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Program Overview

For those not familiar with FACILITY, this database created by Locus Technology, Inc. is currently being utilized by LASP to manage inventory billing, technical charges, Animal Study Proposals, and training records for all NCI-Frederick and Bethesda animal facility locations.

At the direction of our customers, LASP has recently started using FACILITY to track pedigree history for a small group of investigators at the NCI-Frederick. While not all investigators require this level of detail for his/her study objectives, the enhanced service provides a seamless transition for maintaining both crucial pedigree data for the investigator and automating inventory processes for LASP staff.

In 2007, LASP also integrated the data maintained in FACILITY with the new online *LASP Animal Facility and Animal Study Proposal [ASP] Access System*. This new online system provides investigators, facility managers, and technical staff with real-time [*] inventory, ASP information, and customized reports to promote efficient colony management.

The Primary FACILITY Users Group [designated in early 2007] is currently working to enhance the capabilities of the FACILITY database. Some of the

future initiatives that are currently being evaluated include:

- *Continuing to enhance the capabilities of FACILITY and the online LASP Animal Facility and ASP Access System as directed by our customers*
- *Conversion of current paper processing to online formats [i.e., animal health reporting, experimental study set-up sheets, etc.]*
- *Standardized inventory identification with bar coding technology*
- *Online posting of Animal Study Proposal forms for easy retrieval*

LASP Online Access System

The online *LASP Animal Facility and ASP Access System* has been designed as tool to facilitate communication between investigators and technicians. The LASP online access system can provide real-time [*] animal inventory and ASP access for investigators, technicians, and administrative staff. We are working closely with DMS to continue making improvements and expanding the capabilities of this system. If you have not already obtained access or think that an investigator you work with may be interested, please send an e-mail to Jaime Greear [greearj@mail.nih.gov].

For those who have already have access, please be sure to bookmark the site [included below] in your web browser... suggestions for improvement are always welcome ...

<http://www.ncifcrf.gov/rtp/lasp/intrafacilityreports/login.asp>

FACILITY Website

This new website has been designed to provide users with current information related to FACILITY and the LASP online access system. This includes links to standard operating procedures, helpful hints, electronic forms, useful resource links, upcoming training, and

general contact information. The website also provides an overview of the FACILITY system and directions on how to get started if the investigator is new to FACILITY or simply wants to find out more about the database.

Please be sure to bookmark the site [included below] in your web browser ... suggestions for improvements are always welcome ...

<http://web.ncifcrf.gov/rtp/lasp/fac/>

Standard Operating Procedures

The SOP for FACILITY has been revised as of October 2007 and can be found on the new FACILITY website. This version includes [but is not limited to] additional helpful hints, directions on how to transfer animals between buildings, an overview of relative reports that are available, as well as updated contact information. Be sure to print a new version of this SOP for your area as a handy reference.

Cage Card Bar Coding

In January 2008, LASP will be initiating a pilot study using bar coded cage cards for inventory purposes. This initiative should make the current inventory process [manual/ handwritten log sheets] more efficient for staff. Once the pilot study has been completed, a phase plan [with training] will be developed for the remaining Frederick animal facilities.

Quality Assurance

In an effort to maintain the highest quality of service for our customers, LASP will be conducting random Quality Assurance [QA] reviews for data that is maintained in FACILITY. Some of these QA reviews will involve a comparison between the LASP online access system reports and the actual room inventory. In addition, supplemental and/or edit reports may be utilized



during QA reviews. The goal of these reviews is to ensure accurate data entry across the animal facilities and to identify common deficiencies that may require additional preventive measures.

Here are some suggestions to ensure that accurate records are maintained in the FACILITY database – those responsible for data entry into FACILITY should check your current animal groupings at least weekly to correct any data entry errors/oversights in a timely and efficient manner:

- *Weekly edit reports must be run in each facility before the supplemental reports are run. Technicians that are tracking “real time” [*] inventories should also conduct weekly edit reports to ensure that your investigator is obtaining accurate information for his/her study needs.*
- *LASP staff must conduct [at least] a monthly cage count inventory on the inventories being tracked “real time” [*] to verify accuracy for LASP billing purposes*
- *For inventories that are being track “real time” [*] ... All animals that have been euthanized or found dead MUST be updated in the FACILITY database by close of business that same day. Litters born must be entered at least weekly [on the same day each week]. These data entry frequencies MUST be explained to the investigators that you are maintaining colony data for so that they can plan experiments accordingly.*
- *Please remember that communication and team work are very important for maintaining accurate records*
- *Always ask questions if you are unsure about how to deal with an issue, concern, problem, or situation*

Questions/Concerns/ Comments

LASP is committed to enhancing the capabilities of FACILITY to meet the needs of its customers and its own staff. If you have any questions, concerns, or suggestions for improvement regarding the use of FACILITY or the *LASP Animal Facility and Animal Study Proposal [ASP] Access System ...* please send an e-mail to Jaime Greear [\[jgreearj@mail.nih.gov\]](mailto:jgreearj@mail.nih.gov).

[] The definition of real-time is dependent upon the frequency of data entry that has been established with the requesting investigator. For those areas that are not actively tracking colony data for an investigator, the data entry frequency is at least weekly in conjunction with the inventory/billing cycle.*