



POLICY AND PROCEDURE

Department: Centerwide Policy
Subject: Eligibility to Use Animal Facility Policy
Prepared by: Office of Research Administration
Date: February 18, 2014; Revised October 26, 2020
Reviewed by: Mr. Elliot Feder, C.P.A.
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Manual Dr. Douglas Larsen, DVM, rev. 2020
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Purpose

The purpose of this policy is to outline new requirements for use of the Downstate animal facility under the oversight of Division of Comparative Medicine (DCM). The policy is intended to enable Downstate to adhere to: (i) the PHS Animal Welfare Act, (ii) OMB circular A-21 cost recovery guidelines, (iii) USDA guidelines for covered species, and (iv) AAALAC standards needed for compliance and accreditation of the facility.

Policy

Principal Investigators (PIs) who submit Institutional Animal Care and Use Committee (IACUC) animal research protocols for review are eligible to use the animal facility if their protocol is approved and they can certify that complete funding will be in place to:

1. Support the purchase of animals needed to conduct the work
2. Support animal per diems, services, and other DCM charges that may be incurred during the research project.

Procedures

Funded Investigators:

1. PIs will be billed monthly for animal purchases, per diem charges and any services performed by DCM (original bill).
2. If a PI disagrees with the original bill in any given month, they must contact the DCM office within two weeks to dispute that month's charges (reconciled bill).
3. If the PI doesn't return the invoice back to DCM for processing or correction within the two-week period, it will be assumed accurate. After 30 days, if the invoice remains outstanding, it will be sent to RF Accounts Payable for processing.

Unfunded Investigators:

The procedure outlined below is applied when PIs have inadequate funding to enable compliance with this Policy:

1. PIs with new studies who are unable to obtain support may not purchase, breed, or house animals even though a protocol has been approved by the IACUC.
2. PIs with animals in house who anticipate a lack of funding must discuss, in advance of the loss of funding, possible options to support their monthly animal facility charges with their Chairs. Options may include departmental funding, when available or institutional bridge funding.
3. PIs with animals in house, who are unable to obtain support as described in #2 above, are not be permitted to order or breed additional animals without prior approval from their Department Chair and the Senior Vice President for Biomedical Education and Research or his designee. Approval is given if alternate sources of funds are identified (e.g. Departmental) or

they will be tied to a bridge grant with a detailed budget to eligible faculty. Such bridge grants may cover costs for: (a) animal purchases; (b) animal housing; (c) veterinary services

4. PIs who become in arrears of animal-related expenses for \geq three months should consider the following animal disposition options:
 - a. Transferal to another IACUC approved protocol (e.g. training, tissue collection, technical process development)
 - b. Transferal to another AAALAC accredited research institution
 - c. Euthanasia by current AVMA Guidelines
5. For unique genotypes that may prove valuable for future studies, where PIs are unable to secure alternate funds, one of the following options exists:
 - a. Apply to the Senior Vice President for Biomedical Education and Research or his designee, for funding to cryopreserve unique genotypes with future research value. Upon approval of funding for this purpose, cryopreservation arrangements are to be made without delay by the PI with an approved vendor, after which all breeding will cease and remaining animals euthanized.
 - b. Animals housed in the facility may be temporarily covered under a DCM-administered IACUC protocol for holding purposes unless otherwise notified by DCM. Moving animals to a DCM-administered IACUC protocol is at the discretion of DCM with IACUC approval. This option only is granted if the PI can document that they will soon have funds needed to support animal expenses from an external funding agency.
6. No research activities (including breeding of animals) may be carried out using animals covered under the DCM-administered IACUC holding protocol until all payments owed to DCM have been cleared.

Exceptions to this policy may be granted only by signature approval of the Senior Vice President of Research or designee.