

**A guide for
investigators/students, novice to animal research in
the animal facility authority -
The Hebrew University of Jerusalem**

Student/lab technician/investigator (not a PI)

Pages: 2-4

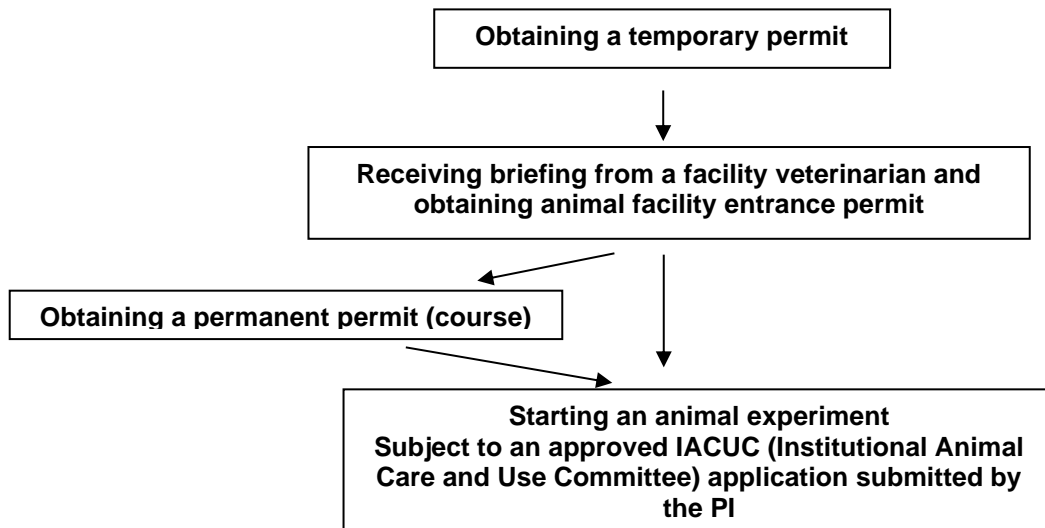
Principle Investigator (University or Hadassah affiliated)

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PI/investigator - outsourcing companies

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student/investigator (not a PI)



In order to set-up an animal experiment, it is required to first obtain a personal IACUC permit code.

Two types of permits exist, as follows:

1. **Temporary permit** is a temporary code no., valid for only six months, that allows participation in animal research, as well as entrance into the animal facilities (following briefing). This type of permit cannot be renewed or extended.

In order to obtain a temporary permit, the candidate must fill up **an online application form for a personal permit, which can be downloaded from the Authority For Biological and Biomedical Models website:**

<https://animals.huji.ac.il/regulations-forms>.

Please note: temporary permits cannot be issued immediately, and the temporary code will be sent to you via email to the address provided within the form.

Once the temporary code is granted, in order to begin animal experiments, the candidate must be briefed by the lab's PI. This preliminary briefing must include:

- A. An explanation regarding appropriate handling of lab animals, use of alternatives and strategies for reducing animal suffering during experiments.
- B. Practical demonstration of the animal experiments intended to be performed by the employee/investigator.
- C. At least two animal experiments should be performed by the PI in the presence of the employee/investigator.

In addition, participation in orientation sessions given once a month in the animal facilities is required. Signing up for the sessions is done individually through the Authority website: <https://animals.huji.ac.il/spf-unit-orientation-guidance>.

There are two types of such training sessions: basic training and complementary training in the relevant animal facility where the investigator is destined to perform their work.

Only after meeting these terms, can the investigator begin working in the animal facility. The entrance permit is a hand print that is taken in the animal facility and is coded with the employee/student/investigator's temporary or permanent permit number.

Any questions regarding these orientation sessions should be directed to the veterinarian staff in the Authority For Biological and Biomedical Models (contact information is available on the Authority website).

Orientation Sessions:		
For questions on Orientation sessions please contact any of the Vets in the Authority. For Contact details.		
Orientation Sessions registration details - הסבר על רישום להדרכות		
relevant documents - מסמכים רלוונטיים		
Orientation Sessions	Date Start	Date end

2. **Permanent permit** is a certificate bearing a permanent personal permit number that is not time-limited, and is meant to serve the investigator in all of their studies, provided that they meet eligibility conditions for a permanent permit certificate.

There are two manners by which a permanent permit can be obtained:

A. Students/investigators that either don't have a permit or have a temporary permit

are required to complete the online course given by the Authority For Biological and Biomedical Models - "Basic Course for Work with Laboratory Animals" 94810.

All information regarding the course along with study materials can be found on the Authority For Biological and Biomedical Models website:

https://animals.huji.ac.il/course_94810_instructions_and_links

Animal Courses Registration Form

Please enter your ID number and select a course

ID or Passport Number

Courses:		
For questions on courses please contact the Course Coordinator at secethics@savion.huji.ac.il		
The course (#94810) is changed to be an online course. Here you need to register for the written exam. Please see all details for completing the online course at our site .		
Course	Date Start	Date end

Bachelor's and Master's HUJI students must also register through the university courses system: Rishum-Net. The course no. is 94810. Rodents training is provided as part of the course. Grading: binary (passing grade is a grade of above 60 for both theoretical and practical exams).

This course set up provides permits for work with murine/rodent models only (only those participating in the laboratory training with rats are granted a work permit for all rodent models).

Students/investigators interested in performing research involving other animal species are not required to participate in the rodents laboratory training, but are required to participate, along with the theoretical course, in training relevant for the animal species they are destined to work with.

The Authority For Biological and Biomedical Models provides such training for the following types of animals:

- ruminants, pigs, birds, amphibians, fish, monkeys, rabbits.
These trainings are given maximum 1-2 times per year.
- All trainings will be given according to demand, and must be coordinated with The Authority For Biological and Biomedical Models.
- A minimum number of participants is required in order for any training to take place.

All questions regarding courses and training sessions should be addressed to the Authority For Biological and Biomedical Models by email: secethics@savion.huji.ac.il.

B. Students/employees who have been certified by a different institution

- a. Students/investigators who have been certified by a different institution are required to send their certificates to abbmethics@savion.huji.ac.il.
Only certificates granted by completing courses recognized by the Israeli Council for Experimentation on Animals will be accepted.
- b. For certificates issued abroad, the course syllabus should be provided, and number of academic hours and teaching manner (video, frontal, practical, etc) must be stated.
- c. All abovementioned documents, whether provided for local or for international courses, must be supplemented **with an application for a personal permit form. To download the form, see guidelines on page 2 section 1.**

If the permanent permit application is approved, the employee/student will receive a permanent authorization number along with their permanent certificate, as well as a file containing instruction for use of the permanent permit code.

Once the permanent permit is granted, it is mandatory to sign up to and participate in the monthly orientation sessions given by the Authority For

Biological and Biomedical Models, in order to be allowed to enter the animal facility. For additional information, see page 2, relevant paragraph.

3. Accessing the IACUC system and participating in filling up IACUC applications on behalf of the research group

In order to submit/edit IACUC applications using the PI's online account, the employee/student must first open an account (receiving username and password) on the IACUC application servers: the Faculty server - EKMD, or, since 2002 - for new investigators/employees of the institution, creating a username on the CC server of the HUJI Administration system.

A. HUJI students may create an EKMD account by themselves in the EKMD sign up website:
<https://adminportal.ekmd.huji.ac.il/Pages/ekmdresetMain.aspx> under "Registration for Students".

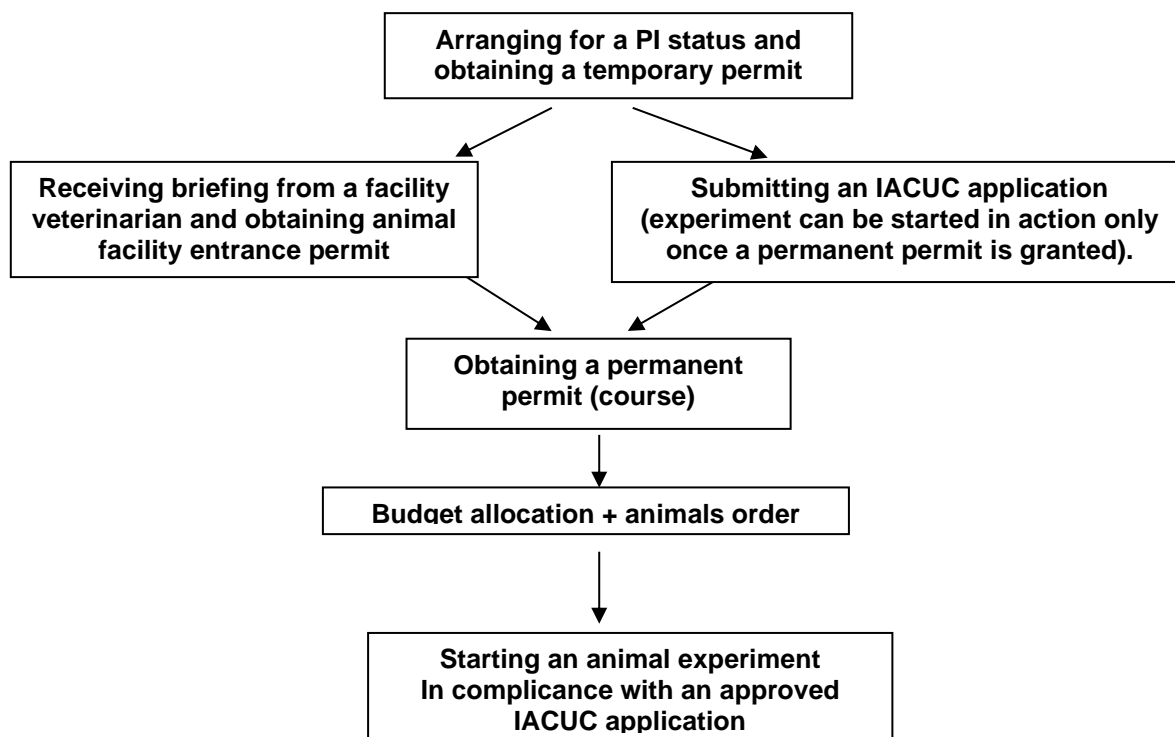
B. Creating an EKMD/CC account for university investigators/employees or Hadassah non student investigators/employees

requires the PI or the group lab manager to set up EKMD/CC accounts for all new group members, lab workers or investigators (this is done as part of the process of the employee's initial registration, regardless of any potential future animal experiments being performed by them).

- a. **Creating an EKMD server account:** the PI should contact helpdesk@ekmd.huji.ac.il asking to set up EKMD accounts for each of their group members, who are yet to have one.
- b. If creating an EKMD account is not possible, **a CC server account should be created instead:**
if no CC account exists ("Savion"), or if the password to an existing account is lost, it is possible to renew/reset/set up a new account through this page: <https://pm.cc.huji.ac.il/pwm/public/landing.jsp>
Setting up the account should be done using Internet Explorer, and if there are problems, then using Chrome browser.
- c. **Creating a CC account for investigators/employees from external companies or institutions (outsources):** an email should be sent to abbmethics@savion.huji.ac.il containing the following information: first and last name in both Hebrew and English, ID number, work email address that can be used to contact the investigator, and a mobile phone number.

Detailed guidelines for writing and submission of IACUC applications can be found on each screen and in each section of the IACUC body during the online submission. For any questions contact:
abbmethics@savion.huji.ac.il or secethics@savion.huji.ac.il.

HUJI or affiliated medical center's (Hadassah/ Shaare Zedek) PIs



In order to set-up an animal experiment, it is required to first obtain an IACUC permit code. Two types of permits exist, as follows:

1. **A temporary permit and a permanent permit.**
2. **For full information and guidelines regarding permits see and accurately follow pages 2-4.**
3. **Accessing the IACUC system and arranging PI status with the Authority For Biological and Biomedical Models**

In order for a PI to have access to submitting IACUC applications using the online system, they must set up an account (receiving username and password) on the Faculty of Medicine's server, the CC\EKMD, that is used to login to the IACUC system.

After January 2020, new PIs joining the University or its affiliated Medical Centers will no longer be given usernames and passwords for the EKMD server, but instead will be required to set up a CC server username and password. CC server username and password can be created here: <https://pm.cc.huji.ac.il/pwm/public/landing.jsp>, or if there are any problems encountered, contact technical support team: 02-6585555.

New PIs at HUJI and Hadassah that have IACUC applications needing submission through the system should first arrange their PI status at the Authority For Biological and Biomedical Models, in order for their account to be properly defined in the IACUC system, as detailed:

- A. **HUJI PIs** should contact abbmethics@savion.huji.ac.il and attach their appointing letter or any other formal document from their accepting Faculty/Department declaring that they are indeed registered as PIs at the institution. The personal permit request form should be attached as well (**for form download guidelines see page 2 section 1).**
- B. **Hadassah PIs** should contact Dr. Hadas Lemberg: lhadas@hadassah.org.il requesting that she sends the email address mentioned in section A above a confirmation of them being a PI at Hadassah.

In order to register to the IACUC system for submission of online applications, the Ethics Coordinator should receive the username and password for the relevant server (EKMD for senior investigators and CC for new comers) by email to abbmethics@savion.huji.ac.il

5. IACUC system orientation

Detailed guidelines for writing and submission of IACUC applications can be found on each screen and in each section of the IACUC body during the online submission. For any questions contact: abbmethics@savion.huji.ac.il or secethics@savion.huji.ac.il.

6. IACUC application submission

Important! Note: only PIs are allowed to submit IACUC applications using the electronic system. Writing and submission of an IACUC application can be done once any permit code, either temporary or permanent, is granted.
Ordering of animals and animal experimentation are only possible once a permanent permit is obtained.

7. Special orientation given by a veterinarian for severity grades 4-5 studies and studies that require safety permit


IACUC applications for studies at severity levels 4-5, and studies requiring a safety permit are conditioned by a preliminary meeting with a veterinarian, which has to take place once the study was approved by the Committee, and prior to the study's strating date. An email concerning this issue will be sent to the PI by the Ethics Coordinator, stating the name of the Authority veterinarian, who needs to be contacted in order to set a meeting. Following the meeting, the PI is requested to keep a tracking list in the animals keeping 4-5 room, to be filled according to the veterinarian's instructions. At the same time, the veterinarian will send the Ethics Coordinator a copy of the form, in order to allow animal orders for the study.

8. Budget allocation and animals order, and additional services

Important! Note: only PIs are able to allocate and maintain a budget under their name, as well as order animals using the online system. A few days wait is required for the number of approved animals to be updated on the server once all conditions are met (application approval and receipt of an orientation by a veterinarian for severity grades 4-5 and studies that

require safety permit), in order to create animals order requests.

Animals are available for order through the Authority For Biological and Biomedical Models website: <http://animalsorder.ekmd.huji.ac.il/login.asp>
See below for further details.



The Hebrew University of Jerusalem
Authority of Biological and Biomedical Models

Login Screen

מנ"ח' החומות סגורה כל יום חמישה באוניברסיטה (לעובדים בלבד): ימי שישי, שבת, ערבי חגים, חגים, חולי מועד וחופשות
מזריקות, נא לא להעביר חומות בזמנים אלו

Personal Ethics Number	Password
<input type="text"/>	<input type="password"/>
<input type="button" value="Login"/>	<input type="button" value="Reset"/>

Only authorized users can login to the system.
For a user name and password contact the
[Authority for Biological and Biomedical Models](#)
P.O.Box 12272
91120 - Jerusalem

Tel: (972)-2-6758465
Fax: (972)-2-6424654
animalfacility@ekmd.huji.ac.il

For any questions regarding the animals ordering process
contact: abbmhr@savion.huji.ac.il.

In order to enter the PI's budget

In the animal orders system, a budget allocation form, which can be found on the Authority website must be filled. [This form can be also accessed through here](#) (Hadassah budgets must be first approved by Irina Golubitsky, before their update in the system)

Using this budget for placing orders through the system will only become possible once the administrative coordinator notifies by email it was successful updated in the system.

It is only possible for PIs to place orders using budgets registered under their name, or budgets they were authorized to use. Ordering stages can be viewed under "How to order" option available in the top toolbar menu.

Once the order is placed, both the PI and the person that placed the order should receive a confirmation email with all order details. If no confirmation email is received, the contact the administrative coordinator

(abbmhr@savion.huji.ac.il); refrain from placing additional orders, to avoid duplicate orders. Your orders can be viewed on the "My orders" page that is available through the top toolbar menu. Orders that appear on this list have indeed been sent to the animal facility.

For university investigators only - in case of a problematic budget, an error email generated by the financial system will be received. This email should be forwarded to your budget coordinator, who is responsible for finding a solution.

Drug orders -

inform the veterinarian in charge of placing the order to make sure that the items are in stock. Drug pick up is at the office of the veterinarian in charge, and needs to be coordinated in advance.

Animal delivery schedule -

Animals are delivered to the Givat Ram campus and Har Hatzofim campus twice a week: Mondays and Thursdays. Delivery to the Rehovot campus is done on Wednesdays.

Orders should be placed at least 3 days prior to the requested delivery date, before 10AM, according to the following:

For Monday deliveries - orders should be placed before Wednesday at 10AM on the week prior.

For Thursday deliveries - orders should be placed before Monday at 10AM.

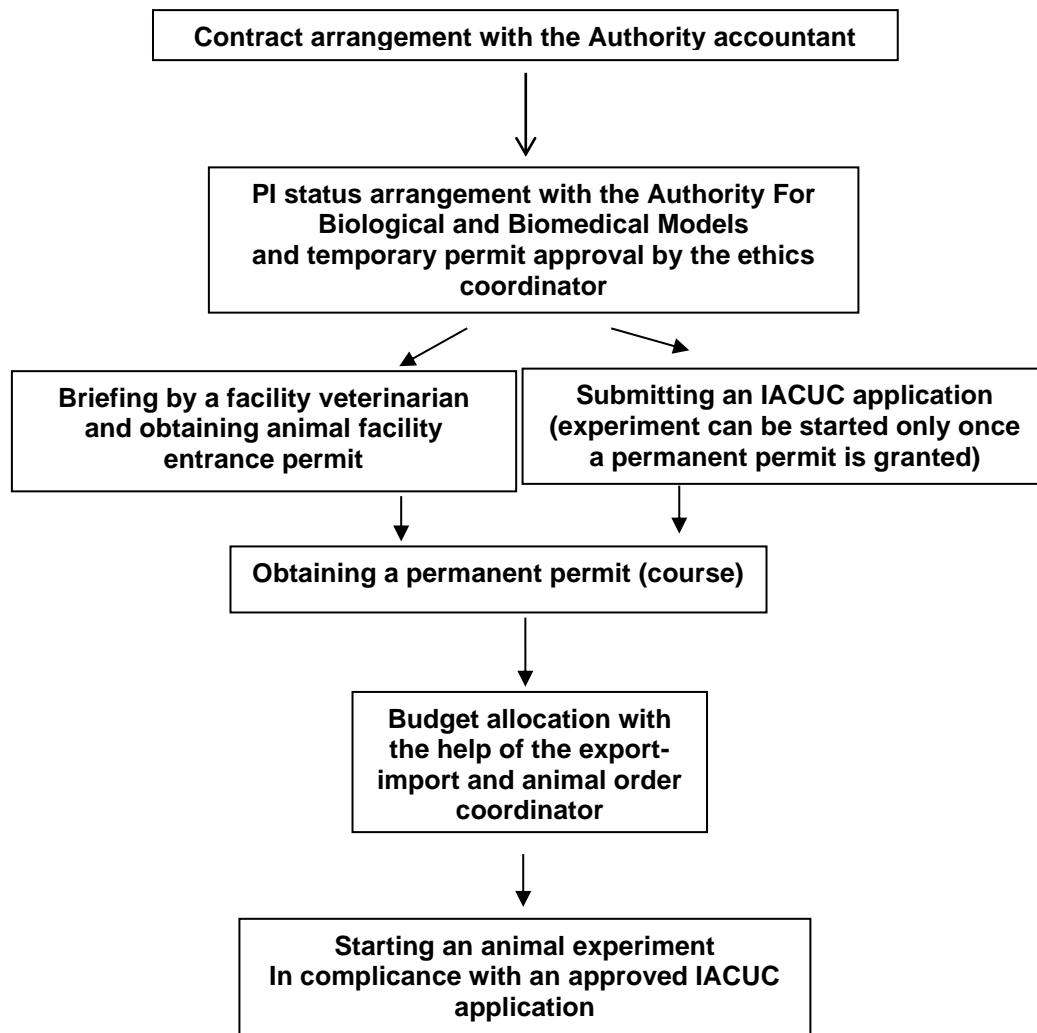
For Wednesday deliveries (Rehovot campus) orders should be placed before Monday at 10AM.

For any questions on placement of orders and budget allocation, contact the administrative coordinator, Smadar Golan: abbmhr@savion.huji.ac.il.

For any questions on animal export-import, contact the export-import coordinator, Moshe Gabison: abbmorders@savion.huji.ac.il

For questions on holdings and pricing, contact the Authority accountant, Alex Bitensky: abbmFinance@savion.huji.ac.il

PI/investigator - outsourcing companies



1. **Quotes** - investigators from external companies (outsourced, who are not affiliated with either HUJI or Hadassah), who are interested in performing an animal experiment in the Authority For Biological and Biomedical Models should request a quote from the Authority accountant by email (abbmfinance@savion.huji.ac.il).
2. **Contract** - wherein the quote is approved by the company/outsource, a standard contract must be signed in three copies. The signed copies are sent for signing by Dr. Ronnie Kalman - the Authority Administrator. One copy is then provided to the company, another is kept by the Authority For Biological and Biomedical Models with the Authority accountant, and the third copy is sent to the R&D Authority, if required. The contract can be adjusted in compliance with the University's legal advisor's, Advocate Peppi Yakirevitz, approval. There are two appendices within the contract - the quote that has been approved by the company, and the IACUC application, approved and signed .

3. **In order to set-up an animal experiment**, it is required to first obtain an IACUC permit code. Two types of permits exist, as follows:

1. **A temporary permit and a permanent permit.**
2. **For additional information, see and accurately follow the guidelines on page 5-7 above.**

4. Accessing the IACUC system

The following stages must be completed prior to working with and submitting application through the online IACUC system on the Authority For Biological and Biomedical Models website:

- A. PI status arrangement with the Authority For Biological and Biomedical Models is required for appropriate registration to the IACUC system. For arrangement of PI status for outsource companies, send a company stationary appointment letter signed by the company's CEO or other high company officials (e.g, CFO) that declares the investigator's appointment as a company PI by email to abbmethics@savion.huji.ac.il
- B. An account should be created (username and password should be obtained) on the Faculty of Medicine's server, the CC\EKMD, which is used to access the Authority For Biological and Biomedical Models's IACUC system. In order to create an account on the Faculty's server, contact the email mentioned in section A directly, with the following details: full name in both Hebrew and English, ID number, personal permit number if one was already provided, company email address and mobile phone number. **If you are yet to be provided with a personal permit number, read and follow the abovementioned guidelines concerning temporary/permanent permits.**

The ethics coordinator verifies that the PI has been notified by email of their server username and password.

5. IACUC system orientation

Detailed guidelines for writing and submission of IACUC applications can be found on each screen and in each section of the IACUC body during the online submission.

For any questions contact: abbmethics@savion.huji.ac.il or secethics@savion.huji.ac.il.

6. IACUC application submission

Important! Note: only PIs are allowed to submit applications using the IACUC system.

Outsource investigators are allowed to begin writing and submitting IACUC applications only once the contract between the external company and HUJI has been signed, and a temporary IACUC permit has been issued. It must be

noted that experiments can be strated and animals can be ordered only once **the process is completed (contract, personal permanent permit (following the participation in an Ethics course) and IACUC application approved).**

7. Special orientation given by a veterinarian for severity grades 4-5 studies and studies that require safety permit

IACUC applications for studies at severity levels 4-5, and studies requiring a safety permit are conditioned by a preliminary meeting with a veterinarian, which has to take place once the study was approved by the Committee, and prior to the study's strating date. An email concerning this subject will be sent to the PI by the Ethics Coordinator, stating the name of the authority veterinarian, who needs to be contacted in order to set a meeting. Following the meeting, the PI is requested to keep a tracking list in the animals keeping 4-5 room, to be filled according to the veterinarian's instructions. At the same time, the veterinarian will send the Ethics Coordinator a copy of the form, in order to allow animal orders for the study.

8. Budget allocation and animals order, and additional services

Read and accurately follow the guidelines detailed on pages 6-7 above.
For any questions contact abbmhr@savion.huji.ac.il.