Investigator Guide for Application for Research Projects in the AHRC

How to initiate a research project in the AHRC:

1. Contact the AHRC Operations Director, Michael Motsinger at mmotsing@uga.edu or (706) 542-5960, to initiate discussions regarding the type of proposed work, an estimate of the amount of space that will be needed for work, study scheduling (permanent or temporary space), etc.

2. For Institutional Biosafety Committee (IBC) authorizations contact Suzanne Cook, IBC Administrative Specialist, at pscook@uga.edu or (706) 542-2697.

3. For Institutional Animal Care and Use Committee (IACUC) approvals contact Tina Tornambe, IACUC Coordinator, at Tornambe@uga.edu or (706) 542-4426.

4. For registration for Select Agent or Toxin work contact Kelly Crumley, Select Agent Program Manager at kellycru@uga.edu or (706) 542-7265.

5. To submit an application for use for review by the AHRC Users Committee or AHRC Access Agreement, contact Ivy Blackwell at ivyb@uga.edu or (706) 542-0367.

1. Request for project space and scheduling

Initiate discussions regarding the proposed work and the amount of space needed for the project with the AHRC Operations Director, Michael Motsinger, mmotsing@uga.edu or (706) 542-5960.

   Date Initiated: ___________

2. IBC Authorization

   a. PI must have a protocol for work authorized by the Institutional Biosafety Committee (IBC) prior to study initiation. Information on how to complete and submit an IBC protocol can be found at IBC Protocol Submission and Approval Process. For more information, contact Suzanne Cook, IBC Administrative Specialist, at pscook@uga.edu or (706) 542-2697.

      Date Submitted: _________
      Date Approved: _________

   b. For all personnel who will be working in a BSL3 laboratory, BSL3 Biosafety Basics Training Program must be completed. Once this approval is obtained, the BSL3 Facility Coordinator or approved PI will assign the trainee a designated trainer(s) to educate and observe the individual at work in a BSL3 laboratory for a minimum of 30 man-hours. Additional time may be required, and will be determined by the BSL3 Facility Coordinator and PI in discussions with the designated trainer. Contact the Shelly Helms, Infectious Diseases Departmental Coordinator of BSL3 Safety and Training at shelms@uga.edu or (706) 542-2584, or Nancy Pritchard, Office of Biosafety at ngp@uga.edu or (706) 542-9347.

      Date of Completion (mm/dd/yy): __________________
      Name of Trainer _______________________________
3. **IACUC Approval**

a. Each PI must have an approved Animal Use Proposal (AUP) for each project involving work with animals. AUPs are submitted to the Office of Animal Care and Use for review by the Institutional Animal Care and Use Committee. Information on how to complete and submit an AUP can be found at [How to submit an Animal Use Proposal](#). For more information contact Tina Tornambe, IACUC Coordinator, at Tornambe@uga.edu or (706) 542-4426.

   \[\text{Date Submitted: } \underline{\phantom{0000}}\]
   \[\text{Date Approved: } \underline{\phantom{0000}}\]

b. All project personnel must complete IACUC required training classes: “IACUC 101” and “Staying Healthy While Working with Animals”.

   \[\text{Date “IACUC 101” completed: } \underline{\phantom{0000}}\]
   \[\text{Date “Staying Healthy...” completed: } \underline{\phantom{0000}}\]

c. All PIs and project personnel must enroll in the OVPR Occupational Health Program (e.g. for vaccinations, respirator clearance and fit testing, baseline serum surveillance)

   - Occupational health questionnaire \[\text{Date Completed: } \underline{\phantom{0000}}\]
   - Occupational health examination \[\text{Date Completed: } \underline{\phantom{0000}}\]
   - Respirator fitting and training (if required) \[\text{Date Completed: } \underline{\phantom{0000}}\]

4. **Select Agent Use Registration**

   Principal Investigators (PIs) wishing to conduct research involving agents that are on the Select Agent and Toxins list must be registered with CDC. To initiate the registration, the PI must have dedicated space assigned for work and have begun the IBC protocol authorization process. If animal work will be involved, an AUP should also have been submitted for approval. All personnel must be enrolled in the OVPR Occupational Health and Safety Program as a requirement for work with select agents. CDC will inspect assigned space(s) for work and provide the final authorization for work in that space.

a. Select Agent Program registration is initiated through the Office of Biosafety (Kelly Crumley, kellycru@uga.edu or (706) 542-7265). Project registration and review takes approximately four to six months; personnel amendments approximately two months. Once approvals for work with select agents have been received, the Office of Biosafety will notify the PI. The PI is responsible for notifying the IACUC, IBC, and AHRC Operations Director.

   \[\text{Date Initiated: } \underline{\phantom{0000}}\]

b. An APHIS permit for agent transport is required to bring Select Agents into the AHRC. PIs should contact the Office of Biosafety (Kelly Crumley at kellycru@uga.edu or (706) 542-7265) to initiate the permitting process. A copy of the signed permit must be submitted to the AHRC Operations Director prior to transfer of the agent into the facility.

   \[\text{Date Submitted: } \underline{\phantom{0000}}\]
   \[\text{Date Approved: } \underline{\phantom{0000}}\]
5. **AHRC Users Committee**

   a. Once Animal Use Proposal (AUP) and Institutional Biosafety Committee (IBC) protocol authorizations have been obtained, submit a [Request for Laboratory Space in the AHRC](#) form and copies of the AUP and IBC protocol authorizations to the AHRC Security Office, Ivy Blackwell, ivyb@uga.edu or (706) 542-0367, fax (706) 583-0176, for the AHRC User's Committee to review.

      \[Date Submitted: \underline{\hspace{2cm}}\]

   b. The AHRC Users Committee reviews completed applications for space and makes recommendations to the AHRC Operations Director.

      \[Date Reviewed: \underline{\hspace{2cm}}\]

**Development of the Study Schedule**

The AHRC Operations Director reviews the AHRC Users Committee’s recommendation. A meeting will be scheduled to develop a project timeline.

**Pre-study Meeting**

1. A [pre-study meeting agenda](#) should be created and distributed. Conduct of subsequent follow-up studies, anticipated dates of those studies, and room requirements should be discussed at this meeting.

   a. Information about the agent or toxin that will be used in the project must be provided to the AHRC Operations Director and all study participants including Animal Resources, Facility Management, and Biosafety personnel at the first 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.

   b. Room schedules, dates of animal arrival and required period of conditioning prior to commencement of the study, animal treatment and/or infection dates, and necropsy requirements should be confirmed with AHRC Animal Resources Assistant Manager, Jeffery Martin, at wmartin3@uga.edu or (706) 542-1189 and the AHRC Operations Director, Michael Motsinger, mmotsing@uga.edu or (706) 542-5960.

      \[Date confirmed: \underline{\hspace{2cm}}\]

2. Arrange with the University Research Animal Resources (URAR), CVM office to order animals ((706) 542-4173).

      \[Date completed: \underline{\hspace{2cm}}\]
Room Preparation / Personnel Orientation

1. Complete and submit a Room Alarm and Environmental Monitoring Request to the AHRC Operations Director, Michael Motsinger, mmotsing@uga.edu or (706) 542-5960. This form will be provided to Animal Resources personnel and O&M staff.

   Date completed: __________

2. The AHRC Operations Director will provide notification of room readiness to the PI via email after room preparation checklists have been completed by O&M staff and Animal Resources personnel.

   Date received: __________

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

   Date complete: __________

4. 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. The AHRC Operations Director will make certain all members of the project members have access to these SOPs. Each project team member must attest to reading and understanding the SOPs by initialing and dating the appropriate section of the document.

   Date completed: __________

5. Team members must obtain access to designated spaces from the AHRC Security Office by submitting a completed AHRC Access Agreement to Ivy Blackwell at ivyb@uga.edu or (706) 542-0367.

   Date completed: __________

6. Arrange a final pre-study meeting with the AHRC Operations Director, the PI and research team, Animal Resources staff, Facility Management and O&M staff, and Biosafety personnel to finalize project personnel, completion of any training requirements, room, husbandry, and monitoring preparations, familiarity with study end points and euthanasia and necropsy protocols, and clarification of responsibilities and expectations.

   Date completed: __________