By Julie Giordano  
UCUCA Office

eSirius, the new online animal use application system for the University Committee on Use and Care of Animals (UCUCA), is available for investigators and their staff to fill out, submit, and amend animal use applications approved in eSirius from any computer that has internet access. Here are a few helpful tips for using the program:

REQUEST ACCESS NOW! You can use eSirius to monitor and renew your animal use application. To access the eSirius program, you must submit an eSirius Access Form. This form can be found on the UCUCA website at http://www.ucuca.umich.edu (click the “Forms” tab, then the “eSirius” link).

USE YOUR KERBEROS PASSWORD TO ACCESS THE PROGRAM! The use of your U of M Kerberos password is now required to access the eSirius program. If you do not know your password, go to https://accounts.www.umich.edu/hint-bin/retrieve.

RESET YOUR PASSWORD! When you log into eSirius for the first time, please reset your password with the link on the left side of the eSirius homepage.

START EARLY! The review period is currently four to six weeks for new or renewal applications, so please allow ample time for the completion, review, and approval of your new or full review renewal application. If you have access to the system, you will be notified that your protocol needs to be renewed 120 days before expiration.

Continued on next page...
READ THE PI USER MANUAL! You will find helpful step-by-step instructions for using the new program, as well as time-saving tips and contact information.

CLICK ON ALL HIGHLIGHTED ITEMS ON ALL PAGES (SURGERIES, ANESTHETICS, ETC.)! These highlighted items are links to pages within the application with more questions that must be answered, especially if the information has been transferred from a renewal protocol.

ONLY ANSWER THE QUESTIONS ASKED! Our new protocol form is more extensive than our previous Form 8225. We will ask all those questions you are dying to answer and more, and give you a chance to tie it all together in our Animal Use Procedure Description question in section 11.E.14 of your application.

REMEMBER TO SAVE AND CONTINUE! This function saves your work and allows you to move to different areas of the protocol.

USE THE VIEW/PRINT PROTOCOL OPTION! This feature allows you to view, print and save the most current version of your protocol at anytime without interrupting your work in eSirius. There are three ways to View/Print your protocol:
1. Click “Protocol Search” on your eSirius homepage. Select a protocol, click on the highlighted protocol number, and follow the directions.
2. While you are working on an unfinished protocol you can View/Print by clicking on the “View/Print Protocol” link (option 15) in the table of contents of your in-progress protocol and follow the directions.
3. When working on a new protocol, you can View/Print by clicking on your highlighted protocol number on the Submit page of your protocol under review, then follow the directions.

KEEP YOUR SPECIES SEPARATE! All species information will be added under the appropriate species, so do not mix species information.

TRY, TRY AGAIN! If you receive an error message, use your browser’s back arrow to try again, then contact the UCUCA Office at ucuca.office@umich.edu or at (734) 763-8028 for help with the problem.

FORGET YOUR PASSWORD? Contact the UCUCA Office to have your password resent to you.

USE THE VIEW PROTOCOL SPECIES USAGE REGISTER! You can view your current animal balances on all of your protocols using this report.

CAN’T FIND YOUR EXPIRATION DATE? USE ESIRIUS! Use the Protocol Search Report to find the status, title, and expiration dates of all your protocols.

IF YOU ARE NOT SURE, ASK! We are here to help you! Please give us a call at (734) 763-8028 or email us at ucuca.office@umich.edu.
ANIMAL IDENTIFICATION: IT’S IN THE CARDS

By Steve Durkee
UCUCA

According to the Guide for the Care and Use of Laboratory Animals, cage cards should include the following information:

- Protocol number
- PI name and location
- Source of the animal
- Strain or stock
- Pertinent dates (date of arrival and/or date of birth)

This information should be available with the animals at all times until the end of the study; however, this does not mean that a cage card is always required when the animals are in the laboratory. If a laboratory staff member is with the animals and can provide the required information, then no cage card is needed. If the animals are or will be unattended for any length of time, then identification should be with the animals to assure compliance with the requirement.

A single card can be used to provide protocol number, source, and locations of the responsible investigators for a single shelf, a rack, or an entire room, as long as the information is correct for all of the animals in that specific area. Unique animal information will still need to be with the individual animals (i.e., strain/stock and pertinent dates). An easy-to-understand explanation of the identification system, along with clear and prominent posting, are required with this method of identification. In addition, the system should not be easily compromised (e.g., unlabeled cage returned to the wrong spot with the wrong information).

The responsibility for providing the correct information on the cage card rests with the investigators and their staff. The animal facility managers are charged with assuring this information is available and with the animals while they are in the animal housing areas. Please check cage cards to ensure that all the appropriate information is listed for the animals you utilize in your research endeavors.

...eSirius tips, continued from previous page

SIGN UP FOR ESIRIUS TRAINING! This class is a great way to see a demonstration of the system prior to your own protocol submission, not to mention getting in touch with the UCUCA Office staff. Please visit the UCUCA website, http://www.ucuca.umich.edu, and click on the “Training” tab for information regarding training classes.

PAPER FOR PAPER, ONLINE FOR ONLINE! For applications that were submitted and approved on paper, there will be no change to the modification process. Modifications for these applications will continue with the paper system (by submitting a memo on paper or by email). For applications started and approved in eSirius, modifications will be submitted through eSirius.

CONTACT UCUCA WITH QUESTIONS! Investigators can contact the UCUCA Office at (734) 763-8028 or ucuca.office@umich.edu if they have any questions regarding this new web-based system.
ANIMAL HANDLER OCCUPATIONAL HEALTH AND SAFETY PROGRAM

By Janet Follo
OSEH

Occupational Safety and Environmental Health (OSEH) has developed a comprehensive guideline outlining the University Animal Handler Occupational Health and Safety Program. The guideline details a complete program, from hazard identification to risk assessment to control of operations to the occupational medical program for monitoring personnel. It can be found on the OSEH website at http://www.oseh.umich.edu/animalhandlerprogram.html.

The guideline provides information on the coordination between several university committees and departments who all have an interest in animal research safety, including the University Committee on Use and Care of Animals (UCUCA), the Institutional Biosafety Committee (IBC), the Unit for Laboratory Animal Medicine (ULAM), as well as OSEH.

The overall management of the animal care and use program on the University of Michigan campus is the responsibility of the UCUCA. Fulfillment of the occupational health and safety administrative and support requirements are the responsibility of OSEH. The charge to the OSEH Program is to identify hazards involved with animal care and use, assess the risk(s) associated with those hazards, and reduce those risks through training, guidance programs, direct services, and promotion of best practices.

The guideline applies to all faculty, staff, and students who have direct contact with animals; direct contact with non-sanitized animal caging or enclosures; direct contact with non-fixed or non-sterilized animal tissues, fluids, or wastes; and/or who provide service support to animal equipment, devices, or facilities; or provide compliance review services. The species of animals and associated hazards that will be encountered in the workplace determine what type of health assessment and safety training each employee will receive. The specific measures needed are dependent on the risk to human and animal health represented by the research agent, and the difficulty involved in containing the agent.

One significant update to this program involves the hazard identification and risk assessment process. Research protocols involving the administration of hazardous materials to animals must be reviewed and approved by UCUCA in conjunction with OSEH. Upon review OSEH will provide both the investigator and animal care personnel with specific guidance for working safely with the hazardous materials.

It is the responsibility of the project director to inform laboratory staff who work with research animals of OSEH’s recommendations and to ensure laboratory staff adhere to those recommendations and other policies and procedures while working in the animal facility. Please ensure you read the complete guideline for all information relating to the Animal Handler Program and contact OSEH Laboratory Safety at (734) 763-6973 if you have questions.

Have You Hugged Your Pet Today? Happy Spring From The Backbone
THE WHY AND WHEREFORE OF IDENTIFYING PERSONNEL

By Steve Durkee
UCUCA

A well-seasoned principal investigator (PI) readily reviews her animal use protocols to see if updates or changes to existing procedures need to occur. Knowing these changes need to be approved by the UCUCA prior to being performed, she plans ahead and submits a modification request. Another important change to protocol information is sometimes missed: new laboratory personnel. When new personnel arrive in the laboratory, there are many things that they need to learn, both about the laboratory and the university. In this chaos, the simple update to the UCUCA is occasionally missed. Just like having procedures approved, identifying personnel who will work with the animals is just as important.

New animal use personnel need to be identified to the UCUCA for a variety of reasons: they need to be enrolled in the “Animal Handler’s Medical Surveillance” program, they need to attend UCUCA training classes, and they need access to the animal facilities. Each individual should be given, or have access to, a copy of every approved animal use protocol they will be working on. In terms of working with animals, this is the most important piece of information they will receive. This should be the most recent, approved version of the protocol. A method to provide approved protocol changes to laboratory staff should also be in place for each laboratory. For security purposes, it is also important to notify UCUCA and ULAM when personnel leave, so that facility access can be removed.

For applications that are approved with the paper Form 8225, an email or memo can be sent to ucuca.office@umich.edu with the individual’s name, campus address, email address or UM unique name, lab phone number, and the UCUCA approval number(s) he or she will be working on. For applications approved in the electronic format (eSirius), the person can be added to the protocol in eSirius via the electronic amendment process.

Identifying new personnel to the UCUCA assures that they will be enrolled in the appropriate programs and receive training in an efficient and timely manner. In the long run, this means the university will be in compliance with regulations and our animals will get the most humane treatment.

If you have questions or concerns regarding this personnel changes or any other issue related to animal use, please contact the UCUCA Office at (734) 763-8028 or ucuca.office@umich.edu.

It was so much easier racing the tortoise!
NOT JUST A BORING LECTURE: UCUCA TRAINING

By Steve Durkee
UCUCA

Starting a new job usually means attending many long, tedious orientation meetings. Benefits, retirement accounts, rules...all of this can be overwhelming and it is easy to become a zombie, listening as the person talking goes on and on, just like in the 12 other sessions you had to attend that week. So, it is likely that you register for the required UCUCA animal personnel training courses with a sense of dread. In the Animal Care and Use Orientation lecture, one learns that a training program is required under the Public Health Service Policy on the Humane Care and Use of Laboratory Animals (PHS Policy). Usually boring regulations make for boring classes, but here at the University of Michigan, the regulations come to life! The reason we have a training program isn’t just because the law requires it, but because it ensures increased humane treatment for our research animals, more confident technicians, and more successful research experiments, which is the reason we are all here.

Whether seeking a PhD or starting that first post-college research position, one never realizes the efforts that need to be undertaken to learn the new set of skills and rules that go along with animal experimentation. The UCUCA training program is designed to provide people of all skill levels and experience with a custom-tailored training program, both based on the needs of the protocol and the individual. The University of Michigan upholds the highest standards in animal care and use, assuring through proper training that people are comfortable, confident, informed, and capable of performing the required tasks. Lecture topics include regulations, animal use applications, veterinary guidelines, UCUCA guidelines, and species-specific information. Another aspect of the training program is the ever-popular hands-on/wet lab courses. By the time you are finished with the UCUCA courses, you will realize that the UCUCA staff is here to serve as a guide through the regulations, procedures, and administrative tasks that accompany animal work.

Enrollment in these courses occurs through an online registration system, available via the UCUCA website (http://www.ucuca.umich.edu/train.htm). If you click on “Registration,” you can view currently offered courses. You can click on “View Schedule” to select a date and time for the required course. The registration system requires a minimum amount of information to register: your name, UM unique name, email address, Principal Investigator’s name, and the 5-digit UCUCA protocol number you will be working under.

We also recognize that some people arrive at UM with vast amounts of experience in animal experimentation. In each training requirement email that is sent out, there is an option to contact Stephen Durkee (sdurkee@umich.edu or (734) 936-4983) or Dawn O’Connor (oconnord@umich.edu or (734) 936-9329) to seek exemption from classes that will not impart new knowledge. The UCUCA staff keeps abreast of new methodology to assure that pain and distress is minimized for the students and the animals. Although some training courses are mandatory regardless of the years of experience an individual may have, other courses can be exempted based on demonstrable skills.

In short, please remember that learning to work with animals is a process. The courses offered by the UCUCA are meant to point out key issues, common misunderstandings, and provide an appropriate environment to learn the skills to produce reliable research results that save lives.
BONE FRAGMENTS

REMINDER: SPOT LABORATORY INSPECTIONS

In accordance with the Public Health Service (PHS) Policy and AAALAC recommendations, the UCUCA will soon be coming to visit your laboratory space. We will be looking at areas in the lab where animals are used, reviewing records (controlled substances, surgical record forms), and reviewing protocol procedures. We are also available at this time, and always, to answer any questions you may have regarding your protocol, regulations, training, etc. Please feel free to contact the UCUCA Office with questions (3-8028, ucuca.office@umich.edu, or our website: www.uca.umich.edu).

BRING RECOGNITION TO YOUR LAB!

JODY C. UNGERLEIDER MEMORIAL AWARD

NOMINATE YOUR STAFF MEMBER OR STUDENT WHO HAS MADE AN OUTSTANDING CONTRIBUTION TO THE HUMANE CARE AND TREATMENT OF ANIMALS USED IN BIOMEDICAL EXPERIMENTATION.

Research 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 of $200.

For more information and nomination guidelines visit: http://www.research.umich.edu/contacts/ovpr/Ungerleider_Memorial_Award.pdf

Letters of nomination for 2006 will be accepted beginning July, 2006.

ANIMAL CONCERN HOTLINE

Animal Concern Hotline Number:
(734) 763-8028

Animal Concern Online Submission Form:
http://www.ucuca.umich.edu/complaint.htm

IF YOU SEE ANYTHING THAT TROUBLES YOU, PLEASE DO NOT HESITATE TO CALL OR SUBMIT AN ANONYMOUS REPORT ONLINE!

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 (734) 763-8028 and tell us about it!

GET A BACKBONE!

Readers wishing to receive future issues of The Backbone can be included on the mailing list by completing and returning the request form on the back page of the newsletter. Additional copies of The Backbone are also available from the UCUCA office.

SNAIL MAIL

University of Michigan
UCUCA
1301 Catherine St.
3502 ARF
Ann Arbor, MI 48109-0614
☐ Add my name to your mailing list.

☐ Send me _____ additional copies of The Backbone ________________ (Month/Year).

Please complete and return to the University Committee on Use and Care of Animals (UCUCA).

Name __________________________________________ Department ___________________________

Telephone____________ Fax________ Address________________________ Campus Zip________

Principal Investigator___________________________________________________________

E-mail Address_______________________________________________________________

Topics/areas of interest you would like to see explored in future issues: _________________________

University of Michigan
University Committee on Use and Care of Animals (UCUCA)
3502 ARF 0614
763-8028 (Telephone) 936-3234 (FAX)
ucuca.office@umich.edu (e-mail)
www.ucuca.umich.edu (website)