TITLE: Protocol Closure/Transfer in the Absence of a PI

PURPOSE: To standardize the procedures for handling active protocols where the investigator has left the University of Arizona without closing or transferring the protocol to another PI.

REVIEW/REVISIONS: The IACUC will review and revise this SOP as needed.

PROCEDURES:

In the event that the IACUC is aware that a PI has left the University of Arizona with an open protocol, the protocol will be checked to see if there are any animals. This can include animals in UAC or in satellite locations, such as the Campus Agricultural Center.

If there are no active animals listed:

- The PI will be contacted at the last known email address asking to close or transfer the protocol.
  - If a response is received, the appropriate action to close or transfer the protocol will be taken.
- If a response is not received in approximately 3-5 business days, the email will be sent to the co-PI, if any, the OSD and any protocol contacts asking whether anyone wants to keep the protocol open.
  - If a response is received, the appropriate action to close or transfer the protocol will be taken.
- If a response is not received in approximately 3-5 business days, the protocol will be closed by the IACUC Office, with the reason noted as “PI has left the University”.

If there are active animals listed:

- The PI will be contacted at the last known email address asking as to the disposition of the animals and protocol.
  - If a response is received:
    - Animal disposition may include euthanasia or transfer to an appropriate protocol.
    - Once the animals are no longer listed on the protocol, appropriate action to close or transfer the protocol will be taken.
- If a response is not received in approximately 3-5 days, the email will be sent to the co-PI, if any, the OSD and any protocol contacts asking whether anyone wants to keep the protocol open.
  - If a response is received, the appropriate action to close or transfer the protocol will be taken.
- If a response is not received in 3-5 business days, the issue will be referred to the IACUC Executive Committee for resolution, which may include contacting the PI’s Head of Department or euthanizing the animals and closing the protocol.