



Spring Inspections are here...

Semi-annual inspections of all UF animal housing and procedure areas begin April 1 and run through May 30. Labs are typically notified the week before inspectors will be in their area. This is a good time to look at your standard lab practices and see if you're maintaining the lab properly. For example, have your **protocols available in the room**, properly dispose of **expired drugs** or at least have them marked as expired and held separately from current drugs, and make sure to **label all solutions and supplies** in your lab with expiration date.

See an inspection checklist at <http://www.iacuc.ufl.edu/inspections.htm>. Please contact Joan Wysocki at 392-9907 or jwysock@ufl.edu if you have any questions.

Important note about Animal Contact Program Enrollment

As you know, the Animal Contact Program is how the University ensures all individuals who will come into work-related contact with animals are formally enrolled in the Occupational Medicine program.

A relatively recent improvement to our program is the implementation of a 3 year renewal policy. Unless directed by an Occupation Medicine healthcare provider to submit more frequent Risk Assessment updates, all individuals with work-related animal contact are required to submit a three year re-submission.

The form is available at - <http://www.ehs.ufl.edu/Bio/Animal/acweb.htm> .

If you open the MS Word version you can type directly onto the form and then print it for signatures and submission. Do not forget to include either a Purchase Order number or a Purchase Card number.

Each individual's current enrollment status is tracked by either EH&S staff, the IACUC staff, or their respective Departmental staff. Individuals not in a current Occupational Medicine program status will be denied permission to have contact with animals as part of their work duties.

myIACUC FAQs

Responding to DR comments in myIACUC. When the Designated Reviewer (DR) has asked you to make changes to a protocol, please make sure to change the body of the protocol itself. You will also need to respond to the change request, but information must be in the body of the protocol because all comments will be deleted when the protocol is approved. Also, the PI has to hit the button *Submit Changes* in order for the DR to read the changes made to the protocol.

Protocol changes for IACUC Full Committee meetings have a deadline. When a protocol is called for discussion at an IACUC meeting, the PI and DR have a week or two to correspond about the protocol and changes needed. All changes to the protocol must be completed before noon on the Friday before the meeting in order for the protocol to be discussed at the meeting. Even if you are in the process of making changes, the protocol will lock up at noon and you won't be able to save your changes at that time.