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Standard Operating Procedure

1. Purpose

To define the process for submitting an Animal Care and Use Protocol (AUP) to the Institutional Animal Care and Use Committee (IACUC) for review.

All teaching and research activity involving vertebrate animals must have an approved Animal Care and Use Protocol. No activity shall take place without an approved protocol.


2. Scope

All Principal Investigators (PIs) intending to use any vertebrate animal in research or teaching are required to submit an AUP to the IACUC for review and approval prior to procuring animals or beginning the proposed study.

Any changes to an Animal Care and Use Protocol must be approved by the IACUC in advance of implementation.

3. Prerequisites

1. An Animal Care and Use Protocol must be completed and approved before any teaching or research activity involving vertebrate animals is initiated. Any changes to this protocol must be approved by the IACUC in advance of implementation.
2. All personnel working on teaching or research projects involving live vertebrate animals must:
 - a. Be listed on the protocol roster (not required for students in the classroom),
 - b. Be trained per requirements defined in the IACUC-03 Policy "Training Requirements for Personnel Working with Live, Vertebrate Animals Used in Research or Teaching".
3. Students exposed to vertebrate animals as part of a class activity must be provided with information from their instructor about the potential risks associated with, and proper handling of, animals in classes.
4. All research and teaching activities using live vertebrate animals are reviewed annually. Each investigator or instructor with an approved Animal Use Protocol is required to send an annual update to the IACUC indicating whether the project is still active and whether there have been any changes in the personnel, teaching activity, or experimental

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procedures with respect to the use of animals. A complete new review and resubmission is required every three years.

5. IACUC approved activities may be subject to further review and approval by university officials; however, those officials may not approve an activity involving the care and use of animals if it has not been approved by the IACUC.

4. Responsibilities


The Principal Investigator (PI) is the individual responsible for research and/or teaching project(s) using vertebrate animals and must have a career position at Central Oregon Community College.

- PIs are responsible for preparing and submitting an Animal Care and Use Protocol, and verifying approval, prior to any teaching or research activity, and for adherence to the approved protocol by everyone listed on the protocol. Questions about completing the Animal Care and Use Protocol should be directed to the IACUC Chair.
- PIs are responsible for ensuring that the personnel working on their protocols are appropriately trained and qualified for the procedures they are performing.

The IACUC reviews and approves, requires modifications (to secure approval), or withholds approval of Animal Care and Use Protocols and Amendments to Protocols.

5. Procedure

1. Principal Investigator (PI) completes and submits AUP to IACUC Chair by April 1st or October 1st, whichever date is in advance of the desired start date of the research/education proposal.
 - a. In order to maintain active protocols the PI must submit the annual renewal report in a timely manner. Protocols can remain active for up to three years and then the PI must submit a new protocol to replace expiring protocols. Replacement protocols must be submitted in a timely manner to allow for IACUC review prior to expiration.
2. The IACUC Chair distributes the protocols to members of the IACUC.
3. IACUC members review the AUPs and make note of any modifications needed.
4. The IACUC meets on the fourth Tuesday of April and October to discuss and vote on the submitted protocols (see SOP IACUC-01 – Conducting IACUC Business).
5. Possible outcomes of the vote are:
 - a. Approve protocol with no modifications
 - b. Require modifications of the protocol

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- i. If serious modifications are required (i.e., missing information), the Chair may defer voting to the next IACUC meeting.
 - c. Withhold approval
6. The PI will be notified in writing (via email) of the outcome of the IACUC review and vote.
 - a. If the committee required modifications of the protocol, the IACUC will provide to the PI a written description of the requested modifications and the follow-up process for review and approval of the modifications.
7. Upon approval, the AUP will receive a number for filing purposes. The numbering system will be in the format of year of approval, month of approval, next sequential number for AUP. This will allow for ease of identifying when annual/triennial reviews should be performed.
 - a. Example: if an AUP is approved for the first time on May 31, 2016, the AUP number would be 1605# (# = next sequential number for a new AUP).
8. The PI may request that the IACUC reconsider a negative decision by contacting the IACUC Chair. The IACUC may reconsider its decision, with documentation in the IACUC minutes, based on the information provided by the PI.

6. *References*

1. Institute of Laboratory Animal Resources: Guide for the Care and use of Laboratory Animals, National Academy Press, Eight Edition (http://www.nap.edu/catalog.php?record_id=12910).
2. Animal Welfare Act and Animal Welfare Regulations. United States Department of Agriculture (https://www.aphis.usda.gov/animal_welfare/downloads/Animal%20Care%20Blue%20Book%20-%202013%20-%20FINAL.pdf).
3. National Institutes of Health: Public Health Service Policy on Humane Care and Use of Laboratory Animals (<http://grants.nih.gov/grants/olaw/references/phspol.htm>).
4. Central Oregon Community College SOP IACUC-01 – Conducting IACUC Business
5. Central Oregon Community College SOP IACUC-03 – Training Requirements for Personnel Working with Live, Vertebrate Animals Used in Research or Teaching

7. *Definitions*

1. IACUC – Institutional Animal Care and Use Committee – responsible for assessment and oversight of the institution’s animal care program components and facilities



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2. AUP – Animal Care and Use Protocol – protocol created by the principal investigator of the proposed research, testing, or educational study
3. Chair – Chairperson of the IACUC
4. PI – Principal Investigator – a Central Oregon Community College employee having the background and training in scientific and administrative oversight necessary to conduct and manage the proposed study
5. Protocol – Animal Care and Use Protocol

Revision	Author	Revisions Made	Effective Date	Approval
1	Cindy Elston	<ul style="list-style-type: none"> • New SOP 	5/31/16	Chad Harris (IO)
2	Cindy Elston	<ul style="list-style-type: none"> • Changed AUP submission dates and IACUC meeting dates <ul style="list-style-type: none"> • 5.1. AUP submission dates changed from May 1st/Nov 1st to April 1st/Oct 1st • 5.4. IACUC meeting dates changed from last Tuesday in May and November to fourth Tuesday in April and October 	12/1/16	Cindy Elston (Chair)