March 25, 2020

Dear Investigators,

CCM staff are continuing to perform our required husbandry and veterinary responsibilities to ensure the best care for your animals. We want to emphasize the need for laboratories to assign sufficient numbers of Essential Staff (refer to the HR link for policy and form and 3/18/20 CCM Operations Update memo) to fulfill your research focused animal care, as required by the approved Animal Study Protocol (ASP). CCM has received several requests to help labs with breeding colony management (weaning/separations), euthanasia, and other research related animal care procedures. The CCM staff have a number of required husbandry and veterinary duties to complete. Adding research related requests will further stress the CCM staff workload, which we anticipate to become greater in the next few weeks. Additionally, where feasible, some CCM staff are alternating coming into work and working from home, so that we can reduce potential exposures. If your animals are actively requiring breeding colony management, research related monitoring and supportive care, please assign staff to these duties.

In the event, under extreme circumstances, that research staff are unable to come into work to perform these research related functions, please place a request into AOPS for the service needed (i.e. separation, weaning, euthanasia). CCM will do our best to accommodate the request and a CCM service charge for the request will be applied. Researchers should continue to follow CCM SOPs and IACUC policies on animal care, such as the Mouse Breeding and Housing Density policy. Additionally, researchers must continue to follow their approved ASPs regarding animal monitoring, supportive care and experimental endpoints.

If extreme circumstances occur with your laboratory, where no one is able to perform IACUC required functions, please contact Mandy Kozlowski (m-kozlowski@northwestern.edu) and Lisa Forman (L-Forman@northwestern.edu) immediately so that we can discuss options.

Thank you for your understanding and cooperation,

Lisa Forman                                            CJ Heckman  
CCM Executive Director                       IACUC Chair