

**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:** November 6, 2008  
**POSTED FROM:**

**TITLE:** Implementation Of Institutional Animal Care and Use Committee  
Action

**SUMMARY:**

IACUC approval is granted if, after careful review, there are no controvertible issues relating to the protocol. 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 study 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 Office of Animal Care (OAC).

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

001-2.1 Enter study information in the *Active Protocols Registry*.

001-3 If the study is disapproved the IACUC shall:

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

001-3.1.1 The reason(s) for disapproval;

001-3.1.2 The assigned IACUC study number;

001-3.1.3 The protocol title;

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

001-3.1.5 The Appeals Process Policy (refer: IACUC-043);

001-3.1.6 A reminder that no research involving animal subjects can take place without formal IACUC approval, and;

001-3.1.7 Contact information for the Office of Animal Care (OAC).

001-4 If the study is deferred the IACUC shall:

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

001-4.1.1 The specific revision(s), clarification(s), and/or modification(s) necessary for approval;

001-4.1.2 The deadline for receipt of materials, for further consideration, for substantive revision(s), clarification(s), and/or modification(s);

001-4.1.3 The assigned IACUC study number;

001-4.1.4 The protocol title;

001-4.1.5 A reminder that no research involving animal subjects can take place without formal IACUC approval, and;

001-4.1.6 Contact information for the Office of Animal Care (OAC).

001-4.2 Handle Investigator responses to disapproved or deferred studies as follows:

001-4.2.1 Full IACUC (convened quorum) review;

001-4.2.2 The IACUC will extend an invitation to the investigator to attend;

001-4.2.3 The IACUC will vote only after the investigator has been excused;

001-4.2.4 The IACUC will provide the investigator a written letter, signed by the IACUC Chairperson, if approval is granted, and;

001-4.2.5 The IACUC will provide the investigator a written letter, signed by the IACUC Chairperson and the Institutional Official (IO), if approval is denied.

Submitting Office: Office of Animal Care

Approved by:

\\s\ Anne Clancy, IACUC Chairperson, October 17, 2007

\\s\ William R. Morton, VMD, Attending Veterinarian, September 19, 2007

\\s\ Brian M. Umrysh, Manager/Office of Animal Care, September 11, 2007