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ANIMAL CARE SERVICES NEWSLETTER

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Volume 4, Issue 1

March 2004

Communicore Update

In February, a grant was submitted to NIH to add a 62,000 gsf annex onto the existing Communicore Animal Facility. The University of Florida has given its full support to ACS in this project. The grant included an extension over the loading dock to house primarily rodents, with space for 22,000 additional mouse boxes, or the spatial equivalent of other species. If all goes well, the project should be completed in 2008, and renovations to the existing facility can begin. We will keep everyone posted as the situation develops.

Upgrades to the current facility are working to contain future per Diem increases and ensure required compliance. The HVAC system, with one air handler already placed, and another in process is an example of the improvements ACS is making. This has been underway for several weeks, and has resulted in little negative impact on facility ventilation. Automatic watering has also recently been installed in ten more animal rooms in Communicore. Caging continues to improve, with ten new ventilated racks having been received (eight mouse, two rat), and two more scheduled to arrive shortly. Eight new animal transfer stations have been set up, and a new system for housing frogs has arrived, offering an enhanced quality of water for the frogs and water temperature control.

Staff Announcements

- ❖ Dr. JanLee Jensen is the newest member of our ACS veterinary staff, beginning her term on Friday, the 12th of March. A Diplomate of the American College of Veterinary Internal Medicine, she comes to us from UCLA, where she was the Senior Clinical Veterinarian for the Surgical Service of the Division of Laboratory Animal Medicine at the David Geffen School of Medicine. She has supported the research of a wide variety of animals, including pigs and chinchillas! Her internal medicine residency was at the University of Wisconsin in Madison. She can be reached at 352-392-0672 or via email at jjensen@vpha.health.ufl.edu.
- ❖ Janet Phelps is also a recent addition to ACS. A newcomer to Florida, Janet has lived most of her life in Columbus Georgia, working in corporate operations for 15 years. She received her BS in Accounting from Auburn University and is a CPA. Janet has shown herself to be a wonderful addition to the accounting staff, bringing her experience in a variety of areas to the accounting program at ACS. If you have any questions related to invoices, she could be reached at 352-846-0975, or via email at jphelps@vpha.health.ufl.edu.
- ❖ One of our newest members in the front office is Stacey Robinson, originally from the San Francisco Bay Area. Most recently, this traveler comes to us from Indiana. Her Associate's Degree in Animal Health Technology comes from Foothill College, and she has a certificate in Medical Transcription. She will be working in the Front Office, and says that the best thing about being at ACS is definitely the mice. Stacey can be reached at 392-2977 or via email at srobin@vpha.health.ufl.edu.
- ❖ Our second addition to the Front Office is Melissa Tapia, a.k.a. Liz. She is originally from St. Louis, but grew up in Phoenix. She has lived in Gainesville for several years now, working for the Gainesville Police Department. She has taken over animal ordering for the department, is fluent in Spanish and makes a great artichoke dip! Liz can be reached at 846-1748 or via email at mreno@vpha.health.ufl.edu.

Staff Recognitions

Congratulations go out to our latest AALAS-certified staff members! There are three certification levels for AALAS, ALAT, (Assistant Laboratory Animal Technician), LAT, (Laboratory Animal Technician), and LATG, (Laboratory Animal Technologist). The newest AALAS-Certified staff are:

Sherry Scruggs, Coordinator of Research Programs – **RLATG** (Registered)
Rachelle Wright, Senior Veterinary Technician – **RLAT** (Registered)
Santhi Mani, Laboratory Animal Technician Supervisor – **RLAT** (Registered)

Additionally, two unsolicited letters were received from an investigative staff member were received in regard to the performances of Marilyn Bryant, Heather McQueen, Alex Trapp and Kristina Steinfeldt.

“In my opinion, Ms. Bryant, Ms. McQueen and Ms. Trapp work exceptionally well together to ensure the Veterinary Metabolic building runs entirely as a coherent unit and I realize this is no easy task. They are capable of successfully completing multiple tasks simultaneously and conscientiously. They also never hesitate to lend a hand when the need arises.”

“(Ms. Kristina Steinfeldt) is most willing to go the extra 10 miles and pitch in and get her hands dirty. She has an extraordinary talent with animals and she was able to teach me a few new techniques along the way. She has an eye for detail and a careful and deliberate style of accomplishing a task. In my opinion, Ms. Steinfeldt is a dependable, articulate and intelligent person.”

Great job, ladies!

Accounting Report

The accounting staff of Animal Care Services made history in January this year!!! With a less than 1% error rate on billing, they are moving toward a balanced budget. Given their tenacity, there is little doubt that it will be accomplished. The next great obstacle in the “land of billing” is that of accurately reported and timely return of cage cards. Investigators are kindly reminded that it is their responsibility to report euthanasia dates on cage cards as close to the actual date as possible and ensure the return of the cage card to ACS via the black collection boxes. ACS tracks the cards based upon the day of their arrival to the front office, emptying the black boxes every day. If any problems exist on an invoice due to euthanasia, it is up to the investigator to show an ACS error if they wish to have the situation altered with regard to animals no longer in residence.

Contact Information

Emergencies are a fact of life. ACS, recognizing this, is requesting all investigators to supply a business- and after-hours emergency contact number for their laboratory to be used in the event of an animal emergency. These contact numbers should be a way to reach the Principal Investigator, or their designee, at any time of the day or night. In an attempt to regulate and require this data, this information will soon be required of anyone attempting to order animals. This information will be instrumental in ensuring the good health and safety of the research animals. ACS' front office can be reached at 352-392-2977 to update your emergency contact information.

Animal Ordering Update

ACS staff members are responsible for placing ALL animal orders for principal investigators (PI's). Orders will be placed with approved vendors only as listed on the website. It is the responsibility of each laboratory to ensure that they are utilizing the current animal order form. Any incomplete forms will be returned to the sender until all ordering information is complete. Animal orders received by 5:00 p.m. Wednesday are placed Thursday morning for delivery the following week. Any orders placed after this time will be processed with the following week's orders. Animals from non-approved vendors may require additional approvals for ordering, and thus delay the submittal. Laboratories will be informed of this prior to processing the order. Unauthorized animals will be rejected upon arrival. This, and all other ACS policies can be viewed online at <http://www.health.ufl.edu/acs/>.

Invoice Update

When an invoice goes out, the investigator has 30 days to pay it in full. If the payment is late, a 7% APR will be charged to the account, compounded monthly. Investigators will have 45 days from the invoice issue date to contest the bill. If an adjustment is deemed appropriate, it will be done via credit or debit memos. Even if an investigator plans on contesting the bill, it must still be paid by its deadline. If an invoice is past due more than 90 days, the investigator's account with ACS will be placed on hold; animal orders will not be accepted, cage card requests will be denied and all services other than basic husbandry and veterinary care will be suspended until the bill is paid. Invoices returned for Non-sufficient Funds (NSF) or an invalid account/encumbrance number, will be charged a \$35 administrative fee. It is the responsibility of each laboratory to ensure that ACS fiscal operations have on file a valid account/encumbrance number for each active protocol. All University of Florida – based Laboratories (those associated with a College or UF Department) must provide an account or and account/encumbrance for ACS invoicing (cost recapture) via electronic funds transfer. All other non-UF Laboratories (external customers) will be invoiced

monthly and will be assessed a 15% administrative charge for recapture of additional administrative costs associated with non-account/encumbrance invoicing. This 15% administrative charge will be assessed to the entire invoice amount.

This, and all other ACS policies may be viewed online at <http://www.health.ufl.edu/acs/>.

Rodent Pathogen Control Policy

As with all of our policies, the Rodent Pathogen Control Policy is available electronically on the ACS website at <http://www.health.ufl.edu/acs/policy/control.htm>. Unfortunately, it is critical that any rodents which have been housed in the CB 61-Suite (dirty quarantine area) for longer than six months be removed as soon as is possible. Rederivation strains will need to be started before an investigator's deadline to avoid consequences. As of March 1, 2004, the per Diem rate for animals housed in the 61 Suite has been increased to 120% of current charges.

Health and Safety Reminder

ACS policies are posted on the ACS website at <http://www.health.ufl.edu/acs>.

Security has recently been increased within the Communicore Facility. Many of you may have noticed the cameras being installed throughout the last months. These cameras are now operational, and will be used to ensure that policies are upheld. Non-compliance issues have already been identified and dealt with accordingly. The cameras have been placed for the safety and security of the animals housed within this facility, and infractions endangering their health may result in the loss of access privileges. A sample of a camera's view is pictured below.



ACS' New Imaging Services

ACS is now offering x-ray, fluoroscopy and ultrasound services for research imaging of animals and *in-vitro* studies. Our expertise covers image-guided procedures such as angiography, venography, selective catheter placement, percutaneous procedures including biopsy and vascular access. This new service represents a joint effort of the University of Florida (UF) Department of Radiology, College of Medicine and Animal Care Services, and is available for use by all UF and VA faculty. Other institutions are also invited and encouraged to make use of this facility. CRJ Mladinich, DVM, MS (with 36 years of experience in practice and research) will supervise this portion of the surgical suite. Animal Care Services will provide anesthesia and veterinary care as needed. If you are interested in this new service, please contact: Dr. CRJ Mladinich at 376-1611 x-6582, or via email at mladic@radiology.ufl.edu.

Notable Notes

On the cover of a recent *Parade* Magazine (circulated in newspapers around the country), a picture showing ten research doctors heralded in an article that lauded the sometimes unnoticed work of the many scientists from coast to coast who work without fail to continue the progression of modern science. The results of a survey were also published with the article, indicating the high priority and expectations that Americans place on biomedical research. The article also included a call to arms to raise funds for the NIH and CDC to continue and expand the biomedical work that is being done by these two federal agencies. *Parade* Magazine reaches more than 78 million Americans every week. The article can be viewed in its entirety online at www.researchamerica.org.

Community Outreach

On March 23, ACS began what we hope will be a continuing event to educate the greater Gainesville community on the advantages of animal research. ACS hosted 60 high school freshmen in honors Biology from Trinity High School on Ocala, Florida, and showed the entire group what animal research is all about. Presentations from Drs. Ed Scott, Janet Yamamoto, William Hauswirth and S. Paul Oh, as well as Mr. Gary Brown, proved to be both educational and entertaining. The students were treated to a morning of gene therapy, FIV and green mice, to name a few. Such exhibitions enhance the reputation of the University, as well as make a positive impact on the younger minds of this community in the fields of science, plus it was an enjoyable day for all concerned. Our thanks go out to the investigators who gave of their time and knowledge to present their research to these gifted students.

Animal Rights Event

WWAIL, the World Week for Animals in Laboratories, will be held this year from April 17-25. This is an animal rights event, but at the time of printing, no activities were scheduled as yet for the Gainesville area. Everyone is reminded that activities may arise quickly, especially in a college town. Investigators and staff are reminded to bring any suspicious activity or persons to the attention of ACS (during business hours at 392-2977), and UPD (after hours at 392-1111), immediately. The safety of both the animals and the research depends upon the utmost care and caution in who is allowed into the building. Do not allow anyone that you do not specifically know to have access into the facility. Send them instead to the front office by way of the public route. The cameras will be operating in the facilities so equipped, but everyone's cooperation is requested in keeping all of the facilities secure.

Pharmaceutical Authorization

Investigators receiving compounds such as halothane, isoflurane, antibiotics, sedatives, saline, etc. are expected, by state law, to have a Bureau of Statewide Pharmaceutical Services authorization letter for these compounds. This letter must indicate the investigator, authorization number, and the letter's expiration date. The authorization includes any form of distribution, including any free samples given to investigators for research, teaching and/or testing purposes.

Starting immediately, ACS will require and maintain a copy of the letter for those investigators who acquire medications from ACS. If you do not have a Bureau of Statewide Pharmaceutical Services distribution letter, you may obtain one from the following address:

State of Florida Department of Health
Bureau of Statewide Pharmaceutical Services
2817-A Mahan Drive
Tallahassee, Florida 32308.

Animal Care Services (ACS) publishes this newsletter to communicate with those who use or provide support to the animal care program at the University of Florida. This newsletter contains various items of importance to animal users. We use e-mail as our primary method of distributing the newsletter and also have copies of the newsletter available in the animal facilities. Please print this newsletter and distribute it to members of your department. If you did not receive this newsletter by email and would like to be added to the email list, please send an email message to cwasner@vpha.health.ufl.edu with "Add to ACS Newsletter" as the subject. This and all past issues of the newsletter can be accessed at <http://www.health.ufl.edu/acs/subnewsanns.htm>.