

**October 2019: SF State Semi-annual Report to IO**

**Memorandum to:** Michael Scott; Institutional Official  
**From:** SF State Institutional Animal Care and Use Committee (IACUC)  
**Subject:** October 2019: Semiannual Report of the Program Review and Facility Inspection  
**Date:** 10/23/2019

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*]

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

Animal Care and Use Program Review Date(s): **October 23, 2019**

Please see the attached table of deficiencies identified in the October 23, 2019 Program Review.

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

Animal Facility Inspection Date(s): **October 21, 2019**

Please see the attached table of facility deficiencies from the semi-annual inspection conducted on 10/21/2019.

**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

Lynne Dowdy

Julian Castaneda

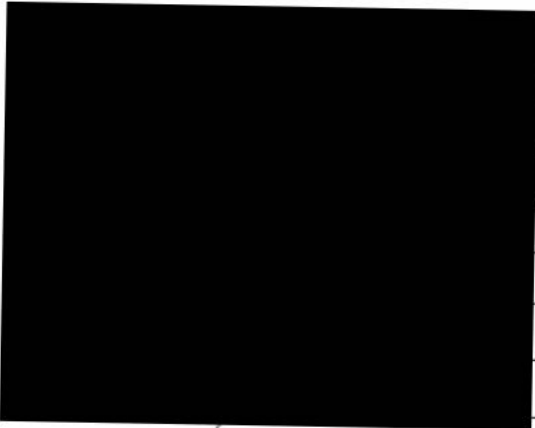
Freeland Dunker

Vance Vredenburg

Eric Routman

Nancy Catena

Karl Murphy



**IACUC Semiannual Program Review: 10/23/2019**

Deficiency summary

**Dates:** 10/23/2019

**Members in attendance:** L Dowdy, F Dunker, K Murphy, N Catena, J Castaneda

<b>Program Requirement:</b> Identified Deficiency	<b>Category</b>	<b>Resolution and Timeline for Correction</b>
<p><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 <i>Guide</i>:</b>                      tank with gobies lack biofilters; current financial and human resources are insufficient to manage program</p>	M	<p>Plan to move all vertebrates to centralized Animal Facility. ORSP has provided financial and logistical support for this move.</p> <p>Anticipated Correction Date: 12/31/2020</p>
<p><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.</p>	M	<p>An IACUC subcommittee has a draft emergency action plan which includes satellite locations.</p> <p>Anticipated Correction date: 12/31/2020</p>
<p><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</p>	M	<p>The IACUC discussed implementing an annual subcommittee meeting with occupational health consultant and EHS representative for investigators with field studies to meet this minor deficiency.</p> <p>Anticipated Correction date: 6/30/2021</p>
<p><b>IACUC Records and reporting Requirements</b></p>	M	<p>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)</p> <p>Anticipated Correction date: 6/30/2020</p>

<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</b> is reviewed by OSH committee or office: 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: 10/21/2019**

Deficiency summary

**Dates:** 10/21/2019

**Members in attendance:** K Murphy, J Castaneda, S Pelton

Room	Room Use	Category	Deficiency	Resp. party	Date/ Resolved/ Plan, with expected date of resolution
HH 821	Peromyscus	(C) Comment	Per protocol, there should be water in the pan below the cages. This is part of the approved experimental manipulation in the protocol, overseen by the PI, and is not related to animal husbandry. Alerted lab manager and PI	ACF Manager and PI	Resolved 10/22/2019
HH 824	Xenopus	(C) Comment	Please remove rusty single blade and scissors in drawer in desk. Assuming these are not being used on animals, in which case this is a "comment." If not being used on live animals, please store these instruments in a container that says "not used on live animals." If used for procedures on animals, then this is a "minor deficiency."	PI	Resolved 10/22/2019
HH 832	Food storage room	(C) Comment	ACF Manager to address whether the food is being kept in the conditions recommended by the Guide.	ACF Manager	ACF Manager to submit a request to the IACUC for a variance to the guide. Expected Date of Resolution: 4/30/2020
HH 231	Sea water facility	(C) Comment	IACUC would like to know that the plan is to address the high nitrate issue on the cold side of the room	PI	Resolved 12/11/2019

