

Expired IACUC Protocols Policy

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| Date First Issued: 1/10/14 | Approved by: | Approved UH IACUC: 4/17/14 | Revised: 2/10/14 |
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All University of Hawaii laboratory animal use must be approved in a CURRENT IACUC protocol. Protocols that expire while animals are still housed and used become a non-compliance.

Animal and Veterinary Services (AVS) will alert the Compliance Office each month of any expired protocols that have animals housed in the two Biomedical vivaria. In addition, incident reports are sent to the Principal Investigators and/or Lab Managers as a reminder to submit their protocol renewals.

Procedures

1. Per the IACUC approved Vivarium Incident Policy, for each protocol, the first incident of housing animals under an expired protocol will be addressed by sending a Vivarium Incident Report form to the investigator and alerting the Compliance Office. The Investigator is reminded to submit their renewal or sacrifice their remaining animals.
2. If the renewal is not submitted by the following month, a second Vivarium Incident Report is sent to the Investigator and the Compliance Office is alerted. The report will inform the Investigator that the remaining animals will be transferred to an AVS holding protocol until the research protocol renewal is submitted and approved. AVS will transfer the mice to a holding room where the researchers will not have access. Time spent to transfer the animals into the holding room and back to the researcher room post approval will be charged back to the Investigator. Per diem accumulated in the holding room as well as overcrowded separation charges will also be charged to the Investigator.
3. If the renewal is not submitted by the following month, a third Vivarium Incident Report is sent to the Investigator and the Compliance Office is alerted. The report will inform the Investigator that vivarium access for the entire research group will be suspended until the situation is resolved. Animals will remain in AVS holding with the Investigator responsible for the charges. Animals may also be sacrificed upon request. If no resolution is reached within a reasonable period of time, AVS and / or the IACUC will have the authority to sacrifice the animal colony.

*If, at any time, an IACUC meeting cannot be held due to lack of quorum, the PI will not be penalized for the protocol being expired the following month until a next meeting is held.