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(1/12/17)

MEMORANDUM

TO: UH-Affiliated Principal Investigators Using Vertebrate Animals

FROM: Animal and Veterinary Services (AVS)

SUBJECT: Request for Special Services

Requests for Special Services Involving Husbandry and Health Care

This is an update of a memorandum first issued on July 16, 2002 and posted on the AVS website. Current technical and veterinary staff fee schedules are also posted on the AVS website at <https://www.hawaii.edu/researchcompliance/animal-resource-center-services>.

This is to inform you that effective immediately, AVS will provide up to **two hours per month** per UH Department to provide assistance with husbandry, health care, and welfare of animals used for research and training for UH-affiliated Principal Investigators involved in the System-wide Animal Care and Use Program. Assistance will be provided on an as needed basis and based on availability of AVS personnel. AVS can provide assistance with the following husbandry and health care activities:

- o Training of investigators, staff, employees, students, and visiting researchers on the proper care and use of vertebrate animals used for research and teaching. Including overviews of pertinent regulations.
- o Advising on IACUC related matters.
- o Assisting with veterinary care and oversight.
- o Assisting with training for medical behaviors as it pertains to the health and welfare of the animals.
- o Assisting with inventory control for animal husbandry and health needs.
- o Assisting with all aspects of animal nutrition.
- o Providing guidance with facilities development, maintenance and repair as it pertains to the health and welfare of the animals.
- o Providing phone consultation as it pertains to the health, husbandry, and well being of the animals.

To help defer the costs involved in providing these special services AVS will bill each PI on a quarterly basis for cost of travel to off campus sites at the current Federal Allowable Mileage Rates to reimburse automobile mileage, supplies provided by AVS for the health and well being of the animals, and requests for assistance above and beyond two hours per month at the current published rates for technical and professional staff services (calculated to the closest quarter hour). In addition a nominal service fee will be charged for processing the invoices. PIs using the services of AVS to care for their animals will be charged per diem which covers standard husbandry and

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veterinary oversight, are also entitled to up to two additional hours per month for assistance beyond what is covered by the per diem.

Requests for Special Services Involving Research Activities

Assistance with research activities above and beyond normal husbandry and health will be provided on an as needed basis and based on the availability of the AVS personnel. Research activities that AVS may assist with include, but are not limited to the following:

- o Training and maintaining research behaviors in animal subjects.
- o Training of staff to maintain specific research behaviors in animals.
- o Assisting with research projects that utilize conventional research techniques in conventional laboratory species.
- o Assisting with research projects that involve specialized research techniques in non-traditional species such as marine mammals.
- o Assisting with breeding programs.
- o Assisting with weaning of conventional laboratory animal species.
- o Assisting with euthanasia of conventional laboratory animal species.
- o Assisting with transfer of (non-vendor solicited) animals between institutions.
- o Assisting with transfer of conventional animals to off campus sites.
- o Additional labor and supply costs for cleaning off or containment of “dirty” colonies of conventional laboratory animals.
- o Additional labor and supply costs for maintaining specialized conventional laboratory animal species such as nude mice, activities involving potential hazards, and phenotypes with unique husbandry requirements.
- o Assisting investigators who are not UH employees.
- o Providing phone consultation as it pertains to research activities.
- o Reviewing and advising on research related manuscripts and data for specific projects.

AVS will bill each PI requesting assistance with research activities at the current published hourly rates for animal technical staff and/or the veterinary staff (calculated to the closest quarter hour), cost of travel to off campus sites at the current Federal Allowable Mileage rate to reimburse automobile mileage, and supplies provided by AVS for the research activity. In addition a nominal service fee will be charged for processing the invoices.

If you have any further questions regarding this memorandum or would like to request assistance for your projects, please do not hesitate to contact us at (808) 956-4444 or sylviak@hawaii.edu.