**Mission Statement:**
The Animal Care Program will distribute a monthly update to identify animal program changes, upcoming University functions (such as semi-annual inspections), available resources, and to provide tips on maintaining a high quality Animal Care Program.

If you have issues you’d like to see covered or have any suggestions for this newsletter please contact the IACUC manager.

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**Moving Animals Between Facilities**

If you move animals from one building on campus to another, the following MUST be done:

- Animals should be moved in appropriate approved transport container such as their home cage or shipping container.
- Avoid moving animals in extreme temperatures.
- Remove water bottles during transport to avoid flooding.
- Keeping animals in temporary containers more than 3 hours should be avoided, but if doing so, bedding must be provided and animals checked regularly to look for signs of stress or excess chewing to escape.

*For more tips, please see the UMD Policy on Animal Transportation*

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**DAY LIGHT SAVINGS TIME**

Daylight saving time is the perfect time to do a compliance check on your animal room timers. Check that the timers are coming on and off at the correct time. Lights left on continuously can cause stress to the animals and can affect the outcome of breeding and your experiments. Light cycle timers should be checked at least twice a year.

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**Protocol Approval Process**

New protocols and renewal protocols are due by the first of each month. The IACUC staff pre-reviews the projects for completeness. Once they are found to be complete, they are moved to the IACUC meeting for Full Committee Review. If there are no questions from the committee, the approval letters are sent. If there are questions, PI’s receive a “Modifications Required” letter. This process can take up to 2 months or longer depending on the questions asked and the responses provide by the PI. Please prepare your projects well in advance of the start of your study or the expiration date of your current protocol. The IACUC office does not have a method to expedite projects due to Federal mandates and rules.—the better prepared, the faster the approval!

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**Personal Qualification Forms**

All personnel performing research, training, or testing activities must be named as key personnel on the Animal Study Protocol form (ASP). Errors on this form are the number one reason that protocols are returned to the PI and not moved to committee or passed for approval. Please make sure all key personnel are up to date on PI animal user training, and occupational health, and you provide a plan for lab specific training, if needed. Please see the IACUC Web page for some more tips on filling out your Personnel Qualification Forms.

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**Reminders: Animal Welfare is Everyone’s Responsibility**

The Attending Veterinarian is charged with caring for all animals on campus, however, it is important that everyone does their job to assure animal welfare. Every time you remove a housing unit, ensure there is adequate food, water and dry bedding before it is returned to its home rack. If something looks out of place, notify the facility manager or veterinarian. Remember, these animals rely on us for proper care. Healthy animals are critical to good research.