

UNIVERSITY COMMITTEE ON LABORATORY ANIMALS

September 2023

We hope that as researchers, staff, and students involved in animal related research you find the following newsletter helpful in navigating the changing landscape of animal welfare and ethics guidelines.

Topics covered in this issue:

- The project team tab, Romeo
- Regular Romeo help sessions
- Updated Attachment H, added to Romeo
- Correction regarding Invertebrate Communication

ADDING STUDENTS AND STAFF TO PROTOCOLS

We have an ***important update*** regarding protocol management in Romeo that requires your attention. To ensure seamless collaboration and enhanced accessibility, it is now required to include all research staff (i.e. anyone working on the protocol including trainees) on the project team tab.

By adding your entire staff to the project team tab, everyone will have access to the protocol documentation, enabling them to refer to it at any time via Romeo. This inclusive approach fosters a comprehensive understanding of the project and promotes efficient communication. All members added to the project team tab will receive copies of all communication sent via Romeo, including UCLA review questions, approvals, and expiry notices. Anyone listed on the project team tab is permitted (in the database) to submit amendments, allowing them to actively contribute to protocol evolution. Please note that while the lab may determine internal processes, the permissions in the Romeo database will remain the same.

We kindly request that all research staff listed in section 6 of Form A be included on the project team tab. Starting November 1, 2023, we will be routinely asking for an updated project team tab. As the Principal Investigator, it is your responsibility to ensure accurate and up-to-date records and ensure compliance and effective communication within your lab. The UCLA team will handle adding new members to the project team tab who are added via amendment. Please note that before staff members are added to the protocol they will need to register for Romeo. Registration requests can be completed here: <https://www.dal.ca/dept/research-services/resources/ROMEO-Researcher-Portal.html>

Your cooperation in implementing this requirement is greatly appreciated. For any questions or concerns, please reach out to UCLA@dal.ca.

We understand the importance of efficiently adding new staff members to your protocols in Romeo. To assist you in this process, we have outlined the step-by-step procedures below:

1. Navigate to the protocol in Romeo but refrain from opening it at this stage.
2. Next to the protocol title, click on 'Events.' This action will open a new screen for you to proceed with the necessary steps.
3. On the new screen, select 'Animal Care: Amendment' from the available options.
4. Complete the section specifically designated for adding new staff. Ensure you provide the following details accurately:
 - a. Staff member's name
 - b. Animal ethics certification number
 - c. Workshops attended, if applicable
 - d. Note whether they are undergraduate students, if applicable
 - e. Provide a brief description of their role on the project.
5. Taking care to provide accurate information will streamline the review and approval process.
6. Save, then submit the completed amendment, and the committee will review and approve these changes during the next UCLA meeting. This ensures that the addition of new staff members is handled promptly and effectively.
7. Following these procedures will help facilitate the smooth integration of new lab staff into your protocols, ensuring accurate record-keeping and compliance with ethical guidelines.

If you encounter any difficulties or have further questions about adding staff members, please do not hesitate to reach out to our team for assistance. We are here to support you throughout this process and address any queries you may have.

UPDATED ATTACHMENT H: TUMORS, STEM CELLS, AND OTHER BIOLOGICAL MATERIALS

A new revised copy of the attachment H will be uploaded to Romeo, the summary of changes is below:

- A clarifying question regarding whether the cell line is established, or primary has been added.
- The cell line testing information that goes out to all protocols that include an attachment H has been added to the form as well.

SEEKING ASSISTANCE WITH ROMEO?

Jennifer Wipp is here to provide you with the help you need. Starting October 4th, 2023, Jennifer will be hosting weekly drop-in sessions every Wednesday from 1:30 PM to 2:30 PM via Teams.

Join on your computer, mobile app or room device

[Click here to join the meeting](#)

Meeting ID: 249 088 355 207

Passcode: JXSRSZ

[Download Teams](#) | [Join on the web](#)

Dalhousie University sits on the ancestral and unceded territory of the Mi'kmaq. We are all Treaty people.

[Learn More](#) | [Help](#) | [Meeting options](#)

CORRECTION REGARDING COMMUNICATION ON INVERTEBRATES

In a recent communication addressing the utilization of Invertebrates in Research, we would like to provide a brief clarification. Previously, it was mentioned that Invertebrates can undergo pain and suffering. However, the existing research on this subject is inconclusive, and while some Invertebrates may indeed experience pain and suffering, further investigation is needed to establish a definitive conclusion. The language used in the communication was somewhat general, and it should have been more specific and precise as there is likely to be a wide range in the capacity for experiencing pain and suffering across invertebrates. Nonetheless, the main purpose of the communication was to raise awareness among both new and potentially uninformed researchers about the requirement of protocol coverage for their work involving invertebrates. If you are currently engaged in research involving invertebrates and have not yet completed a Form C approved by UCLA, we kindly request you to get in touch with Jennifer at UCLA@dal.ca for more detailed information.

QUESTIONS?

Please feel free to contact the office at any time for further information or if you have suggestions for future newsletter topics you wish to see covered, please email (UCLA@dal.ca).

Thank you for taking the time to review this latest installment of the UCLA newsletter!