

IACUC Policy

TEACHING APF MAINTENANCE

IACUC Approved 2-13-2017

Teaching protocol status when course is not taught –IACUC approved teaching protocol(s) that may not be taught every semester or year, to help relieve burden on the instructors, the IACUC approved the following options:

Option 1: Keep protocol as is.

- Submit annual renewals;
- Modify the protocol and receive IACUC approval of any changes, as needed, during the life of the protocol and;
- The expiration date is three years from original approval date.

Option 2: Inactivate protocol when not teaching course.

- It is the responsibility of the instructor to notify the IACUC office when they would like to inactivate the protocol:
 - Providing an estimated re-activation date would be helpful, if known;
 - If inactive at time of annual renewal, there would be no need to submit the annual continuation form.
- It is the responsibility of the instructor to request the protocol be re-activated prior to teaching the course again.
 - If there have been changes to the animal use or name of instructor(s) associated with the course, the IACUC would need to approve those changes prior to re-activation and prior to the course being taught.
 - If there are no changes, the IACUC office will re-activate the protocol administratively.
- The expiration date is three years from approval date of the original protocol.

Option 3: Close and open a protocol as needed when teaching/not teaching course.

- It is the responsibility of the instructor to inform the IACUC office of closure and to request re-open of the protocol prior to teaching the course again.
- If a protocol is re-opened, the previously IACUC approved protocol can be used but it will be treated and processed as a new protocol.
 - If there have been no changes to the animal use or name of instructor since the course was last taught, the original protocol will be reopened administratively. It will be assigned a new number and expiration date, and will be on the report to the IACUC at the next convened meeting.
 - If there have been changes to the animal use or name of instructor(s) associated with the course, the IACUC would need to approve the re-opening prior to the course being taught.
- Once the protocol has been either approved by the IACUC or re-opened administratively a new third year expiration date would be assigned.

Student Training for Courses

- **Not handling animals:** (e.g., observation only), students **do not** need to be added to the protocol, however training is required:
 - Complete the CITI training or;
 - The PI can provide the training to the students. The training would need to be comparable to what CITI covers, including the laws and regulations involved in working with animals, in addition to the species being studied. The IACUC would need to approve the training provided by the PI (it could be explained as part of the protocol), and the PI would need to send a list of student names and dates of those that were trained to the IACUC office.
- **Handling Animals:** students **do** need to be added to the protocol each semester the course is taught and the following is required:
 - CITI Training for field work
 - CITI Training for Laboratory work if live animals will be brought back to campus;
 - Enrollment in the Environmental Health and Safety Animal Exposure/Contact Monitoring Program
 - Involvement in the Field Research Safety Program developed by the Instructor.