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**To:** [UC-COMP-MATTERS@LISTSERV.UC.EDU](mailto:UC-COMP-MATTERS@LISTSERV.UC.EDU)  
**Subject:** [UC-COMP-MATTERS] Compliance Matters: Fall 2014  
**Date:** Monday, November 03, 2014 11:01:50 AM

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## Fall 2014

The holiday decorations are already in the stores, reminding us that UC's first "winter closure" is fast approaching.

Although research waits for no one, there will be more people taking time off. This year, most business offices will be closed from Dec. 25 through Jan. 2, reopening Monday, Jan. 5, if you anticipate needing supplies during that time please plan accordingly.

Importantly, Laboratory Animal Medical Services (LAMS) will not be receiving animals and Radiation Safety will not be receiving isotope during the closure. Animal care and welfare, regulatory protocol processing and compliance functions, including adverse event reporting, will continue throughout the closure.

Due to the reduced temperatures in administrative buildings, impacted staff may be operating from different locations but will be available by phone and/or email. If you have specific concerns please contact the director of the relevant area.

>> [Get more information about Winter Season Days.](#)

As always, if you have a suggestion that will help us to help you, please contact us at [research.compliance@uc.edu](mailto:research.compliance@uc.edu).

Jane Strasser, PhD  
Director, UC Office of Research Integrity  
Research Compliance Officer  
Research Integrity Officer

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## **LAMS NEWS**

### **Animal Deliveries During UC's Winter Season Days**

Due to the University of Cincinnati closure for the holidays and [Winter Season Days](#) (Dec. 25, 2014, through Jan. 2, 2015) and limited LAMS staff being on site, LAMS is requesting that no animals be delivered during this time. Due to business office closures, no orders can be placed during this period. Critical orders that cannot be postponed due to URGENT research needs will require pre-approval by the LAMS Director Joanne Tetens-Woodring, DVM, PhD.

For animal deliveries the week of Dec. 29, 2014, (pre-approval required) and the week of Jan. 5, 2015, animal orders MUST be submitted to LAMS by 11:59 p.m. Monday, Dec. 22, 2014. Any animal orders submitted after that time will be processed when the university re-opens on Jan. 5, 2015.

If you have any questions, please contact the LAMS Director at 513-558-5518 or [tetensje@ucmail.uc.edu](mailto:tetensje@ucmail.uc.edu).

### **Sharps Containers and Personnel Safety**

During routine inspections of the animal facilities and satellites, LAMS staff has observed several labs using containers for sharps that are inappropriate and unsafe. Use of unsuitable containers poses a

significant needle stick risk for personnel handling the containers or the biohazard red bags the containers are placed into. To avoid personnel injury, the following recommendations for appropriate management based on the Ohio Revised Code, Ohio Administration Code, and EPA guidelines regarding biological and infectious waste management should be followed:

- Sharps waste includes hypodermic needles, syringes, scalpel blades, razor blades and contaminated broken glass articles.
- Containers used for the disposal of sharps should be rigid, non-breakable, leak-proof, puncture resistant and have a sealing lid.
- The container should be specifically designed and approved for sharps. Filled containers are disposed of as a sealed unit.
- When disposing of sharps, the container should be distinctly labeled as BIOHAZARD-SHARPS, employing the universal biological hazard symbol as part of the labeling.
- Containers should not be overfilled thereby preventing proper closing of the lid.
- Sharps containers are to be purchased from a medical supply vendor.

For additional information on sharps and other infectious waste, please refer to the Environmental Health & Safety advisory sheet, which can be found at: [http://www.ehs.uc.edu/Advisories/Advisory\\_10\\_2.PDF](http://www.ehs.uc.edu/Advisories/Advisory_10_2.PDF)  
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## **IACUC UPDATE**

### **Changes to CO<sub>2</sub> Euthanasia Policy**

The IACUC [Policy #007](#) on CO<sub>2</sub> Euthanasia has been revised. A new version is now posted.

### **Is your CO<sub>2</sub> Euthanasia System Compliant?**

The Institutional Animal Care and Use Committee (IACUC) is evaluating all CO<sub>2</sub> euthanasia systems to ensure compliance with the AVMA Guidelines on Euthanasia of Animals: 2013 Edition.

To be compliant, your system must provide a 20 to 30 percent displacement rate. If it does not, or if you are unsure, you are strongly encouraged to contact LAMS and have your system evaluated for retrofit.

Please contact Joanne Tetens-Woodring ([tetensje@ucmail.uc.edu](mailto:tetensje@ucmail.uc.edu)), or Steve Ribar ([ribarsl@ucmail.uc.edu](mailto:ribarsl@ucmail.uc.edu)) for assistance.

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## **BIOSAFETY NEWS**

### **National Biosafety Stewardship & Inventory of Biohazard Items**

Recent reports of lapses in biosafety practices within federal laboratories involving the agents of [smallpox, anthrax and bird flu](#) have served to remind us of the importance of adhering to robust biosafety standards.

The National Institutes of Health (NIH) issued a [memo](#) to all NIH grantees regarding immediate and long-term ways to strengthen overall biosafety and biosecurity practices across the United States. The announcement came a week after the [White House Office of Science and Technology Policy](#) ordered all federal labs dealing with infectious agents to check and, if necessary, strengthen safety procedures.

UC researchers are asked to ensure that the following are addressed:

- Review of laboratory specific policies and procedures.
- Ensure up-to-date training.
- Conduct inventories of biological agents in all laboratories - The IBC has determined that all researchers using biologic agents (fungi, bacteria, viruses, prions, transducing proteins, biological toxins, etc.) need to keep an inventory of the agents and their location. **Beginning March, 2015, inventory verification will be part of the biosafety audit process.**

>> [See an example of an inventory form.](#)

### **Biosafety eManual: Modules Available**

As an additional resource for the research community, the biosafety office has launched the [Biosafety eManual](#) with two interactive modules providing information on Responsibilities and Personal Protective Equipment (PPE). The [eManual](#) can be found at

<http://researchcompliance.uc.edu/Biosafety/biomanual.aspx>. In the coming weeks, new modules will be added. Your comments and suggestions concerning this new tool are welcomed and can be made to [inbiocom@ucmail.uc.edu](mailto:inbiocom@ucmail.uc.edu).

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## **EXPORT CONTROLS**

### **Do export controls apply to you?**

If you engage in any of the following, please check out the new [export controls website](#) for guidance:

- International travel
- Shipments
- Collaborations with foreign institutions or foreign researchers
- Receiving or purchasing controlled equipment (if you aren't sure please ask!)
- Conducting proprietary and or export controlled work.

Please contact the export control office at 513-556-1426 or [exportco@uc.edu](mailto:exportco@uc.edu).

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## **RADIATION SAFETY**

### **Isotope Deliveries During the UC's Winter Season Days**

Isotope must be ordered by Dec. 19 to ensure delivery before UC closes on Dec. 25. Isotope will not be ordered or delivered during the closure. Radiation Safety staffing will be available for compliance or safety issues during the closure. If you have any questions, please contact Radiation Safety at 513-558-4110

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## **HUMAN RESEARCH PROTECTION PROGRAM NEWS**

### **Obtaining Informed Consent**

Please note that if you are doing research, you will receive an Informed Consent Document (ICD) that is Institutional Review Board (IRB) stamped "Approved" at the time your initial submission is approved, at the time of continuing review and for any modifications submitted that require changes to the ICD. You must use the most current "Approved" ICD at all times. If you have received a more recent ICD, please implement a plan at your site to ensure this ICD has replaced prior versions. The informed consent form signature page must include a signature and date line for the participant or legally authorized representative as well as the person who conducted the consent discussion.

### **Key Personnel**

Persons actively engaged in research include those who have direct contact with participants (e.g., obtaining consent from the potential participant, contribute to the research in a substantive way, have contact with participants' identifiable data or biological samples or use participants' personal information). All personnel that are actively "engaged in research" must be reported to the IRB via ePas. All IRB protocols involving engaged UC faculty, staff or student must be reviewed by UC IRB or by an IRB with which UC has an agreement, regardless of where the work is performed.

### **Reliance on Central IRBs**

The University of Cincinnati has agreements in place with Schulman Associates IRB, WIRB Copernicus Group IRB and Quorum Review IRB to facilitate UC IRB reliance on central IRBs. Research teams are responsible for ensuring compliance with institutional requirements (e.g., submission of Forms I & II, completion of all training requirements, conflict of interest disclosure, indemnification, as well as submission of PI or Co-PI CV, submission of the study protocol, consent document and other applicable study documents).

### **WIRB Copernicus Group IRB Submissions**

The University of Cincinnati signed an amendment to the initial agreement with WIRB accepting review by its partner Copernicus this past summer. In order to update research teams on the submission and review process, the UC Human Research Protection Program (HRPP) held a WIRB refresher session in June with WIRB Copernicus Group IRB representatives. Questions and concerns regarding WIRB Copernicus Group IRB processes may be directed to the following contacts:

JayLynn Geiger-Goddard,

Account Manager, Institutions

360-252-2493

[jgoddard@wirb.com](mailto:jgoddard@wirb.com)

Elaine Azarenko

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