

Using Hazardous Materials in LAMS

1. Introduction

Many IACUC protocols approve the use of hazardous agents that include chemical, biological, and radioactive materials. Most LAMS vivaria are equipped to handle hazardous agent administration and housing of animals harboring hazardous agents – however, researchers must complete mandatory LAMS hazard training prior to working with the agent in a LAMS hazard containment room or other approved LAMS rooms. Finally, researchers must submit a Husbandry Service Request to LAMS at least three (3) business days in advance of hazard use. This document will guide you through this process.

2. Determining if an IACUC-Approved Substance is a Hazard

Approved hazards for *in vivo* use are listed in your IACUC protocol; consult with your Principal Investigator (PI) or one of the following safety offices if you need help understanding hazards approved in your IACUC protocol, including agent hold time and required disinfectant:

- For **biological** materials: [UC Biosafety Office](https://research.uc.edu/support/offices/biosafety), <https://research.uc.edu/support/offices/biosafety>
- For **chemical** materials: [UC Environmental Health and Safety \(EH&S\) Office](https://ehs.uc.edu), <https://ehs.uc.edu>
- For **radiological** materials: [UC Radiation Safety Office](https://research.uc.edu/support/offices/radsafety), <https://research.uc.edu/support/offices/radsafety>

3. Mandatory LAMS Hazard Training

Researchers must complete mandatory LAMS hazard training prior to working with the agent in a LAMS hazard containment room or other approved LAMS rooms. **Untrained individuals are not permitted in LAMS hazard containment rooms, however temporary or passive the reason.** To schedule hazard training, [email LAMS@ucmail.uc.edu](mailto:LAMS@ucmail.uc.edu).

4. Required Information for this Service Request

Submitting a husbandry service request with incomplete or missing information may result in a delay in approval. To ensure your request is expediently processed, have the following information available:

1. Hazardous agent used in study
2. Study start date and end date*
3. Number of cages in study
4. Facility and room where animals will undergo study
5. Facility and room where animals will return after hazard study hold time (if applicable)
6. Personnel responsible for transporting animals into hazard room
7. Personnel responsible for returning animals to post-study housing room (if applicable)
8. Will animals be taken to a satellite lab area during hazard study? Provide location(s)/timeframe.
9. Emergency contacts**
10. Additional husbandry requests (e.g. PI Will Feed, Specific Enrichment, Single Housed)***

* Study end date should include the agent hold time

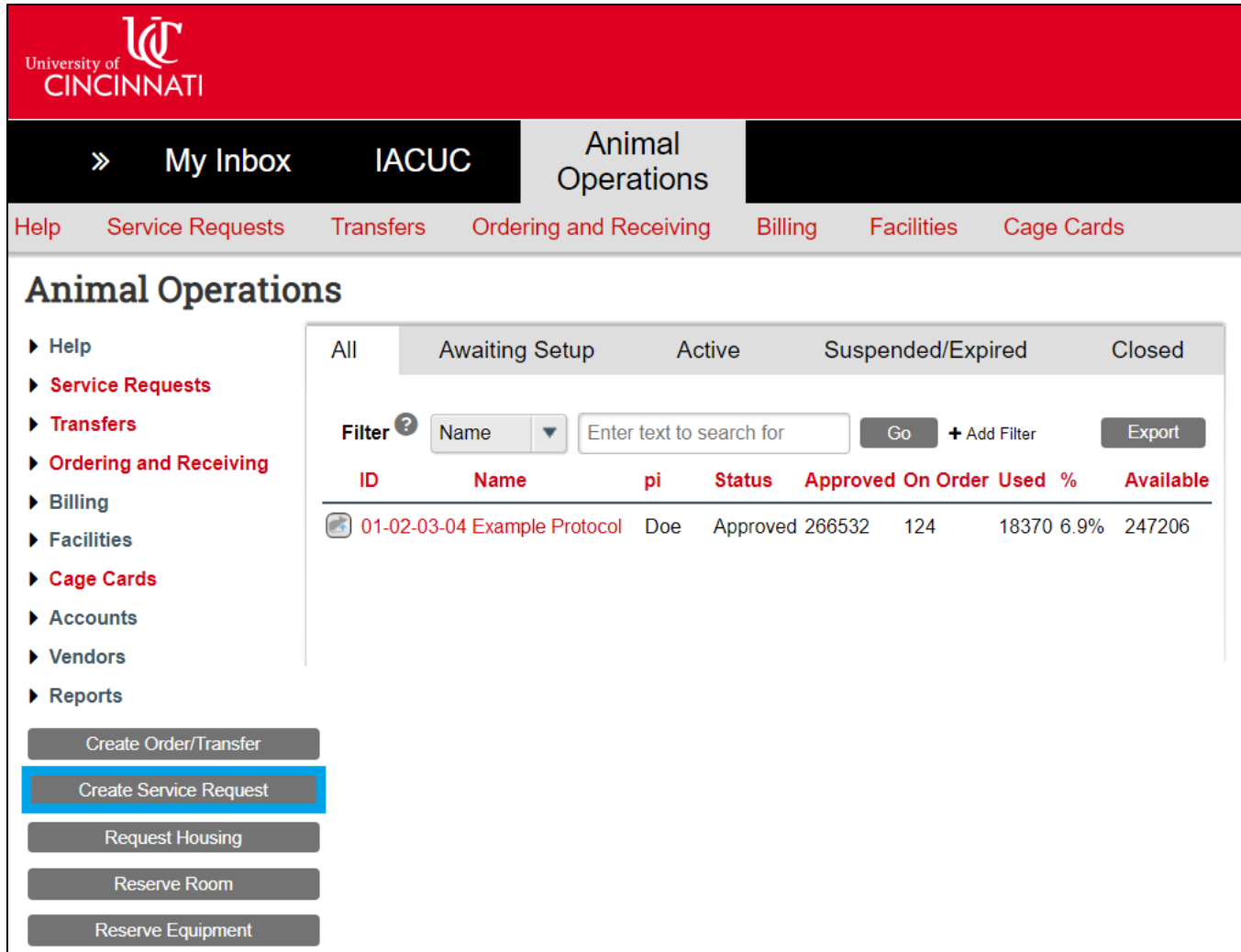
** Emergency contacts should be knowledgeable users (typically a Principal Investigator [PI], lab manager, or senior/experienced staff) who can answer a variety of questions about the animals/research in case of emergency.

*** If you have an existing service request for additional husbandry requests in your standard housing room, please mention this so LAMS can duplicate these husbandry requests for the room animals will be moved to for the hazard study.

5. Submitting a Husbandry Service Request for Hazardous Agent Use

Researchers must submit a Husbandry Service Request to LAMS at least three (3) business days in advance of beginning a hazard study. **LAMS must approve your service request in order to proceed with your hazard study; submitting a service request does not guarantee approval.**

1. Login to the Research Administration Portal (RAP) [website: https://rap.uc.edu/AOPS/](https://rap.uc.edu/AOPS/)
2. Select the **Animal Operations** tab, then select the **Create Service Request** button.



University of CINCINNATI

» My Inbox IACUC **Animal Operations**

Help Service Requests Transfers Ordering and Receiving Billing Facilities Cage Cards

Animal Operations

- ▶ Help
- ▶ Service Requests
- ▶ Transfers
- ▶ Ordering and Receiving
- ▶ Billing
- ▶ Facilities
- ▶ Cage Cards
- ▶ Accounts
- ▶ Vendors
- ▶ Reports

Create Order/Transfer

Create Service Request

Request Housing

Reserve Room


Reserve Equipment

All Awaiting Setup Active Suspended/Expired Closed

Filter [?] Name Go + Add Filter Export

ID	Name	pi	Status	Approved	On Order	Used	%	Available
01-02-03-04	Example Protocol	Doe	Approved	266532	124	18370	6.9%	247206

- Basic Request Information:** First page of the service request form. Complete Questions 1 through 3. For Question 4, select **Husbandry Services** and mark the **Other Service** checkbox to generate a textbox. Provide all required information detailed in Section 4: Required Information for this Service Request in the textbox. Press the **Continue** button to proceed.



« Back Save Exit Hide/Show Errors Print Jump To ▾ Continue »

Basic Request Information

Please provide protocol, account, and contact information for this request and specify what types of service(s) you are requesting

- * Select Protocol:**
 01-02-03-04 ⋮ +
- * Contact:**
 Jane Smith ⋮ +
- * Requested Service Start Date (requests must be three days after the current date):**
 📅
- * Service Type:**
 - Veterinary Services
 - Husbandry Services
 - Transportation Services

[Clear](#)

*** Husbandry Services:**

Name
<input type="checkbox"/> Technical Services
<input type="checkbox"/> Caging and Husbandry Supplies
<input type="checkbox"/> Non-standard Husbandry
<input checked="" type="checkbox"/> Other Service (including weaning support)

*** Other Service:**

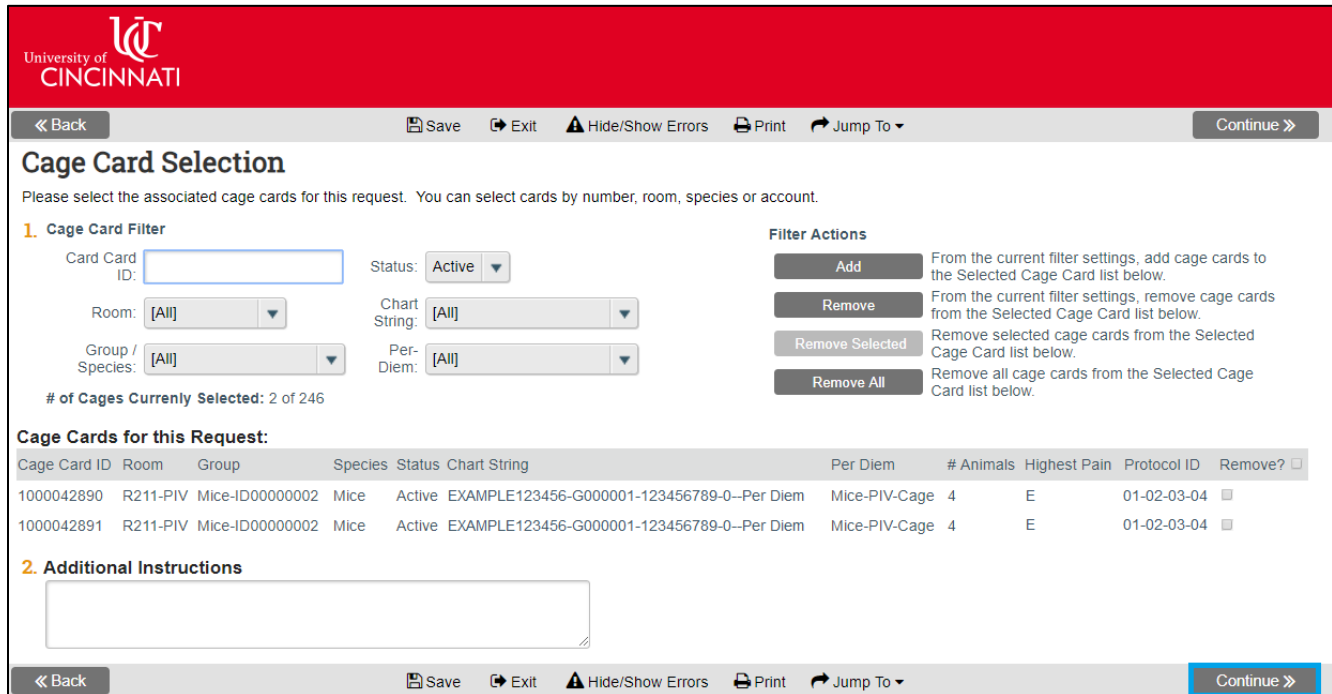
Hazardous agent: Adeno-associated virus (AAV)
 Study start/end dates: 4/30/2019 to 5/6/2019
 Number of cages in study: 2
 Emergency contact: Jane Smith (cell: 513-558-0000, email: jane.smith@uc.edu)

Study description: Animals will be changed into SMI caging and be moved from MSB R211 (housing room) into MSB R255 (biocontainment room) on 4/30/2019 by Jane Smith. On 5/3/2019, both cages of animals will be infected with AAV by David Jones. Animals will remain in R255 during the hold time (72 hours). After the hold time expires on 5/6/2019, animals will be changed into clean PIV caging and transferred back to housing room MSB R211 by Jane Smith.

Additional husbandry requests: Both cages will receive antibiotic water (doxycycline) in red light-blocking water bottles for the entire study time in R255. Please provide red light-blocking water bottles in the room during study in case of bottle leak/required refill. David Jones is responsible for providing water to both cages, labeling cages with tape, and documentation.

« Back Save Exit Hide/Show Errors Print Jump To ▾ Continue »

4. **Cage Card Selection:** Use the filter to add cage card barcodes for animals moving to the hazard containment room. After adding your barcodes, press the **Continue** button to proceed.
 - a. To **add barcodes individually**, type the barcode ID in the **Cage Card ID** field and press the **Add** button under Filter Actions.
 - b. To **add barcodes by group**, select applicable search criteria in the **Cage Card Filter** fields and press the **Add** button under Filter Actions. *You cannot add multiple species at once; apply a filter to the **Group/Species** field before adding barcodes to avoid receiving an error message.*



Cage Card Selection

Please select the associated cage cards for this request. You can select cards by number, room, species or account.

1. Cage Card Filter

Card ID:

Room:

Group / Species:

Status:

Chart String:

Per Diem:

of Cages Currently Selected: 2 of 246

Filter Actions

Add From the current filter settings, add cage cards to the Selected Cage Card list below.

Remove From the current filter settings, remove cage cards from the Selected Cage Card list below.

Remove Selected Remove selected cage cards from the Selected Cage Card list below.

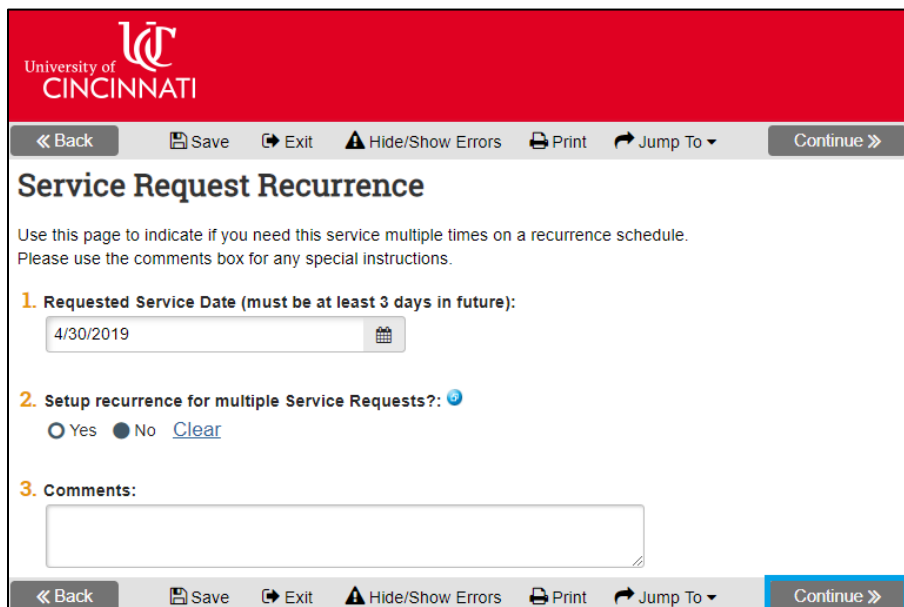
Remove All Remove all cage cards from the Selected Cage Card list below.

Cage Cards for this Request:

Cage Card ID	Room	Group	Species	Status	Chart String	Per Diem	# Animals	Highest Pain	Protocol ID	Remove?
1000042890	R211-PIV	Mice-ID00000002	Mice	Active	EXAMPLE123456-G000001-123456789-0--Per Diem	Mice-PIV-Cage	4	E	01-02-03-04	<input type="checkbox"/>
1000042891	R211-PIV	Mice-ID00000002	Mice	Active	EXAMPLE123456-G000001-123456789-0--Per Diem	Mice-PIV-Cage	4	E	01-02-03-04	<input type="checkbox"/>

2. Additional Instructions

5. **Service Request Recurrence:** Select **No** for Question 2 and press the **Continue** button to proceed.



Service Request Recurrence

Use this page to indicate if you need this service multiple times on a recurrence schedule. Please use the comments box for any special instructions.

1. Requested Service Date (must be at least 3 days in future):

2. Setup recurrence for multiple Service Requests?:

Yes No [Clear](#)

3. Comments:

6. **Responsible Party:** select PI Staff for Question 1. For Question 2, select all individuals who will be working with the hazardous agent/animals in LAMS or entering the hazard containment room. LAMS will verify hazard training for all selected personnel before approving your service request.
 - a. **Untrained individuals are not permitted in LAMS hazard containment rooms, however temporary or passive the reason.** See Section 3: Mandatory LAMS Hazard Training for details on training requirements and scheduling.

7. Press the **Finish** button to proceed to review and submit your service request on the main page.



← Back
Save
Exit
Hide/Show Errors
Print
Jump To ▾
Finish

Responsible Party

Please indicate who will perform the selected tasks.

1. Who will perform these services: ⓘ

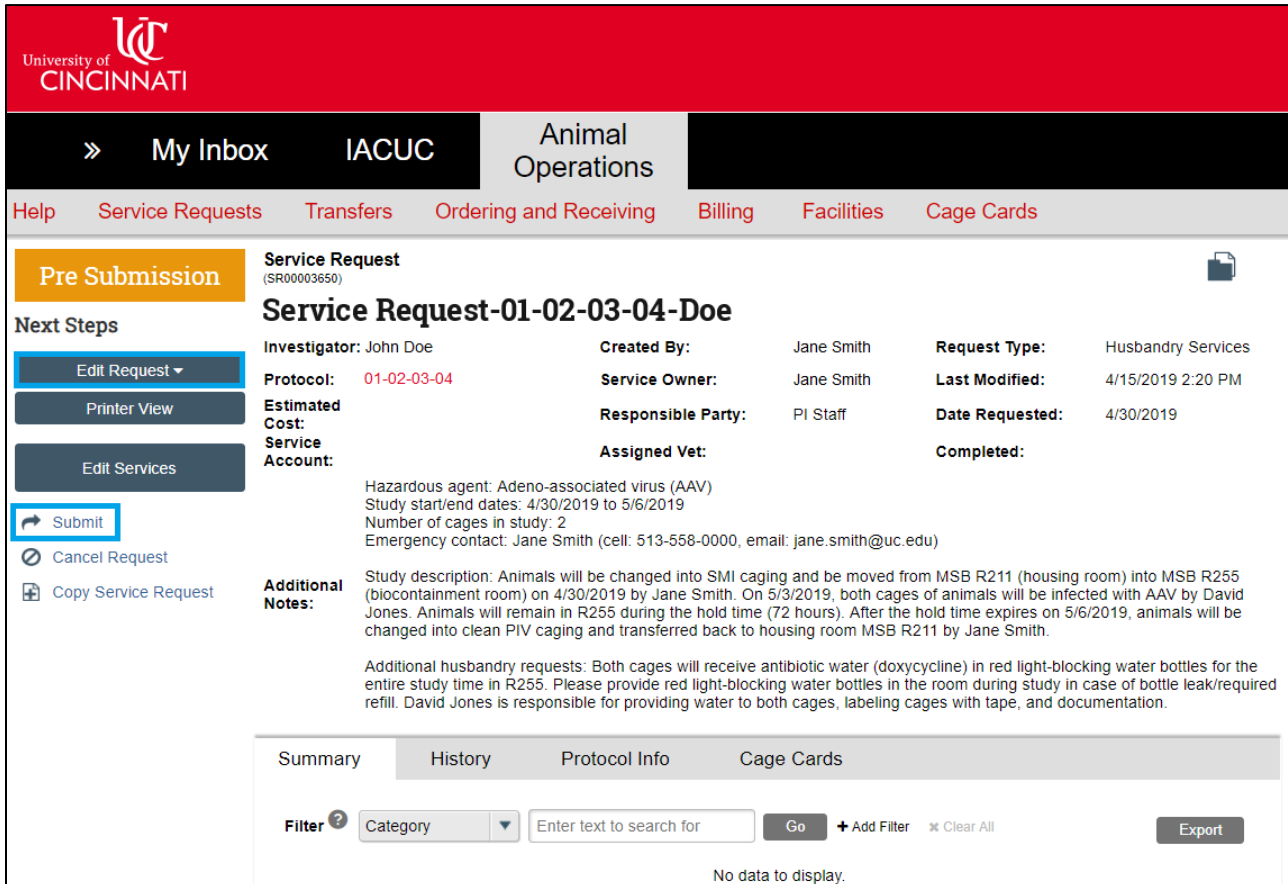
Vivarium Staff
 PI Staff
[Clear](#)

If PI Staff, please indicate name(s):

Last Name	First Name	Department
<input type="checkbox"/> Doe	John	GEN General
<input checked="" type="checkbox"/> Jones	David	GEN General
<input checked="" type="checkbox"/> Smith	Jane	GEN General
<input type="checkbox"/> Taylor	Margaret	GEN General
<input type="checkbox"/> White	Ashley	GEN General

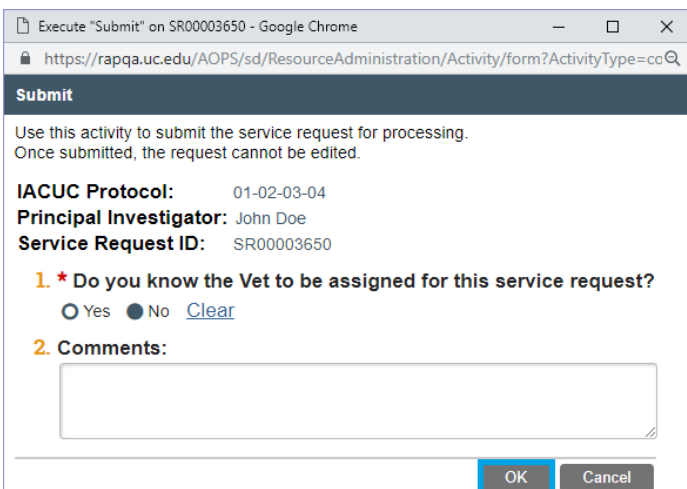
← Back
Save
Exit
Hide/Show Errors
Print
Jump To ▾
Finish

8. Your service request status is now **Pre-Submission**, noted in the orange box on the top left side of your page. You can still edit the service request by using the **Edit Request** button to navigate the form. Press the **Submit** button on the left side of the screen to generate a final popup window.



The screenshot shows the LAMS web interface. At the top, there is a red header with the University of Cincinnati logo. Below it is a navigation bar with 'My Inbox', 'IACUC', and 'Animal Operations'. A secondary navigation bar includes 'Help', 'Service Requests', 'Transfers', 'Ordering and Receiving', 'Billing', 'Facilities', and 'Cage Cards'. The main content area is titled 'Service Request (SR00003650)' and 'Service Request-01-02-03-04-Doe'. On the left, there is a 'Next Steps' panel with buttons for 'Edit Request', 'Printer View', 'Edit Services', 'Submit', 'Cancel Request', and 'Copy Service Request'. The 'Submit' button is highlighted in orange. The main content area displays details for the service request, including the investigator (John Doe), protocol (01-02-03-04), and request type (Husbandry Services). It also includes a section for 'Additional Notes' with a detailed study description and husbandry requirements. At the bottom, there is a filter and search bar with the text 'No data to display.'

9. Select **No** to Question 2 to assign your service request to the next available LAMS representative. Press **OK** to submit your service request for LAMS review. You will notice the status of your service request has changed to **Awaiting Veterinarian Assignment** on the main page.



The screenshot shows a 'Submit' popup window. The title bar reads 'Execute "Submit" on SR00003650 - Google Chrome'. The URL is 'https://rapqa.uc.edu/AOPS/sd/ResourceAdministration/Activity/form?ActivityType=cc'. The main content area contains the following text: 'Use this activity to submit the service request for processing. Once submitted, the request cannot be edited.' Below this, the details for the service request are listed: 'IACUC Protocol: 01-02-03-04', 'Principal Investigator: John Doe', and 'Service Request ID: SR00003650'. There are two questions: '1. * Do you know the Vet to be assigned for this service request?' with radio buttons for 'Yes' and 'No' (selected), and a 'Clear' link; and '2. Comments:' with a text input field. At the bottom, there are 'OK' and 'Cancel' buttons.