

**HACKENSACK UNIVERSITY MEDICAL CENTER**  
**Research Department Policy Manual**

**Name: Inter-Institutional Collaboration involving the use of Animals      Policy #118**

**Effective Date: 3/2013**

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**GENERAL**

**Purpose:** To define the responsibilities for animal care and use when there is inter-institutional collaboration.

**Administration:** The Institutional Animal Care and Use Committee (IACUC) are responsible for the review and revision of this policy.

**Policy:** In the case of a collaboration with other institutions on an IACUC approved animal protocol, a written agreement must be in place delineating the responsibilities of both institutions with regard to the welfare of the animals on the protocol.

The collaborating institution(s) must certify that they comply with the Guide for the Care and Use of Laboratory Animals and relevant regulatory standards.

**PROCEDURE**

In the case of inter-institutional collaboration involving the use of live animals, an agreement as to the responsibilities of both institutions and principal investigators, if applicable, must be in place prior to the start of work on the protocol. The agreement must be reviewed and approved by the Research Contracts Office or Legal Department and executed by the Institutional Official for Research. The agreement needs to cover:

1. The ownership of the animals;
2. Responsibility for animal care and enrichment;
3. Responsibility for offsite animal care and enrichment;
4. Transportation of the animals between institutions;
5. IACUC Review and Oversight;
6. Veterinary records;
7. Document sharing;
8. Ownership of data collected;
9. Intellectual Property;
10. Rental of space;
11. Use and repair of equipment;
12. Training requirements of personnel handling animals;

13. Occupational medical requirements;
14. Sample collection, storage and disposition;
15. Biological, Chemical and Radiation hazard storage use and disposal; and
16. Euthanasia and disposal of animals.

Wherever animals are housed, the housing institution will be responsible for the day-to-day animal welfare. Adverse events and inspection reports must be provided to the HackensackUMC IACUC.

## REFERENCES

Public Health Service Policy on Humane Care and Use of Laboratory Animals:  
National Institutes of Health, Office of Laboratory Animal Welfare. Public Health Service: *Policy on Humane Care and Use of Laboratory Animals* (8/7/02). Section IV: Implementation by Institutions. Retrieved from <http://grants.nih.gov/grants/olaw/references/phspol.htm#AnimalWelfareAssurance>

Committee for the Update of the Guide for the Care and Use of Laboratory Animals, Institute for Laboratory Animal Research, Division on Earth and Life Studies, National Research Council of the National Academies. (c2011). Animal Care and Use Program. In *Guide for the Care and Use of Laboratory Animals*, 8<sup>th</sup> ed. (Chapter 2). Retrieved from: <http://grants.nih.gov/grants/olaw/Guide-for-the-care-and-use-of-Laboratory-animals.pdf>

Office of Extramural Research Guidance Regarding Administrative IACUC Issues and Efforts to Reduce Regulatory Burden. Regulatory **Mandates and Guidelines**: Federal regulations provide respite from “duplicate review” by IACUCs. Retrieved from: <http://grants.nih.gov/grants/guide/notice-files/NOT-OD-01-017.html>.

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