

MUSC Institutional Animal Use and Care Committee

MUSC Department of Lab Animal Resources

Checklists

Step 1 - Contact IACUC Program Manager and Attending Veterinarian

Contact IACUC Program Manager and Attending Veterinarian for initial discussion

- IACUC Program Manager: Cyndi Rosenblatt, Ph: 792.0021; roscyn@musc.edu)
- Department of Lab Animal Resources: Suzanne Craig, DVM, Ph: 843-876.5212; craigs@musc.edu)

Step 2 – Submit Single IACUC Protocol

Submit single IACUC protocol 2 months ahead of time

- <https://eprotocol.musc.edu/>

Step 3 – If IBC covered work is involved

If IBC-covered work is involved, submit a protocol that covers the animals getting to campus

- (e.g., breeding protocol), and amend it for the IBC-covered work after IBC approval is obtained
- (***IBC approval is NOT possible prior to arrival on campus and setup of lab***). Contact Yashmin Karten, IBC Program Manager at: Ph: 792.6512; karteny@musc.edu

Step 4 – Coordinate with DLAR

Coordinate with DLAR regarding transfer of animals 1 month ahead of time:

- Must have IACUC approval completed before transferring animals or ordering**
- Barrier Training completed
- Once animal housing is identified, DLAR will arrange for Public Safety to give PI card access to that facility

Animal Transfer Checklist:

- http://academicdepartments.musc.edu/dlar/animal_care/index.htm
- http://academicdepartments.musc.edu/dlar/animal_care/index.htm#transfers
- <http://academicdepartments.musc.edu/dlar/forms/Transfer%20Form.pdf>

*****While an approved protocol in the PI's name is preferred, a holding protocol is available if approval is not finalized prior to the transfer date.***

Step 5 – Complete necessary training

- CITI modules may be completed ahead of time: <https://horseshoe.musc.edu/research/citi>
- **Barrier Facility** is an in-person class and no access to animal facilities is granted until it's completed but protocol can be approved and released prior to completion:
 - a) Barrier training course taught by our compliance officer, Noah Muha (muhan@musc.edu)
 - All classes are held in Basic Science Building, room 435.
 - For review purposes ONLY, here is the class material.
 - In the weeks following the lecture, tour and hands on training opportunities will be provided upon request to all that attend. Please use this opportunity to have your personnel trained in proper procedures within the animal facilities. This includes proper methods for euthanasia, animal transport within and outside the animal facilities, as well as the paper work associated with protocol and room transfers.
 - If you are unable to attend this meeting and would like to schedule a time for a facility tour/training session at a different time please contact Noah Muha to set up an appointment.
- Other on-campus training is dependent on protocol activities and must be completed prior to release of approval: <http://academicdepartments.musc.edu/research/ori/iacuc/education/>