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Standard Operating Procedure

1. Purpose

To describe the process by which non-COCC personnel can obtain IACUC approval to conduct animal related research at Central Oregon Community College (COCC) facilities and allow collaboration with COCC researchers.

2. Scope

This policy pertains to outside (non-COCC) research entities, public or private, who wish to conduct animal-related research at COCC.

3. Prerequisites

Completed Animal Care and Use Protocol by Principal Investigator:


- If an outside research entity, public or private, wishes to make use of COCC facilities or conduct research under the auspices of COCC, it must establish a working relationship with a COCC faculty member. The COCC faculty member serves as the Principal Investigator for the IACUC Animal Care and Use Protocol

4. Responsibilities

The Institutional Animal Care and Use Committee (IACUC) is responsible for the proper conduct of all research and teaching activities using animals at COCC, regardless of the source of funding of the project.

5. Procedure

1. If an outside research entity, public or private, wishes to make use of COCC facilities or conduct research under the auspices of COCC, it must establish a working relationship with a COCC faculty member. The COCC faculty member serves as the Principal Investigator for the IACUC Animal Care and Use Protocol.
2. The COCC faculty member must assume the responsibility for appropriate supervision of the project, training of project staff, ensure visiting staff is in compliance with the departmental Occupational Health policy and must serve as the primary contact for the

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IACUC and the Attending Veterinarian. The COCC faculty member must have appropriate supervisory authority to oversee the conduct of the project at COCC.

3. Exceptions to the COCC sponsor relationship may be granted following a written request with an explanation by the other research entity, and subsequent approval by the COCC IACUC.
4. The IACUC may accept the home institution's approved protocol for projects not requiring overnight housing at COCC. The IACUC will confirm the home institution's approval for animal transfers.
5. If approved by the IACUC, the protocol will be forwarded by the IACUC to the Institutional Official (IO) for review by the College administration. The College administration may choose to allow or deny the research activity, regardless of an approved protocol by the COCC IACUC.

6. **References**

1. Institute of Laboratory Animal Resources: Guide for the Care and use of Laboratory Animals, National Academy Press, Eighth 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. Submission of Animal Care and Use Protocols (SOP# IACUC-02)
5. Training Requirements for Personnel Working with Live, Vertebrate Animals Used in Research or Teaching (SOP# IACUC-03)

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
2. **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



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3. Protocol – Animal Care and Use Protocol – protocol created by the principal investigator of the proposed research, testing, or educational study
4. Guide – the *Guide for the Care and use of Laboratory Animals*
5. AWA – Animal Welfare Act – requires that minimum standards of care and treatment be provided for certain animals bred for commercial sale, used in research, transported commercially, or exhibited to the public
6. PHS – Public Health Service – establishes guidelines for the proper care of animals to be used in research
7. USDA – United States Department of Agriculture – responsible for upholding and enforcing the Animal Welfare Act
8. IO – Institutional Official – the person in the organization having the administrative and operational authority to commit institutional resources to ensure that the animal care and use program complies with requirements of the Animal Welfare Act and Regulations and PHS Policy
9. COCC – Central Oregon Community College
10. College – COCC – Central Oregon Community College

Revision	Author	Revisions Made	Effective Date	Approval
1	Cindy Elston	• New SOP		
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