

**SUNY DOWNSTATE MEDICAL CENTER
POLICY AND PROCEDURE**

Department: Centerwide Policy
Subject: Eligibility to Use animal Facility Policy
Prepared by: DMC Research Administration
Date: February 18, 2014
Reviewed by: Dr. Richard Coico
Designated Institutional Official
Approved by: Dr. Ian Taylor
Manual Dr. Carol Novotney
Manual Dr. Richard Sinert

No: DCM022514
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Purpose

The purpose of this policy is to outline requirements for use of Downstate's animal facility within the Division of Comparative Medicine (DCM). The policy is intended to enable Downstate to adhere to: (i) the PHS Animal Welfare Act, (ii) OMB circular A-21 cost recovery guidelines, (iii) USDA guidelines for covered species, and (iv) AAALAC standards needed for compliance and accreditation of the facility.

Policy

Principal Investigators (PIs) who submit Institutional Animal Care and Use Committee (IACUC) animal research protocols for review are eligible to use the animal facility if their protocol is approved and they can certify that complete funding will be in place to:

1. Support the purchase of animals needed to conduct the work
2. Support animal per diems, services, and other DCM charges that may be incurred during the research project.

Procedures

Funded Investigators:

1. PIs will be billed monthly for animal purchases, per diem charges and any services performed by DCM (original bill).
2. If a PI disagrees with the original bill in any given month, they must contact the DCM office within two weeks to dispute that month's charges (reconciled bill).
3. PIs RF accounts will then be encumbered in accordance with their monthly animal charges (original or reconciled).

Unfunded Investigators:

The procedure outlined below is applied when PIs have inadequate funding to enable compliance with this Policy:

1. PIs with new studies who are unable to obtain support may not purchase, breed, or house animals even though a protocol has been approved by the IACUC.
2. PIs with animals in house who anticipate a lack of funding should discuss, in advance of the loss of funding, possible options to support their monthly animal facility charges with their Chairs. Options may include departmental funding, when available or institutional bridge funding.
3. PIs with animals in house, who are unable to obtain support as described in #2 above, will not be permitted to order or breed additional animals without prior approval from their Department Chair and the Senior Vice President for Biomedical Education and Research or his designee. Approval will be given if alternate sources of funds are identified (e.g.

Eligibility to Use the SUNY Downstate
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Departmental) or they will be tied to a bridge grant with a detailed budget to eligible faculty. Such bridge grants may cover costs for: (a) animal purchases; (b) animal housing; (c) veterinary services

4. PIs who become in arrears of animal-related expenses for \geq three months should consider the following animal disposition options:
 - i. Transferal to another IACUC approved protocol (e.g. training, tissue collection, technical process development)
 - ii. Transferal to another AAALAC accredited research institution
 - iii. Euthanasia by current AVMA Guidelines
5. For unique genotypes that may prove valuable for future studies, where PIs are unable to secure alternate funds, one of the following options exists:
 - a. Apply to the Senior Vice President for Biomedical Education and Research or his designee, for funding to cryopreserve unique genotypes with future research value. Upon approval of funding for this purpose, cryopreservation arrangements are to be made without delay by the PI with an approved vendor, after which all breeding will cease and remaining animals euthanized.
 - b. Animals housed in the facility may be temporarily covered under a DCM-administered IACUC protocol for holding purposes unless otherwise notified by DCM. Moving animals to a DCM-administered IACUC protocol is at the discretion of DCM with IACUC approval. This option will only be granted if the PI can document that they will soon have funds needed to support animal expenses from an external funding agency.
6. No research activities (including breeding of animals) may be carried out using animals covered under the DCM-administered IACUC holding protocol until all payments owed to DCM have been cleared.

Exceptions to this policy may be granted only by signature approval of the Sr. Vice President for Biomedical Education and Research, or his designee.



SUNY
DOWNSTATE
Medical Center

College of Medicine

Ian L. Taylor, M.D., Ph.D.

Senior Vice President
For Biomedical Education and Research
and Dean of The College of Medicine

University Hospital of Brooklyn

College of Medicine

School of Graduate Studies

College of Nursing

College of Health Related Professions

To: SUNY Downstate Animal User Community

From: Ian Taylor, MD, PhD

Senior Vice President for Biomedical Education and Research
& Dean of The College of Medicine

Richard Coico, Ph.D.

Vice Dean for Scientific Affairs

Carol Novotney, DVM

Interim Director, Division of Comparative Medicine

Date: May 12, 2014

Re: Policy for Animal Facility Use

In the summer of 2012, the Division of Comparative Medicine (formerly DLAR) implemented an electronic animal census, per diem and service billing system (i.e., RPM). For 7 months from December 2012 through July 2013, DCM conducted a painstaking manual inventory of every individual animal and entered the information into the RPM database. We also created individual cage cards to ensure accurate Federally mandated census tracking to IACUC protocols. Since July 2013, DCM has sent monthly invoices to PIs who use the animal facility. Much time, effort and strategic collaboration with you, the end users, was invested leading up to the full implementation of the RPM system. We are grateful for your help and now have a cutting edge electronic animal billing and compliance system in place. It has significantly improved DCM operations and given us the ability to collect and store required regulatory compliance data.

As you are aware, the policy for animal facility use at Downstate has always been consistent with Federal requirements which include, but is not limited to the following: (1) all animals housed in the facility must be covered by an approved IACUC protocol,

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(2) all animal users must be certified animal users who have completed required training, and (3) PIs housing animals in our animal facility must have funds to support monthly per diem charges and services. Expanding on item # 3, as you know, when your animal protocols are approved, you have always been required to provide us with SUNY RF account information (a funds source) that gets linked to a given protocol in order to ascertain that this requirement is in place.

You will soon be receiving letters asking you to certify and/or update information regarding your SUNY RF accounts linked to IACUC protocols. The attached DCM Animal Facility Use Policy describes how that information will be used moving forward.