# Sethi Lab Mouse Manual

## IACUC

The Institutional Animal Care and Use Committee (IACUC) reviews and approves all experiments and procedures to be conducted with live animals. If you need IACUC support, including access to your IACUC login information, please contact [James\_Folcrum@DFCI.HARVARD.EDU](mailto:James_Folcrum@DFCI.HARVARD.EDU)

Current lab protocols include:

* **11-009**: Functional Studies of Gastrointestinal Cancer Genomic Alterations

### i. New Protocols

All animal work at DFCI must be approved by IACUC. For experiments that use new procedures that significantly differ from old protocols, please submit a new protocol to IACUC. <http://dfciiacuc.partners.org/Login.asp>

### ii. Amendments

If your experiment uses a procedure is similar to an existing protocol with minor changes, please submit an amendment. Please click the links below to download the different forms or visit the [IACUC Website](https://iacuc.dana-farber.org/amendment-forms.html) for more information.

[Amendment Form A (Change in PI)](https://iacuc.dana-farber.org/uploads/1/3/0/7/130725597/amendment_form_a__change_pi__1.3.1.pdf)

[Amendment Form A Guidance](https://iacuc.dana-farber.org/uploads/1/3/0/7/130725597/amendment_form_a_guidance.pdf)

[Amendment Form B (Add Personnel)](https://iacuc.dana-farber.org/uploads/1/3/0/7/130725597/amendment_form_b__add_personnel__1.3.1.pdf)

[Amendment Form B Guidance](https://iacuc.dana-farber.org/uploads/1/3/0/7/130725597/amendment_form_b_guidance.pdf)

**If you are a new member of the lab**, please ask Tim to file Amendment Form B to add you to the most appropriate protocol for your project.

[​Amendment Form C (Significant Changes)](https://iacuc.dana-farber.org/uploads/1/3/0/7/130725597/amendment_form_c__significant_changes__1.4.3.pdf)

[Amendment Form C Guidance](https://iacuc.dana-farber.org/uploads/1/3/0/7/130725597/amendment_form_c_guidance.pdf)

**If you are starting a new mouse study**, file Amendment Form C to submit a new experimental design, new experimental substances, and new procedures.

[Amendment Form D (Minor Changes)](https://app.smartsheet.com/b/form?EQBCT=f8869e6369cd4513a957b2ae159dfb55)

Form D can be used to make multiple minor changes to multiple animal protocols.

## Animal Research Facility (ARF)

ARF is the main team that handles all animal work at DFCI and runs the facility and trainings. There have an extensive collection of protocols, forms, and guidelines available at their website <http://dfciarf.partners.org/Main.aspx>

### A. Ordering Mice

Orders must be placed by **3pm each Tuesday** to guarantee they will arrive the following week. If you are using a rarer strain, please contact the vendors directly to make sure they can fill your order in a timely manner.

1. To order mice, please visit [Animal Order Login (partners.org)](http://dfciarf.partners.org/AnimalOrder/UserLogin.aspx) and log in using your IACUC credentials that you received from [James Folcrum](mailto:James_Folcrum@DFCI.HARVARD.EDU). The username should be your DFCI employee ID number.
2. Select “Longwood” from the Building menu.
3. Select “9112” as the room.
4. Select “Smith, Eric” as the PI.
5. Select the IACUC protocol number that will be using these mice.
6. Click “Place **NEW** order”

Graphical user interface, application, Word

Description automatically generatedFill in the form per the example:

### B. Electronic Cage Cards and Hood Scheduler

Visit the [CageCard (partners.org)](http://dfciarf.partners.org/CageCard/Main.aspx) webapp and log in using your IACUC credentials to manage your cage cards. Once a cage of mice has arrived, you can see the cage card under the “Reports” tab. Click the title of the card to change its alias, biosafety level, number of mice, and add comments.

You can use the “Hood Scheduler” tab to reserve space in the biosafety cabinets in the vivarium. You cannot reserve more than 2 hours each day.

### C. Technical Services

The technical services staff can perform many animal procedures for you, including injections, bleeds, and imaging. They can also provide training for these procedures. For inquiries about their services, contact [Catherine Sypher](mailto:Sypher,%20Catherine%20A.%20%3cCatherineA_Sypher@DFCI.HARVARD.EDU%3e). For inquiries about training, contact [Sarah Gillam](mailto:Gilliam,%20Sarah%20J.,%20DFCI%20%3cSarahJ_Gilliam@DFCI.HARVARD.EDU%3e).

If you need technical services’ help for a project, **you must meet with Catherine** **Sypher** to discuss your project timeline, ESPECIALLY if you need to schedule any bioluminescent imaging.

After meeting with Catherine, she will have you submit technical services request (TSR) forms. These can be downloaded from [ARF Main Menu (partners.org)](http://dfciarf.partners.org/Main.aspx) under the “Technical Services” tab, or you can find them on the OneDrive > Smith Lab > IACUC & ARF > Technical Services Procedure Request Forms.

* For **one-time** procedures, please fill out one form per procedure.
* Eg. If injecting tumor cells on June 1st, then CAR T cells on June 14th, please fill out two dosing requests: one for tumor, and one for T cells.
* For **recurring** procedures, such as BLI, blood sampling, etc, please fill out one form, and explain the timing details in the form.
* Eg. If doing BLI twice a week for the first two weeks after T cell injection, then weekly after that, you only need to fill out one BLI request, and elaborate on the schedule in the scheduling section.
* When submitting the TSRs through [Smartsheets](https://app.smartsheet.com/b/form/222e308ec2864488963bf8620d028f2c), you **may submit only one form at a time**. Do not attach more than one form at a time unless Catherine specifically instructs you to do so.
* Please ask Melody, Vishal, or Cedric for completed examples of each TSR.

### D. Sethi Lab Mouse Space Specifics

- All our mice are housed in **Room 9130**

**-** Our mice are all on Rack 1 and 2

- eventually all genetically engineered models will be on Rack 1 and

- all nude mouse experiments on Rack 2