

# QUICK REFERENCE GUIDE

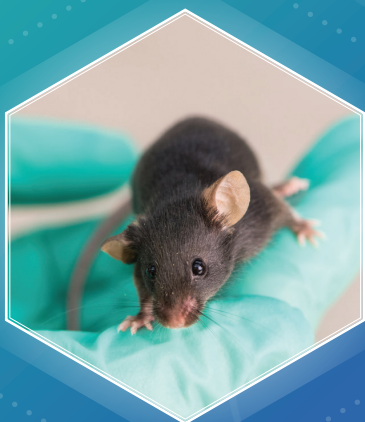


## Frequently Required Grant Data

Most recent AAALAC  
Accreditation Date:  
**November 27, 2023**

PHS Assurance Number  
**D16-00072 (A3114-01)**  
Assurance Dates:  
**July 2021 - July 2025**

USDA Registration Number  
**34-R-0001**





## YOUR PARTNERS IN CONDUCTING RESPONSIBLE RESEARCH

Our team of dedicated professionals, who touch virtually every facet of animal care and use at the university, are here to help ensure that you, your team, and your research projects are successful.

As stewards of the Animal Care & Use Program and members of one of the world's leading research universities, we take great pride in the profound impact that our work has on improving health outcomes for both humans and animals. This work starts with the understanding that using animals in research and instruction is a privilege bestowed by society, our research sponsors, and our peers who entrust us—both individually and collectively—to uphold the highest animal welfare standards at all times, and in all circumstances.

As your partners and colleagues in the conduct of responsible research, we thank you for your commitment to strengthening and evolving a culture of sustained excellence and compassionate animal care here at the University of Michigan.

### Animal Concern Hotline

(734) 763-8028 • [animalcare.umich.edu/hotline](http://animalcare.umich.edu/hotline) • [acuoffice@umich.edu](mailto:acuoffice@umich.edu)

### U-M Police Department (DPSS)

Emergencies Dial 911 • Non-Emergency (734) 763-1131  
[public.safety@umich.edu](mailto:public.safety@umich.edu) • [dpss.umich.edu](http://dpss.umich.edu)

## LINKS TO BOOKMARK

Obtaining your **U-M username** and **Level-1 password** is the key to unlocking many university systems, including the protocol management and training software platforms used by the Animal Care & Use Program. **After you've received your Level-1 U-M login credentials, we recommend that you bookmark the following frequently used links:**

#### 1 eRAM

[eram.umich.edu](http://eram.umich.edu) 🔍

The eResearch Animal Management (eRAM) system is used to manage the submission, review, and approval of all animal use protocols at the U-M. The system is also used for animal requisitions, invoicing, and census management. New PIs can request system access by completing the *eRAM PI Authorization Form* ([animalcare.umich.edu/eram-new-pi](http://animalcare.umich.edu/eram-new-pi)). Please note that the Animal Care & Use Office can only create eRAM accounts for new PIs; additional staff must be added by the PI.

#### 2 Cornerstone Learning

[michmed.csod.com/samldefault.aspx](http://michmed.csod.com/samldefault.aspx) 🔍

All animal care and use training classes provided by the ULAM Training Core are found in Cornerstone Learning. The system creates a specific *Transcript* based on an individual's animal handling details as assigned by the PI. Individuals who have been listed on a protocol will automatically have a Cornerstone Learning account created for them using their existing U-M login credentials. Additional login instructions and details about assigned training are sent via email.

#### 3 ACU Program website

[animalcare.umich.edu](http://animalcare.umich.edu) 🔍

The information hub for animal care and use at the U-M, this website includes a news and announcements feed, important upcoming reminders and deadlines, information about research services, and more.

#### 4 Animal Care A-Z website

[az.research.umich.edu/animalcare](http://az.research.umich.edu/animalcare) 🔍

The Animal Care A-Z website is home to all animal care and use program guidance documents, including policies, guidelines, Standard Operating Procedures, forms, glossary terms, and informational resources. Log in with your Level-1 U-M login credentials to access protected content; bookmark frequently used documents; save and rename a custom A-Z search; and sort your bookmarked documents by Last Updated Date.

#### 5 ACU Contact Directory

[animalcare.umich.edu/acu-contacts](http://animalcare.umich.edu/acu-contacts) 🔍

The ACU Program Contact Directory includes contact information for each facility's ULAM Husbandry Supervisors group, Animal Care & Use Office Staff, ULAM service areas, and more. *Please note: Access to the directory requires valid Level-1 U-M login credentials.*

## REGULATORY COMPLIANCE & OVERSIGHT

[animalcare.umich.edu/iacuc](http://animalcare.umich.edu/iacuc) • [acuoffice@umich.edu](mailto:acuoffice@umich.edu) • (734) 763-8028



### Teams

- Institutional Animal Care & Use Committee (IACUC)
- Animal Care & Use Office (ACUO)
- Quality Assurance (QA) Specialists



### Featured U-M Resource

Every PI/Study Team receives two designated Quality Assurance (QA) Specialists in the ACUO.

Contact the QA Team at [ACUO-RCAs@umich.edu](mailto:ACUO-RCAs@umich.edu).



### Insider Tip

The ACU Faculty Advocacy Committee works to explore ways to reduce administrative/regulatory burden on PIs and Study Teams. Learn more at [animalcare.umich.edu/acu-fac](http://animalcare.umich.edu/acu-fac).

## ANIMAL & VETERINARY CARE

[animalcare.umich.edu/animal-use](http://animalcare.umich.edu/animal-use) • [ulam-vets@umich.edu](mailto:ulam-vets@umich.edu) • (734) 764-0277



### Teams

- Faculty Veterinarians
- Veterinary Technicians
- Husbandry Team
- Refinement & Enrichment Advancements Laboratory (REAL)



### Featured U-M Resource

Each animal care facility is under the direction of a dedicated ULAM Faculty Veterinarian.

Connect with your vet at [animalcare.umich.edu/faculty-vets](http://animalcare.umich.edu/faculty-vets).



### Insider Tip

Consult with your Faculty Vet on research techniques, animal models, and procedures as you prepare your IACUC animal use protocol.

## TRAINING & EDUCATION

[animalcare.umich.edu/training](http://animalcare.umich.edu/training) • [ulam-trainingcore@umich.edu](mailto:ulam-trainingcore@umich.edu) • (734) 763-8039



### Teams

- ULAM Training Core
- eRAM Reference Materials ([myumi.ch/kxEv9](http://myumi.ch/kxEv9))



### Featured U-M Resource

Our full-time trainers offer free hands-on workshops and supplemental training tailored to your specific learning objectives.



### Insider Tip

A one-page summary of IACUC training requirements can be found at [animalcare.umich.edu/training-reqs](http://animalcare.umich.edu/training-reqs).

## OCCUPATIONAL HEALTH & SAFETY

[animalcare.umich.edu/occ-safety](http://animalcare.umich.edu/occ-safety) • [EHS-animalsafety@umich.edu](mailto:EHS-animalsafety@umich.edu) • (734) 647-1143



### Teams

- Environment, Health and Safety (EHS)



### Featured U-M Resource

EHS offers annual BSC certification support services, maintenance, repairs, and operating guidance at no cost to the user for cabinets up to 10 years old.



### Insider Tip

EHS provides a variety of self-service tools to help you manage and maintain your lab. Materials can be found at [ehs.umich.edu/animals](http://ehs.umich.edu/animals).

## CONTROLLED SUBSTANCES

[animalcare.umich.edu/cs-research](http://animalcare.umich.edu/cs-research) • [cs-monitors@umich.edu](mailto:cs-monitors@umich.edu) • (734) 764-2003



### Teams

- Controlled Substances (CS) Monitoring Program



### Featured U-M Resource

The CS Monitoring Program helps researchers monitor applicable state and federal regulations, and can provide guidance on appropriate storage and recordkeeping practices.



### Insider Tip

The CS Monitor can assist with obtaining or transferring your CS license/registration, including modifications such as name and address changes.

## RESEARCH SERVICES

[animalcare.umich.edu/research-services](http://animalcare.umich.edu/research-services) • [ulam-questions@umich.edu](mailto:ulam-questions@umich.edu) • (734) 764-0277



### Teams

- Animal Surgery Operating Rooms (ASOR)
- Breeding Colony
- In-Vivo Animal Core (IVAC)
- Germ-Free Mouse Facility



### Featured U-M Resource

Our Program offers a variety of specialized fee-for-service research support services to PIs with limited personnel, equipment, and/or space resources.



### Insider Tip

Contact our Research Services Teams for a free consultation. Most services can be tailored to meet the specific needs of your research project.



## REQUESTING VETERINARY CARE

**Monday - Friday**  
**6:00 AM - 5:00 PM**  
Call ULAM at (734) 936-1037

**Monday - Friday**  
**5:00 PM - 6:00 AM**  
Call DPSS at (734) 763-1131

**Weekends & Holidays**  
Call the On-Site Vet Tech  
at (734) 936-1037\*  
\*If the Vet Tech can't be reached, call DPSS at (734) 763-1131

## YOUR ANIMAL CARE TEAM



### Key Unit for Laboratory Animal Medicine (ULAM) Contacts

#### ULAM Main Office

(for business, billing, and general animal care questions)

 [animalcare.umich.edu/ulam](http://animalcare.umich.edu/ulam)  [ulam-questions@umich.edu](mailto:ulam-questions@umich.edu)  (734) 764-0277

#### Faculty Veterinarian

(for protocol preparation, animal-related research techniques, and general consults)

 \_\_\_\_\_  \_\_\_\_\_  \_\_\_\_\_

#### Veterinary Technician

(for general animal care, clinical support, and treatment questions)

 \_\_\_\_\_  \_\_\_\_\_  \_\_\_\_\_

#### Husbandry Supervisor

(for housing, facility, supply, and general procedure questions)

 \_\_\_\_\_  \_\_\_\_\_  \_\_\_\_\_

### Key Animal Care & Use Office (ACUO) Contacts

#### ACUO Main Office

(for processing animal transfer forms, inspection questions, and canceling expired protocols)

 [animalcare.umich.edu/acuo](http://animalcare.umich.edu/acuo)  [acuoffice@umich.edu](mailto:acuoffice@umich.edu)  (734) 763-8028

#### Quality Assurance (QA) Team

(for processing protocols and amendments, assistance with inspection preparation, and finding resolutions to lab-specific problems)

 [animalcare.umich.edu/qa-program](http://animalcare.umich.edu/qa-program)  [ACUO-RCAs@umich.edu](mailto:ACUO-RCAs@umich.edu)  (734) 763-8028

#### QA Team Virtual Office Hours

(virtual, on-demand office hours are available via Zoom using valid Level-1 U-M login credentials)

 [animalcare.umich.edu/virtual-qa-hours](http://animalcare.umich.edu/virtual-qa-hours)

## DATES TO REMEMBER

Last Check for Expired Drugs: \_\_\_\_\_ Last IACUC Inspection: \_\_\_\_\_

Last QA Visit: \_\_\_\_\_ Last Lab Self-Audit Completed: \_\_\_\_\_

Download the **Are You Inspection Ready? Checklist** at [animalcare.umich.edu/inspection-checklist](http://animalcare.umich.edu/inspection-checklist)

## YOUR LAB INFO

Lab Email Address: \_\_\_\_\_ Location of Protocol SOPs: \_\_\_\_\_

Lab Emergency Contact: \_\_\_\_\_ 

Backup Emergency Contact: \_\_\_\_\_ 

Location of Husbandry Records: \_\_\_\_\_

Location of Surgical/Health Records: \_\_\_\_\_