

Investigator Checklist for AHRC Research Projects

- **How to initiate a research project in the AHRC:**
 - Contact the AHRC Facility Manager
 - Select Agent Registration (if applicable)
 - Institutional Biosafety Committee (IBC) approval
 - Institutional Animal Care and Use Committee (IACUC) approval
 - AHRC User Committee approval
 - AHRC Director approval
 - Develop study schedule
 - Study initiation
 - Study conclusion

- **Contact the AHRC Facility Manager**

All prospective investigators should contact the AHRC Facility Manager (Dr. Mike Mispagel @ 542-5960 or mispagel@uga.edu) for information regarding access to the AHRC for either *in vivo* or *in vitro* research requiring BSL-3, ABSL-3, or BSL-3-Ag containment facilities.

- **Select Agent Use Registration**

1. If select agents will be used in the study, the PI must contact the UGA Office of Biosafety. Principal Investigators (PI) must be approved prior to possessing, using, or transferring a select agent or toxin. All personnel with potential access to a select agent must be registered before being permitted to enter a space housing a select agent or toxin.
2. Research involving agents that are on the CDC/NIAID Category A, B, and C lists must be approved by the Institutional Biosafety Committee (~30 days) with subsequent approval and registration with CDC or USDA, as appropriate.
3. Select Agent registration is initiated through the Office of Biosafety (Kelly Crumley @ 2-7265 or kellycru@uga.edu). Project review takes 4-6 months, personnel review ~2 months. Once authorizations for agents, projects, facilities and personnel are obtained, the Responsible Official (RO) notifies the IACUC, IBC, and AHRC Facilities Manager.

Date Submitted: _____ Date Approved: _____

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4. For laboratories in which a select agent will be used and/or stored, a [Written Plan Acknowledgement Document](#) and [Proficiency in Standard and Special Microbiological Practices Form](#) must be submitted by the PI to the Office of Biosafety (Kelly Crumley @ 2-7265 or kellycru@uga.edu) and approved prior to obtaining a select agent.

Date completed: _____

5. An APHIS permit for transport is required to bring most animal pathogens into the AHRC. PIs should contact the Office of Biosafety (Kelly Crumley @ 2-7265 or kellycru@uga.edu) to initiate the permitting process. A copy of the permit must be submitted to the AHRC Facility Manager prior to the agent being allowed in the facility.

Date Submitted: _____ Date Approved: _____

• **IBC Approval**

1. PI must have a protocol approved by the IBC prior to study initiation. The IBC meets monthly. Information on how to complete and submit an IBC protocol can be found @: [IBC Protocol Submission and Approval Process](#)

Date Submitted: _____ Date Approved: _____

2. Complete BSL-3 Biosafety Basics Training Program; obtain approval for all personnel as qualified BSL-3 laboratory researchers and complete other required project specific biosafety training. Contact the Office of Biosafety (Kelly Crumley @ 2-7265 or kellycru@uga.edu).

Date complete: _____

• **IACUC Approval:**

1. Enroll in the [OVPR Occupational Health Program](#) (vaccinations, respirator clearance and fit testing, baseline serum surveillance)

- | | |
|--------------------------------------|-----------------------|
| a. Occupational health questionnaire | Date completed: _____ |
| b. Occupational health examination | Date completed: _____ |
| c. Respirator fitting and training | Date completed: _____ |

2. All research staff team members must complete [IACUC required training classes](#): “IACUC 101” and “Staying Healthy While Working with Animals”.

Date “IACUC 101” completed: _____
Date “Staying Healthy...” completed: _____

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3. Each PI must have an approved Animal Use Proposal (AUP) for each project. AUP are submitted to the Office of Animal Care and Use for review by the Institutional Animal Care and Use Committee at one of their monthly meetings. Information on how to complete and submit an AUP can be found @: [How to submit an Animal Use Proposal](#).

Date Submitted: _____ Date Approved: _____

- **AHRC User Committee**

1. Submit a [Request for Laboratory Space in the AHRC](#) form and copies of the approved Animal Use Proposal and the approved IBC Protocol Review to the AHRC User's Committee (AHRC Security Office @ 542-0367, fax 3-0176, rstamp@uga.edu) and the AHRC Facility Manager (542-5960; fax 3-0176, mispagel@uga.edu).

Date Submitted: _____

2. The AHRC Users Committee reviews requests for space at its monthly meeting and makes recommendations to the AHRC Director. The AHRC Director reviews the Committee's recommendation.
3. Laboratory and/or animal housing space in the AHRC is limited. Assignment of space is on a first come, first serve basis. Discussions about the type and amount of space needed for a project should be initiated with the AHRC Facility Manager well in advance of the projected start date. A request to reserve either animal housing a/o laboratory space in the AHRC should be submitted to the AHRC Facility Manager (542-5960; fax 583-0176, mispagel@uga.edu).

Date Submitted: _____ Date Approved: _____

- **AHRC Director project approval**

Date Approved: _____

- **Develop the Study Schedule**

1. Information about the pathogenic agent or toxin that will be used in the project must be provided to the AHRC Facility Manager at the first pre-study meeting. It will be distributed to all study participants including animal resources, facility management, and biosafety personnel at a pre-study meeting. The Material Safety Data Sheets (MSDS) for Infectious Substances on the [Public Health Agency of Canada](#) website or the Technical Disease Cards on the [World Organization for Animal Health](#) website can be used to fulfill this requirement.
2. First Pre-Study Meeting. A Pre-study meeting agenda [pre-study meeting agenda](#) can be found on the AHRC website in the "Forms" section. Conduct of subsequent follow on studies, anticipated dates of those studies, and room requirements should be discussed at this meeting.

Date completed: _____

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- Schedule room(s) and dates of animal arrival, animal infection, and study conclusion with AHRC Animal Resources Supervisor (2-1189) and Facility Management (2-5960).

Date completed: _____

- Arrange with the University Research Animal Resources (URAR), CVM office to order animals (2-4173).

Date completed: _____

- Final pre-study meeting with Facility Management @ 2-5960 to meet with research staff, Animal Resources staff, O&M staff, and management to finalize the risk assessment, husbandry, study end points, monitoring, responsibilities, expectations, room preparations, etc.

Date completed: _____

- Room Preparation / Personnel Orientation:**

- Complete and submit a [Room Alarm and Environmental Monitoring Request](#) to the Facility Manager. This form will be provided to the Animal Resources and Operations & Maintenance staff.

Date completed: _____

- The Facility Manager will provide notification of room readiness to the PI via email after room preparation checklists have been completed by O&M and Animal Resources personnel.

Date received: _____

- The PI and research team will complete a facility walk through and orientation training in the containment zone given by Facility Management, O&M and Animal Resources staff per SOP O-034, "AHRC Orientation and Training Requirements."

Date complete: _____

- Training requirements described in SOP O-034 lists several SOPs that must be read and understood by each member of the project team prior to study initiation. Each project team member must attest to reading and understanding the SOPs. The Facility Manager will provide the project team with access to the SOPs.

Date completed: _____

- Team members must obtain access to designated spaces from the AHRC Security Office by submitting a completed AHRC Access Agreement.

Date completed: _____



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- **In-Life Phase of Study**

1. Any changes such as schedule or room requirements must be communicated to the Animal Resources staff and Facility Manager.
2. Euthanasia, necropsy, and carcass disposal are coordinated with the Facility Manager.

Date completed: _____