



USE OF IACUC APPROVED SOPS BY INTERNAL COLLABORATORS AND CORE FACILITIES

Overview/Purpose

The IACUC must be aware of all procedures conducted on animals when reviewing protocols and ensure that all personnel are appropriately trained. The objective of this SOP is to describe when an IACUC approved SOP for standard activities can be used and the process for utilizing an approved SOP. This SOP will eliminate the need to transfer animals to another protocol.

Definitions

Core facility – A University recognized center that acts on a fee for service basis and/or has designated professional staff conducting activities. This may include cores for imaging, pathology and behavioral studies or activities provided by the Office of Attending Veterinarian staff or other investigators including surgery or other techniques.

Procedure

IACUC approval of a standard procedure:

1. Investigators or core facilities may submit a standard operating procedure to be reviewed and approved by the IACUC. The SOP should describe the steps of the activity to be conducted, agents to be used, personnel trained to conduct the activities and approximate length of time the activities will be conducted.
2. The IACUC will review the SOP as described in the IACUC SOP 202 "IACUC Procedure for Reviewing and Approving Policies and Procedures". ORRP staff will assign a unique number to the SOP once approved and will post it on the IACUC secure member site. Investigators will be provided access to their SOP on the site.
3. Information pertaining to special handling (use of hazards) and early removal criteria must be provided to the core facility personnel prior to initiating the activity.
4. The IACUC staff will gather training information, including a training narrative, on personnel listed on internal collaborator and core SOPs for the IACUC to review.

Referencing standard activities in the investigator protocol:

1. The investigator protocol must indicate when standard activities performed by a core facility or collaborator will be conducted and include the IACUC approved SOP number and title in the activity section of eProtocol. This can be obtained from the group conducting the standard activities.
2. The location where the standard activities will be conducted must be indicated in the location section of the protocol.
3. Any potential adverse effects due to the activity must be described in the adverse effect section of the protocol.

4. If an investigator requires a change from the IACUC approved SOP, then the SOP should not be referenced. Instead, the activity should be described in the investigator's protocol and all personnel working with animals should be included as study personnel.

History of Revisions

303-00 - new SOP approved 05.18.2018

303-01 – revisions clarify the process for gathering training information on personnel listed on internal collaborator and core SOPs to conduct the procedures, approved 07/20/18