



**NEW YORK UNIVERSITY**

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University Animal Welfare Committee  
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Dear Investigators,

As we head into the new academic year, I want to let you know about some program updates, new guidelines and friendly reminders. This letter will be available on the UAWC website under *Resources* for future reference:

- 1) Environmental Health & Safety has expanded their oversight of campus wide-hazard use. They have developed 3 new SOPs to help standardize the use of hazardous agents and reduce time describing that use in your protocol applications. One SOP is for the use of Aldehydes and the others are for the use of AAV and Lentivirus. I have attached these SOPs for your review and they are now available in RPM under the Procedures tab. If you use any of these agents in your protocols, please include these SOPs in section I.C of the protocol form and refer to them in the appropriate areas of section V. Please print the SOPs for the lab to review and sign so they can be annually reviewed by EH&S.
- 2) As a result of recent AAALAC and DoD on-site inspections, a revision to the documentation of personnel training is being implemented to ensure regulatory compliance. We have revised our New Scientist Questionnaire to include a table which will be completed by those in the lab responsible for training staff on their animal-related responsibilities. As you will already have completed the 2<sup>nd</sup> page of the form, this will reduce having to complete any other documents to satisfy this requirement. You will just need to keep the 2<sup>nd</sup> page of the form in the lab (we recommend in a folder or binder) to be reviewed by the UAWC and other regulatory bodies. It will be signed off by lab members' trainer and the revised version is attached above. The UAWC will be doing its next Semiannual Inspection in November and will review this documentation at that time.
- 3) The UAWC will now have 2 scheduled New Scientist Orientation sessions per month. One will be the 2<sup>nd</sup> Wednesday of the month at 3pm and the other will be the last Thursday of the month at 3pm. If scheduling conflicts arise, please have your staff contact [uawc.info@nyu.edu](mailto:uawc.info@nyu.edu)
- 4) For those that work with NHPs, we are initiating a training program to ensure OVR staff are familiar with new personnel and that all users get appropriately trained on standard procedures. Please note OVR is in the process of organizing training for rodent users as well and we will keep you informed about that when the time comes.
- 5) We've revamped the UAWC website [www.nyu.edu/uawc](http://www.nyu.edu/uawc) to make important information clearer and more accessible. CITI Training is now available on the site and we encourage you to take a

look at the various topics relevant to your work. Modules may be required in the event of a specific concern related to post-approval monitoring.

- 6) We've standardized UAWC Meeting Dates and Protocol Submission Deadlines. The UAWC typically meets the 3<sup>rd</sup> Thursday of every month and the pre-review deadline is approximately 30 days prior to that date. The final submission deadline for items which were pre-reviewed and are being submitted for full committee review (FCR) is approximately 2 weeks prior to the meeting date. Please bookmark this link [goo.gl/zUHA2V](http://goo.gl/zUHA2V) so you can plan accordingly when preparing submissions for review.

All active protocols must be submitted to the UAWC for renewal by the appropriate deadlines to avoid any lapses in approval. To assist investigators in timely submission of protocols, the UAWC generated two diagrams to illustrate the timeline and process of review for all protocols needing a 3 year renewal, in addition to a checklist with the schedule for submission and the necessary items to be included for review. Please review the diagrams and checklist to help you monitor your protocols. <http://www.nyu.edu/research/resources-and-support-offices/getting-started-withyourresearch/research-with-animals/university-animal-welfare-committee/resources.html>

- 7) In the coming weeks we will be initiating RPM Forms. This will allow you to submit your protocols using a virtual form and revisions will then be updated into the full application for ease of renewal. This has been a long awaited initiative and we hope it will make your lives easier after the initial transition is made.
- 8) Lastly, among our obligations as a research institution undertaking animal research is maintaining an animal care and use program of the highest quality in full compliance with State and Federal regulatory and accrediting authorities. The University Animal Welfare Committee (UAWC) is charged with oversight of such compliance. Foremost among the procedural requirements is timely review and renewal of protocols.

It is essential that all email notifications from the UAWC which pertain to research protocols be reviewed and attended to in a timely fashion to avoid any non-compliance. The consequences of non-compliance include:

- a. Suspension of animal care and use resulting in interruption of research
- b. Mandatory reporting to the NIH Office of Laboratory Animal Welfare
- c. Possible forfeiture of funds for NIH-funded projects

The UAWC will continue to do whatever it can to support investigators throughout this process, including the issuance of timely notices, pre-review to expedite approval and prompt response to any query. As a Principal Investigator, your responsibility is to file your renewals on time, respond to any questions the UAWC raises, cease work with animals in the event your approval expires and comply with the Occupational Health & Safety Program. As always, your efforts are appreciated to enable NYU to maintain its position as a center of research excellence.

Thank you!

**University Animal Welfare Committee**