

Standard Operating Procedure

SOP Number: **02-18-5814**

Service: **Research**

Operating Section: **IACUC**

Unit: **LUC/HSD**

Title: **Criteria for Establishing Off-Site Locations**

Purpose:

To describe IACUC policies regarding animals housed or experimented on in Loyola University Chicago/Health Sciences Division (LUC/HSD) off-campus locations.

Procedure:

- 1) LUC/HSD may open animal housing at an outside institution as an off-site location of LUC/HSD provided:
 - a) The other institution maintains a registration with the United States Department of Agriculture.
 - b) The other institution maintains full accreditation by the Association for Assessment and Accreditation of Laboratory Animal Care International (AAALAC).
 - c) The other institution is compliant with:
 - i) Animal Welfare Act and all applicable federal statutes and other regulations relating to animals.
 - ii) "U.S. Government Principles for the Utilization and Care of Vertebrate Animals Used in Testing, Research, and Training."
 - iii) "Guide for the Care and Use of Laboratory Animals," published by the National Academy of Sciences as amended and revised.
- 2) LUC/HSD IACUC Director shall receive all Loyola faculty protocols where funds are administered via LUC/HSD. LUC/HSD IACUC will approve and oversee all protocols where funds are administered by LUC/HSD but are conducted at off-site locations. The IACUC Director forwards all such protocols to the Loyola IACUC for review.
- 3) All animal orders placed on protocols where funds are administered via LUC/HSD will be ordered through the LUC/HSD Comparative Medicine Facility (CMF).
- 4) LUC/HSD Investigators will be provided with copies of both institutions' standard operating procedures (SOPs) upon request and shall abide by the appropriate SOPs of both locations.
- 5) The institution receiving the project award is responsible for the animals and shall file the necessary annual reports (USDA, AAALAC International and OLAW) for the animal census of these projects. The other institution will provide all necessary information when requested to the institutional IACUC that is responsible for the reporting of the animals.

- 6) Twice a year, the LUC/HSD IACUC will evaluate the program and facilities for each off-site location used for animal housing or experiments. In the event of a citation, the other institution will be asked to respond to the responsible Institutional Official (IO) and IACUC within 24-48 hours with a correction or plan(s) for a correction. The LUC/HSD IACUC will review the plan and either accept, request revisions as necessary, or delete the site as a location of LUC/HSD where animal housing or experimentation can be performed.
- 7) In the case of an incident of non-compliance LUC/HSD will maintain responsibility for their own faculty. The other institution must present LUC/HSD IACUC with all pertinent data, within 48 hours, so that LUC/HSD IACUC can investigate and provide a report to the IO and supply a copy of the final report to the corresponding IACUC Director for appropriate distribution.
- 8) LUC/HSD IACUC will be provided with up-to-date emergency phone numbers from the other institution in case of problems or concerns occurring after hours, over weekends and/or holidays.

Responsible Official Signature		Date	
QA Signature		Date	
Version #2	Effective Date	Supersedes #1	Original Date 12/17/01