

**April 2020: SF State Semi-annual Report to IO**

**Memorandum to:** Michael Scott, Institutional Official  
**From:** SF State Institutional Animal Care and Use Committee (IACUC)  
**Subject:** April 2020: Semiannual Report of the Program Review and Facility Inspection  
**Date:** 6/26/2020

This report summarizes the IACUC's results of its program review and facility inspection, as required by the Public Health Service (PHS) Policy on Humane Care and Use of Laboratory Animals ([Policy](#)), Section [IV.B.1.-3.](#), the *Guide for the Care and Use of Laboratory Animals* ([Guide](#)), and the Animal Welfare Act ([AWA](#)) regulations, as applicable. Submission of semiannual reports to the Institutional Official is a condition of this institution's Animal Welfare Assurance with the NIH Office of Laboratory Animal Welfare (OLAW).

**Since the last review, the following changes have occurred in the institution's program for animal care and use (PHS Policy [IV.A.1.a.-i.](#)):**

N/A

**I. Description of the Nature and Extent of the Institution's Adherence to the PHS Policy, the *Guide*, and the AWA**

Departures from the PHS Policy, the *Guide*, and the AWA.

Select A or B:

- A. There were no departures during this reporting period.
- B. The following departures have been reviewed and approved by the IACUC: [*include reason for each departure*] – see attached

**II. Deficiencies in the Institution's Animal Care and Use Program**

Animal Care and Use Program Review Date(s): **April 29, 2020**

Please see the attached table of deficiencies identified in the April 29, 2020 Program Review.

**III. Deficiencies in the Institution's Animal Facilities**

Animal Facility Inspection Date(s): **April 27, 2020**

Please see the attached table of facility deficiencies from the semi-annual inspection conducted on 4/27/2020.

**IV. Minority Views**

No minority views were submitted or expressed.

**V. Signatures** [*signatures of a majority of the IACUC members required by AWAR (§2.31,c,3), if applicable*]

Names of IACUC Members	Signatures
Lynne Dowdy	
Julian Castaneda	
Freeland Dunker	
Vance Vredenburg	
Eric Routman	
Nancy Catena	
Karl Murphy	

**IACUC Semiannual Program Review: 4/29/2020**

## Deficiency summary

Dates: 4/29/2020

Members in attendance: L. Dowdy, F. Dunker, K. Murphy, N. Catena, J. Castaneda, E. Routman

<b>Program Requirement: Identified Deficiency</b>	<b>Category</b>	<b>Resolution and Timeline for Correction</b>
<b>Animal Care and Use Program:</b> <b>Sufficient resources are available to manage the program, including training of personnel in accord with regulations and the Guide:</b> tanks with gobies lack biofilters; current financial and human resources are insufficient to manage program	M	Plan to move all vertebrates to centralized Animal Facility. ORSP has provided financial and logistical support for this move.  Anticipated Correction Date: 12/31/2020
<b>Disaster planning and Emergency Preparedness:</b> <b>Plans for each facility to include satellite locations are in place:</b> There is not a comprehensive plan in place yet.	M	An IACUC subcommittee has a draft emergency action plan which includes satellite locations.  Anticipated Correction date: 12/31/2020
<b>IACUC Protocol Review – Special Considerations:</b> <b>Investigators conducting field studies know zoonotic diseases, safety issues, laws and regulations applicable in study area:</b> a system to measure and track this component of protocol review remains to be determined	M	The IACUC discussed implementing an annual sub-committee meeting with occupational health consultant and EHS representative for investigators with field studies to meet this minor deficiency.  Anticipated Correction date: 6/30/2021
<b>IACUC Records and reporting Requirements</b>	M	Due to staff turnover in ORSP HAP office, the report to the IO was not submitted within 6 months (Oct 2018 submitted 2/5/2019; May 2019 submitted 11/13/2019)  Anticipated Correction date: 6/30/2020

<p><b>Occupational Health and Safety of Personnel:</b>  <b>pre-employment evaluation including health history:</b>          Currently, personnel approval process for working in a lab requires a medical questionnaire, but more thorough process will be developed.</p>	M	<p>EHS will provide risk assessment checklist for biohazard/biosafety/EHS review for every IACUC protocol connected with campus</p> <p>Anticipated Correction Date: 12/31/2020</p>
<p><b>Zoonosis surveillance as appropriate (e.g., Q-fever, tularemia, Hantavirus, plague):</b>          occupational health consultant reviews protocols involving lab or field studies, but more thorough process will be developed</p>	M	<p>EHS will provide risk assessment checklist for biohazard/biosafety/EHS review for every IACUC protocol connected with campus</p> <p>Anticipated Correction Date: 12/31/2020</p>
<p><b>Occupational safety and health of field studies are reviewed by OSH committee or office:</b> Reviewed by Occ. Health consultant</p>	M	<p>EH&amp;S Field study guide not yet. EHS will provide risk assessment checklist for biohazard/biosafety/EHS review for every IACUC protocol connected with campus</p> <p>Anticipated Correction Date: 12/31/2020</p>

**IACUC Semiannual Facility Inspection: 4/27/2020**

## Deficiency summary

**Dates:** 4/27/2020**Members in attendance:** K. Murphy, J. Castaneda, S. Pelton, L. Dowdy

Room	Room Use	Category	Deficiency	Resp. party	Date/ Resolved/ Plan, with expected date of resolution
HH 814	Break room/ Supply room	(C) Comment	Expired food for mice in refrigerator needs to be disposed	ACF Manager	Will be resolved once shelter in place is lifted
HH 824	Xenopus	(M) Minor Deficiency	Rusty shelving and table need to be removed/replaced	ACF Manager	
HH 231	Sea water facility	(C) Comment	Floors and work surfaces need to be more thoroughly cleaned/organized	PI	

## **Description of the Nature and Extent of the Institution's Adherence to the PHS Policy, the *Guide*, and the AWA**

Please find attached two departures from the *Guide*:

- 1) A student worker in the Animal Care Facility (ACF) did not perform the daily health check on the Xenopus on January 25, 2020. The student worker had recently taken on weekend shifts and was not accustomed to performing all of the tasks. The ACF Manager reminded all staff of the weekend duties, which include daily health checks, and will monitor closely to ensure compliance. The ACF manager reported this deviation from the *Guide*, and a plan to prevent it from happening again in the future, at the February 6, 2020 IACUC meeting. See attached letter from the ACF, dated February 3, 2020.
- 2) ACF Manager requested IACUC approval to store animal feed at a temperature below 75° F, which is above what is recommended in the *Guide* (70° F) but should not be detrimental to food quality. Animal care facility staff will continue to monitor food for mold and vermin, and order and rotate stock to ensure freshness. This issue was identified during the Oct 2019 facility inspection. A request for a variance from the *Guide* was submitted by the ACF Manager and was approved by the IACUC at the April 29, 2020 IACUC meeting. See attached letter, dated April 28, 2020.



Office of Research and Sponsored Programs  
Animal Care Facility  
Hensill Hall 816

02/03/2020

To: San Francisco State University IACUC

**Notice of discrepancy**

On Saturday January 25, 2020, the student worker scheduled to perform the daily health checks neglected to check the Xenopus frogs in room HH824. It is the practice to text me copies of the log sheets on weekends and while I did receive the sheet for room HH822C and answered a question pertaining to that health check, I did not notice the sheet from HH824 had not been sent.

This was the first weekend since the loss of the regular weekend staff member and the student worker was not used to performing the weekend tasks. She realized the mistake and came forward the next day.

Both the remaining workers have been reminded of the weekend duties and I will look more closely at the texts I receive from them in my absence.

Best,



Animal Care Facility Manager



Office of Research and Sponsored Programs  
Animal Care Facility  
Hensill Hall 816

Dear SFSU IACUC,

04/28/2020

Re: HH832 Food Storage Humidity and Temperature-Guide Variance

On 10/21/2019, the Semi-Annual Facility Inspection requested clarification the food storage conditions in HH832 and if they conform to the recommendations outlined in The Guide for the Care and Use of Laboratory Animals, 8<sup>th</sup> Edition (The Guide). The Guide recommends storage of natural ingredient diets at less than 70° F and below 50% relative humidity.

Between 10/23/2019 and 11/5/2019 a log of the temperature and humidity in HH832 was kept. It was found that the temperature exceeded 70° F over 20% of the readings. However, at no time was the temperature greater than 74° F. The humidity never exceeded 50%.

HH832 does not have adjustable temperature controls. It is an interior storage room that is generally not subject to wide temperature swings due to outside weather conditions. The food is also stored in a large vermin proof container within the room.

There has been no evidence of food spoilage since storing mouse food in these conditions.

**I am requesting IACUC approval to store animal feed at a temperature below 75° F. This is above the recommended 70° F but should not be detrimental to food quality. Animal care staff will continue to monitor food for mold and vermin and order and rotate stock to ensure freshness.**

If any more information is needed please let me know.

Best,



Animal Care Facility Manager



**From:** Freeland Dunker [mailto:fdunker@calacademy.org]  
**Sent:** Monday, July 06, 2020 12:05 PM  
**To:** Susan Pelton <spelton@sfsu.edu>  
**Subject:** Re: semi-annual report to the IO (April 2020)

Hello Susan

I approve the Semi-Annual Report to the IO, dated 6/26/2020.  
take care  
Freeland

--

**Freeland Dunker**

Veterinarian  
California Academy of Sciences  
T 415.379.5440  
F 415.379.5705  
[fdunker@calacademy.org](mailto:fdunker@calacademy.org)  
[www.calacademy.org](http://www.calacademy.org)

55 Music Concourse Drive  
Golden Gate Park  
San Francisco, CA 94118

On Mon, Jul 6, 2020 at 9:19 AM Susan Pelton <[spelton@sfsu.edu](mailto:spelton@sfsu.edu)> wrote:

Hi Freeland,

Please find the Semi-Annual Report to the IO attached. I need to collect IACUC members signatures on this report before sending it to Michael. SFSU uses DocuSign, but unfortunately, I can only route to SFSU employees (individuals with SFSU email addresses) for now. Please review and if everything looks ok, please sign off by either:

- 1) Adding your electronic signature to the PDF and sending it back to mr; or
- 2) Replying to this email to confirm that you approve the Semi-Annual Report to the IO, dated 6/26/2020.

If you have any questions or comments about the report, please let me know.

Thank you,

Susan

**Susan Pelton, Interim IRB/IACUC Administrator**

Office of Research and Sponsored Programs  
San Francisco State University  
1600 Holloway Avenue | Administration Building 471 | San Francisco, CA 94132

Attachment: Seminannual Report to IO – April 2020.pdf

**From:** J. Castaneda [mailto:jac482@cornell.edu]  
**Sent:** Saturday, July 04, 2020 11:53 AM  
**To:** Susan Pelton <spelton@sfsu.edu>  
**Subject:** Re: semi-annual report to the IO (April 2020)

Dear Susan,

I approve the Semi-Annual Report to the IO, dated 6/26/2020.

Thank you.

Julian A. Castaneda  
SFSU Attending Veterinarian

On Fri, Jul 3, 2020 at 12:48 PM Susan Pelton <[spelton@sfsu.edu](mailto:spelton@sfsu.edu)> wrote:

Hi Julian,

Please find the Semi-Annual Report to the IO attached. I need to collect IACUC members signatures on this report before sending it to Michael. SFSU uses DocuSign, but unfortunately, I can only route to SFSU employees (people with SFSU email addresses) for now. Please review and if everything looks ok, please sign off by either:

- 1) Adding your electronic signature to the PDF; or
- 2) Replying to this email to confirm that you approve the Semi-Annual Report to the IO, dated 6/26/2020.

If you have any questions or comments about the report, please let me know.

Thank you,

Susan

**Susan Pelton, Interim IRB/IACUC Administrator**

Office of Research and Sponsored Programs  
San Francisco State University  
1600 Holloway Avenue | Administration Building 471 | San Francisco, CA 94132

Attachment: Seminannual Report to IO – April 2020.pdf

**From:** Nancy Catena [mailto:ncat@hotmail.com]  
**Sent:** Wednesday, July 08, 2020 2:30 AM  
**To:** Susan Pelton <spelton@sfsu.edu>  
**Subject:** Re: semi-annual report to the IO (April 2020)

I have read the Semi-Annual Report to the IO, dated 6/26/2020 and approve its content as written.

Nancy Catena

Get [Outlook for Android](#)

---

**From:** Susan Pelton <spelton@sfsu.edu>  
**Sent:** Monday, July 6, 2020 3:38:20 PM  
**To:** Nancy Catena (ncat@hotmail.com) <ncat@hotmail.com>  
**Subject:** semi-annual report to the IO (April 2020)

Hi Nancy,

Please find the Semi-Annual Report to the IO attached. As I mentioned at the June meeting, I need to collect IACUC members signatures on this report before sending it to Michael. SFSU uses DocuSign, but unfortunately, I can only route to SFSU employees (individuals with SFSU email addresses) for now. Please review and if everything looks ok, please sign off by either:

- 1) Adding your electronic signature to the PDF and sending it back to mr; or
- 2) Replying to this email to confirm that you approve the Semi-Annual Report to the IO, dated 6/26/2020.

If you have any questions or comments about the report, please let me know.

Thank you,  
Susan

**Susan Pelton, Interim IRB/IACUC Administrator**  
Office of Research and Sponsored Programs  
San Francisco State University  
1600 Holloway Avenue | Administration Building 471 | San Francisco, CA 94132

Attachment: Seminannual Report to IO – April 2020.pdf