

QUICK REFERENCE GUIDE

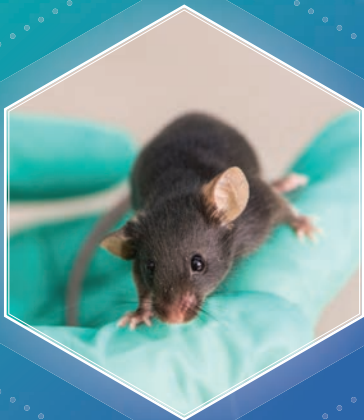


Frequently Required Grant Data

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 • acuoffice@umich.edu

U-M Police Department (DPSS)

Emergencies Dial 911 • Non-Emergency (734) 763-1131
public.safety@umich.edu • dpss.umich.edu

LINKS TO BOOKMARK

Obtaining your **U-M unqname** and **login credentials** are 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 U-M login credentials, we recommend that you bookmark the following frequently used links:**

- 1 eRAM** 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 receive eRAM access after completing the *New PI Onboarding Request Form* (animalcare.umich.edu/new-pi-form). 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 
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 
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 
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 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 
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 U-M login credentials.*

REGULATORY COMPLIANCE & OVERSIGHT

animalcare.umich.edu/iacuc • 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-RCA@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.

ANIMAL & VETERINARY CARE

animalcare.umich.edu/animal-use • 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.



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 • ulam-trainingcore@umich.edu • (734) 763-8039



Teams

- ULAM Training Core
- eRAM Reference Materials (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.

OCCUPATIONAL HEALTH & SAFETY

animalcare.umich.edu/occ-safety • 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.

CONTROLLED SUBSTANCES

animalcare.umich.edu/cs-research • 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 • ulam-questions@umich.edu • (734) 764-0277



Teams

- Animal Surgery Operating Rooms (ASOR)
- Breeding Colony
- Germ-Free Mouse Facility
- ULAM Pathology Core



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  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  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  ACUO-RCA@umich.edu  (734) 763-8028

QA Team Virtual Office Hours

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

 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

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: _____