TITLE: Request for Change in Protocol Location

PURPOSE: All IACUC SOP numbered 5xx describe the specific incidences where a protocol can be modified using the Request for Change procedure outlined in IACUC SOP 500.

To modify the animal use location, location activity or use duration.

REVIEW/REVISIONS: The IACUC will review and approve this SOP every six months. Modifications may be made at any time by full committee review (FCR) or designated member review (DMR). Updates to internet URLs or Unit names can occur without FCR/DMR.

DATE OF LAST REVIEW: 11/5/2015

PROCEDURES:

If the Request for Change meets the criteria below, it is eligible for IACUC Program staff verification, by the process outlined in IACUC SOP 500.

- Removal of a location:
  - If the location is the sole location listed on the protocol, an alternative location must be provided
  - If the location is the sole location for an approved activity (surgery, imaging, behavioral testing, euthanasia), an alternative location must be provided

- Addition or modification of a location:
  - The activity must be approved on the protocol
  - Depending on the location and activity (e.g., surgery), a pre-inspection may be required

- Modification to the duration that animals are in the location (includes “travel” time):
  - Reduction in duration from ≥ 24 hours to <24 hours for non-USDA regulated species
  - Reduction in duration from ≥ 12 hours to < 12 hours for USDA regulated species

The following changes in location are not eligible under this SOP:

- Addition of a satellite (≥ 24 hour housing for a non-USDA regulated species)
- Addition of ≥ 12 hour housing for a USDA-regulated species
- Change in a duration such that the activity and the “travel time” are ≥ 24 hours (non-USDA) or ≥ 12 hours (USDA)
- Addition of a location when the corresponding activity is not approved (e.g., surgery)
- Addition of a new off campus location for traditional animal species for any duration
  - This does not include field research with wild species

JUSTIFICATION:

NOT-OD-14-126 Guidance on Significant Changes to Animal Activities describes the types of animal activities where the IACUC has the authority to establish and approve internal policies/procedures for the review and approval of protocol amendments.

USDA agreement with NOT-OD-14-126: http://grants.nih.gov/grants/olaw/educational_resources.htm#a_08212014