

## **Rodent Metabolic Core Policies and Instructions: Non-CHLA Investigators**

### **Metabolic Core Requirements Checklist**

- Schedule a consultation with Core personnel
- Acceptance of Responsibility Agreement Form (p. 2)
- Obtain institutional approval for transport of animals to the CHLA Metabolic Core (p. 3)
- Obtain IACUC approval for terminal metabolic testing at the CHLA Metabolic Core (p. 3)
- Submit an approved animal protocol for review by the CHLA IACUC
- Submit an animal health report for review by the CHLA Veterinarian
- Schedule an experiment
- Deliver animals to the CHLA Metabolic Core
- Arrange for collection/pick up of tissue samples (optional)

### **Contact Information**

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**CHLA IACUC Coordinator**

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## CHLA Rodent Metabolic Core Acceptance of Responsibility Agreement

The undersigned user, \_\_\_\_\_, and  
USC faculty sponsor, \_\_\_\_\_,  
acknowledge reading and understanding the CHLA Rodent Metabolic Core Policies and agree to abide by  
all policies. The faculty sponsor agrees to provide a method of payment. I understand that failure to abide  
with the policies of the CHLA Rodent Metabolic Core may result in loss of privilege to use the Core.

**User signature** \_\_\_\_\_ Phone: \_\_\_\_\_

USC email \_\_\_\_\_

**USC Faculty signature** \_\_\_\_\_ Phone: \_\_\_\_\_

Department/Division \_\_\_\_\_

**Business office contact to send** Name: \_\_\_\_\_

**invoice and request payment** Email: \_\_\_\_\_

Phone: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Account or reference number: \_\_\_\_\_

Date Signed \_\_\_\_\_

Project Title \_\_\_\_\_

IUCAC approval # \_\_\_\_\_ required: Yes / No

Biosafety approval # \_\_\_\_\_ required: Yes / No

Please read the Policies and usage rates before signing this agreement.

Please arrange for a consultation between the faculty sponsor, user(s), and Core staff (Dr. Bouret and/or Dr. Kocalis) to go over study design. The staff is available to give talks/discussions at lab meetings, seminars, etc. Please provide documentation of a USC and/or CHLA IACUC approved animal protocol listing transfer of animals to the CHLA Metabolic Core for the purpose of metabolic testing procedures.

**Publication Policy: Please acknowledge the Children's Hospital of Los Angeles (CHLA) Rodent Metabolic Core when presenting or publishing data obtained using Core Services.**

## **CHLA Metabolic Core IACUC Requirements**

### **CHLA IACUC SOP #49- Metabolic Phenotyping in Rodents**

#### **Non-CHLA Investigators:**

Investigators from other facilities may collaborate with a CHLA investigator if the work is an extension of an ongoing activity that has received prior approval by the CHLA IACUC. In this case, the new investigator must be added to the CHLA animal protocol if he/she will be responsible for any aspect of animal handling or care.

If the proposed work is not an extension of an on-going CHLA animal protocol, the non-CHLA investigator must provide a copy of the approved animal protocol from his/her own institution along with a protocol approval letter from his/her IACUC. This protocol will be assigned a CHLA IACUC protocol and will be reviewed by the IACUC. The IACUC may opt to use the Designated Member Review process for review. In addition, if animals to be used will originate from non-CHLA animal facility, a current health report must be reviewed and approved by the CHLA veterinarian prior to receipt of the animals. Use of animals may not begin until an approved animal protocol is on file in the CHLA IACUC office and an approved health report is on file in the CHLA animal facility office. Work performed in collaboration with outside investigators must be covered by an Inter-Institutional Collaborative Agreement as outlined in IACUC SOP #41.

Animal phenotyping must be approved by the CHLA IACUC and the Metabolic Core facility staff prior to initiation of a project. Use of the Metabolic Core facility equipment must be coordinated well in advance (at least 4 weeks). Personnel who have entered the Metabolic Core facility or the Metabolic Core procedure room must not enter any other areas of the CHLA Animal Care Facilities for at least 24 hours to decrease risk of cross contamination spread to core facilities.

## CHLA Metabolic Core: Considerations for Experimental Design

- **Metabolic testing**
  - *See CHLA IACUC SOP #367-14, Metabolic Phenotyping in Rodents*
  - Studies begin Monday and end Friday
  - Up to 8 animals can be studied at a time
  - Studies of more than 2 groups require two consecutive runs
  
- **Group size**
  - A minimum group size of 4 animals is recommended
  - Data analysis, graphs and basic interpretation of results provided at no additional cost (min. N=4/grp)
  - Raw data files will be provided for studies with group sizes of less than 4
  
- **Scheduling**
  - Schedule metabolic cages at least 1 month in advance
  - Animals must be delivered to the Core for acclimation 1 week prior to testing
  - Studies are completed 2 weeks after arrival
  
- **Animal Transport**
  - Non-CHLA investigators must obtain IACUC approval prior to transfer (see page 3)
  - Users are responsible for delivery of animals to the Core
  - When transporting animals, all applicable laws and institutional regulations must be followed
  - Responsibility for animal welfare is transferred to Core personnel upon arrival at CHLA
  
- **Conclusion of study**
  - All studies are terminal
  - Animals will be euthanized and carcasses disposed of unless instructed otherwise
  - Arrange for tissue collection within one week after study ends
    - Collection by core personnel (fee charged per animal)
    - Collection by laboratory personnel in Core Procedure Room (inquire)