

TITLE: Sub-Contracting Institutions with University of Arizona

PURPOSE: Standardize format documentation of Sub-Contracts

REVIEW/REVISIONS: Permanent amendment/revisions to this policy must be presented to the IACUC for review before implementation and should be developed by the UAC Department Head and VPR Office in conjunction with the IACUC Office, and/or IACUC membership.

EFFECTIVE DATE: Revisions/Re-approval:

PERSON(S) RESPONSIBLE: The University Animal Care Director, Sub-Contracting signatory, Participating researcher, IACUC Office.

POLICY/PROCEDURES:

The following will be the Standard Operating Procedures for animal research conducted by University of Arizona researchers who utilize non-UA animal facilities:

- 1) The investigator will contact either the IACUC Office or UAC Department Head for sub-contract information. The document will also be on the UA IACUC web site so it can be down loaded for completion.
- 2) The researcher will provide the subcontract form to the institution that they will be using to perform their animal work. The contract for each institution needs to be designated and the UA notified so that we can add the contact information to a sub-policy.
- 3) The institution will complete the Sub-contract form for each animal study and mail the signed form to: Susan E. Wilson-Sanders, University Animal Care, P.O. Box 245092.
- 4) Dr. Wilson-Sanders will obtain the UA signatures and provide a copy of the signed document to the UA IACUC, to the Liaison, researcher, and sub-contracting institution.
- 5) The UA IACUC will receive copies of the approved protocol, any amendments or revisions to protocols, which will be provided to the UA IACUC Office, Central Animal Facility, P.O. Box 245092.
- 6) The UA IACUC will create and maintain a file for each animal study, including a copy of the sub-contract, along with the protocol, amendments, and other documentation.
- 7) Semi-annually the UAC IACUC Office will notify the sub-contracting institution to provide a copy of their IACUC inspection reports, which will be filed separately for each institution. It is expected that the sub-contracting institution, would also perform any mandated laboratory inspections, which may include visiting the ABC-1 facility.
- 8) The sub-contracting institution will notify the UA IACUC of any adverse events related to animal studies being conducted under any sub-contract.
- 9) The sub-contracting institutions will provide a copy to the UA IACUC of their IACUC's investigator training requirements. These can be provided once for each institution and up-dates provided, as changes in training requirements occur.

- 10) If USDA regulated species are to be used (that is anything other than a laboratory rat, mouse, or bird), then the UA will have to have notice prior to the protocol review of the study, so that USDA can be notified. Under the AWA, the USDA inspector would be required to inspect the sites where UA regulated animals are housed.
- 11) While the UA will not be actively involved in the review of protocols, inspections, etc, the ultimate responsibility for the animal-related work remains with the UA and its IO.

JUSTIFICATION:

The University of Arizona's Institutional Official for the Animal Research is Leslie P. Tolbert, Vice President for Research, Graduate Studies and Economic Development. Federal Law, through the Animal Welfare Act and the PHS Policy on Humane Care and Use of Laboratory Animals, places responsibility for all animal-related matters for research, testing, and education upon the IO and, ultimately, the institution. Discussions with the Office of Laboratory Animal Welfare (NIH) and our accrediting agency The Association for Assessment and Accreditation of Laboratory Animal Care International (AAALAC) indicated that for some off-site research institutes, the UA oversight of animal-related research, research can be accomplished by the UA having Sub-contract agreements with each institution where UA animal work is conducted. The sub-contract form is attached.

Attachment: Sub-Contract MUA