. These are reviewed by the Committee (with the exception of an amendment containing location changes only; these are reviewed administratively by the UCUCA compliance staff).

3) **Funding**: Add, modify, or delete internal or external funding. These are reviewed administratively by the UCUCA office.

4) **Personnel**: Add, modify, or delete personnel other than the PI. These are reviewed administratively by the UCUCA office.

The eRAM system allows for one personnel, one scientific, and one funding amendment to be submitted concurrently for the same protocol. This allows for more efficient processing of administratively-reviewed amendments (personnel, funding) independent of a scientific amendment.

In general, administratively-reviewed amendments can be approved within a few days. Amendments reviewed by the Committee may take anywhere from 2-4 weeks for minor changes (such as adding a new anesthetic agent) to 6-8 weeks for major changes (such as adding a new species or a complex procedure). It is recommended to submit amendments far enough in advance of your planned procedures in order to allow for the required review. Once it’s submitted it is advised to keep track of the amendment’s progress on eRAM, and to address any emails that come from eRAM that require action from the PI. As always, you can also contact your UCUCA regulatory compliance associate for help (see page 2).

Please also note that the first scientific amendment submitted on each protocol via eRAM will require you to answer additional questions throughout the protocol. These are new or revised questions that the system could not convert from eSirius. The animal handling details also will need to be completed prior to submitting your first amendment. The error verification step will notify you of each page that has an unanswered question on it.

www.ucuca.umich.edu/backbone
Before working with any animal, please ensure that you have the right cage and the right animal by checking the cage card and/or tag on that animal. Make sure that the principal investigator and protocol number are both correct, and also ensure that the protocol expiration date is current.

This will ensure that you do not use another investigator’s animals by mistake, and that your protocol remains in compliance. If you see a cage card that looks like it has incorrect information, or a cage that is mislabeled, please notify your husbandry supervisor as soon as possible, or if you have questions you can also contact the UCUCA office at 763-8028 or ucuca.office@umich.edu.

Animal Concern Hotline
Animal Concern Hotline Number:
(734) 763-8028
Animal Concern Online Submission Form:
www.ucuca.umich.edu/complaint.htm
IF YOU SEE ANYTHING THAT TROUBLES YOU, PLEASE DO NOT HESITATE TO CONTACT US!

Contact A ULAM Vet
Monday-Friday, 8am-5pm: Call ULAM (764-0277)
After hours, weekends, and holidays: Call DPS (763-1131)

Get A Backbone!
The Backbone is no longer available on paper. It is distributed via email and published on the UCUCA website. As always, back issues are available on the website. To download an issue, go to: www.ucuca.umich.edu/backbone.

Got Feedback?
Do you have questions, comments, corrections, or suggestions about The Backbone? Is there a topic you would like to see covered in a future issue? We want to hear from you! Email us at ucuca.office@umich.edu or call 763-8028 and tell us about it!

Snail Mail
University of Michigan
UCUCA
1301 Catherine St.
018 ARF
Ann Arbor, MI 48109-5614

Personnel Changes In Your Lab?
Do you have new personnel in your lab? Make sure to add them to your protocol if they will be using animals; EVEN IF THEY ARE TEMPORARY OR SUMMER PERSONNEL! Anyone who uses animals at any time under a UCUCA-approved protocol MUST be listed on that protocol before using animals.

Also, if there are personnel who no longer work in your lab, they should be removed from your protocol.

eRAM Training
PIs and laboratory staff are encouraged to attend the hands-on training course for creating applications and amendments in eRAM.

To sign up for a class or to download Quick Reference Cards, click here: www.umich.edu/~eresinfo/eram/training.html.
The Tailbone

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S-Z: Matt Taylor
Phone: 615-8791
Email: mattrayl@umich.edu

ULAM Training Core
Phone: 763-8039
Email: ulam-trainingcore@med.umich.edu
Website: www.ulam.umich.edu/services/training.html
Contact: Stella Webb

eRAM Help
ITS Help Desk
Phone: 764-4357, option 1
Email: itsadminhelpdesk@umich.edu

Training & Quick Reference Cards:
www.umich.edu/~eresinfo/eram/training.html

OSEH
Phone: 647-1143
HazMat: 763-4568
Fax: 763-1185
Website: www.oseh.umich.edu

Department of Public Safety
Emergencies: 911
Non-Emergency Concerns: 763-1131
Anonymous Tip Line: (800) 863-1355
Email: public.safety@umich.edu
Website: police.umich.edu

Animal Concern Hotline
Phone: 763-8028
Anonymous Online Submission Form:
www.ucuca.umich.edu/complaint.htm