

**SEATTLE CHILDREN'S RESEARCH INSTITUTE
OPERATING POLICIES / PROCEDURES**

DEPARTMENT: Institutional Animal Care and Use
Committee
POLICY NUMBER: IACUC-001
REPLACES:
EFFECTIVE DATE: June 10, 2005
REVISION DATE: March 3, 2011
POSTED FROM:

TITLE: Implementation Of Institutional Animal Care and Use Committee
Action

SUMMARY:

Institutional Animal Care and Use Committee (IACUC) approval is granted if no controvertible issues relating to the protocol are identified during review. Approval shall not be granted until all issues raised by the IACUC have been satisfactorily addressed. The findings of the IACUC shall be reported to the principal investigator and the institutional official.

POLICY/PROCEDURE:

001-1 If the study is approved, the IACUC shall:

001-1.1 Provide the investigator a written letter, signed by the IACUC Chairperson, of approval stating:

001-1.1.1 The term for which IACUC approval was granted, which term shall not exceed twelve months;

001-1.1.2 The assigned IACUC protocol number;

001-1.1.3 The protocol title;

001-1.1.4 Children's Public Health Service (PHS) identifier, and;

001-1.1.5 Contact information for the IACUC Administrator.

001-2 If the study is approved, the IACUC Administrator shall:

001-2.1 Enter study approval information into the PIRO database.

001-3 If modifications are required in order to secure approval, the IACUC shall:

001-3.1 Provide the investigator a written letter, signed by the IACUC Chairperson, stating:

001-3.1.1 The specific revisions/clarifications required for approval;

001-3.1.2 The assigned IACUC protocol number;

001-3.1.3 The protocol title;

001-3.1.4 Seattle Children's Public Health Service (PHS) identifier;

001-3.1.5 A reminder that no research involving animal subjects can take place without IACUC approval, and;

001-3.1.6 Contact information for the IACUC Administrator.

001-4 If the approval of the study is withheld, the IACUC shall:

001-4.1 Provide the investigator a written letter, signed by the IACUC Chairperson, stating:

001-4.1.1 The reason(s) for withholding approval;

001-4.1.2 The assigned IACUC protocol number;

001-4.1.3 The protocol title;

001-4.1.4 Seattle Children's Public Health Service (PHS) identifier;

001-4.1.5 The Appeals Process Policy (refer: IACUC-034);

001-4.1.6 A reminder that no research involving animal subjects can take place without IACUC approval, and;

01-4.1.7 Contact information for the IACUC Administrator.

01-5 If the study is tabled until the next IACUC meeting, the IACUC shall:

001-5.1 Provide the investigator a written letter, signed by the IACUC Chairperson, stating:

001-5.1.1 The specific revision(s), clarification(s), and/or modification(s) necessary for approval;

001-5.1.2 The deadline for receipt of materials, for further consideration, for substantive revision(s), clarification(s), and/or modification(s);

001-5.1.2 The assigned IACUC protocol number;

001-5.1.2 The protocol title;

001-5.1.2 A reminder that no research involving animal subjects can take place without IACUC approval, and;

001-5.1.2 Contact information for the IACUC Administrator.

001-6 The IACUC shall handle Investigator responses to studies that are tabled or have approval withheld, as follows:

001-6.1 Review the response by Full IACUC (convened quorum) review:

001-6.1.1 The IACUC may extend an invitation to the investigator to attend;

001-6.1.2 The IACUC will vote only after the investigator has been excused;

001-6.1.3 The IACUC will provide the investigator a written letter, signed by the IACUC Chairperson, if approval is granted, and;

001-6.1.4 The IACUC will provide the investigator a written letter, signed by the IACUC Chairperson, if approval is withheld.

Submitting Office: Office of Institutional Assurances

Approved by:

\\ Anne Clancy, IACUC Chairperson, 3/24/2011

\\ William R. Morton, VMD, Attending Veterinarian, 3/30/2011

\\ Mason Craig Bailey, Manager/Office of Animal Care, 3/24/2011