

STANDARD OPERATING PROCEDURE (SOP)

TITLE: ACCEPTING IACUC REVIEWS FROM OTHER INSTITUTIONS

1. SCOPE

There are many circumstances that involve partnerships between collaborating institutions or relationships between institutional animal care programs. OLAW and APHIS agree that review of a research project or evaluation of a program or facility by more than one recognized IACUC is not a federal requirement. This policy defines when the University of Pittsburgh will accept another institutions IACUC approval and/or require submission to the university's IACUC.

2. PROCEDURE

A. WORK DONE AT THE UNIVERSITY OF PITTSBURGH WITH THE FUNDING ADMINISTERED THROUGH ANOTHER INSTITUTION

The University of Pittsburgh IACUC will review and approve all animal care and use activities performed in University-owned or leased facilities, and all animal care and use activities involving University-owned animals. The work must have a University of Pittsburgh faculty member sponsor and the principal investigator must complete the University of Pittsburgh IACUC online protocol submission form. All personnel involved in the study performed at the University of Pittsburgh must comply with all IACUC policies and procedures.

B. WORK DONE AT ANOTHER INSTITUTION WITH THE FUNDING ADMINISTERED THROUGH THE UNIVERSITY OF PITTSBURGH

The University of Pittsburgh IACUC will accept the review and approval of the institution performing the work if:

- a. the performing institution has the required PHS assurance
- b. the performing institution has the required USDA registration
- c. the performing institution is AAALAC accredited **or**, for Canadian institutions, certified by the Canadian Council on Animal Care (CCAC).
- d. the University of Pittsburgh IACUC receives a copy of the approved protocol from the performing institution
- e. the University of Pittsburgh IACUC receives a copy of the performing institution's semi annual report for the year(s) the study entails **or** information about any significant questions or issues related to the specific protocol raised during a semiannual program inspection.
- f. the University of Pittsburgh IACUC receives a copy of the annual protocol renewal approval from the performing institution.

If any of the requirements a – f are not met as required, then the PI will be required to submit a protocol to the University of Pittsburgh IACUC for review. Note that submitting a protocol to the University of Pittsburgh IACUC for work performed at another institution that is not AAALAC-Accredited requires the University of Pittsburgh IACUC

to inspect, every six months, the performing institution's facilities where animals will be housed and/or taken for use during the course of the studies. All expenses incurred by the IACUC to inspect the performing institution's facilities must be paid by the University faculty member sponsor or another party on the sponsor's behalf and not by the University of Pittsburgh IACUC.

All submitted documentation must be in English. Third-party translations of all documents not originally in English must be provided.

C. REQUESTS FOR EXEMPTIONS TO AAALAC-ACCREDITATION REQUIREMENT

Requests for an exemption to item c (AAALAC Accreditation) may be considered under exceptional and well-justified circumstances. Because the IACUC cannot guarantee that any exemption request will be granted, such requests **must** be made and approved by the IACUC before any collaborative arrangements with the performing institution are made or applied for, including those that are proposed in a grant application.

In addition to the requirements outlined in **B** (above), requests for an exemption may be granted *only* if:

- a. the University of Pittsburgh does not own the animals.
- b. the University of Pittsburgh IACUC receives a letter from the University of Pittsburgh faculty member sponsor formally requesting an exemption from this policy. This letter must explain in detail why work must be done specifically at the performing institution.
- c. for foreign institutions, the University of Pittsburgh IACUC receives a description of the country's animal welfare laws and regulations as they pertain to animal research (links to government websites are acceptable if in English) **and** a description of the official certifications and accreditations the performing institutions has attained (with appropriate documentation of each).

If all submitted documents are deemed acceptable, the request for exemption will be considered at the next IACUC meeting.

d. WORK DONE AT THE UNIVERSITY OF PITTSBURGH AND ANOTHER INSTITUTION WITH THE FUNDING ADMINISTERED THROUGH THE UNIVERSITY OF PITTSBURGH

This will be handled for each institution as described in A and B above.

4. APPROVAL

The University of Pittsburgh's Institutional Animal Care and Use Committee has reviewed and approved this SOP as attested by the signature of the Committee Chairperson.

Frank J. Jenkins, PhD
Committee Chairperson

March 19, 2012
Date