



TITLE: Reinstatement of Facility Privileges - Following MI/IVC SOP violation sanction

PURPOSE: To require re-training and monitoring of individuals requesting reinstatement of facilities privileges.

REVIEW/REVISION: Permanent amendment/revisions to this policy must be presented to the IACUC for review before implementation.

EFFECTIVE DATE: June 29, 2006; **Revised/Re-Approved:** 11/2/06, November 1, 2007

POLICY/PROCEDURES:

Request for Reinstatement: A Principal Investigator must request in writing the reinstatement of an individual for whom facilities privileges have been revoked. This request must be co-signed by UAC Supervisory Staff.

Re-Training: The individual must undergo re-training and this must be documented by the UAC trainer and signed-off by the individual. The individual's supervisor must also attend the training sessions.

* Documentation for re-training must include:

- Date of Training
- Name of Trainer
- Statement that training is in response to policy #302-xx-xx
- The Individual being trained should sign the training packet upon completion and initial each step of training as outlined in the training packet.

UAC Monitoring of Activities/Probationary Period: Upon completion of re-training, the individual must schedule their work with UAC supervisory staff who will document observation of techniques. The probationary period will last 6-months and must include 3 observation days. It is recommended but not required that their supervisor be present for the 3 observation days.

- * Appropriate tech-time will be re-charged for monitoring of activities, including observation days, during the probationary period.

Facilities Access: The individual must check in with appropriate UAC monitoring staff for access to the facilities during the 6-month probationary period. Facilities access will be activated upon satisfactory completion of probationary period.

- * Facilities access, upon re-activation, *will not extend past 4:30 pm*. After one year of satisfactory performance, the PI may request an extension of facilities access to afterhours/weekends.

Permanent Ban: If an individual violates correct MI and/or IVC techniques at any time following reinstatement re-training, a lifetime ban on facilities key access and participation on projects requiring MI and/or IVC techniques will be in effect.

JUSTIFICATION:

The Institutional Animal Care and Use Committee (IACUC) determined that repeated violations of MI and/or IVC SOP's may result is the removal of individuals from protocol participation and removal of facilities access.

In order to provide a means to have these privileges reinstated, the IACUC has established this policy to assure that the individual's compliance with technique requirements can be reasonably assured.