



Institutional Animal Care and Use Committee

## Standard Operating Procedure

### Use of the Biomedical Research Support Facility by Outside Users

This policy addresses the use of the Biomedical Research Support Facility (BRSF) by individuals outside of, and not affiliated with Oakland University as faculty, staff or students. Portions of the BRSF are allowed as rental and fee for service under the following conditions.

**Institutional Animal Care and Use Committee (IACUC) Approval:** All research conducted at the Oakland University BRSF must be reviewed and approved by an Institutional Animal Care and Use Committee. Outside users may utilize the OU IACUC but are required to adhere to the same rules and conditions as University faculty and all additional provisions. All research done by an outside entity must be reviewed by the OU Attending Veterinarian.

If the research has been approved by an external IACUC, that institution must hold a PHS approved Assurance and the research must be conducted in accordance with all federal, state and local laws and regulations, and Oakland University policy. The OU IACUC will review the protocol and approval letter, in a convened meeting, and reserves the right of final approval on the use of the facility.

**OU IACUC Application Process:** Potential outside users who wish to use the OU IACUC must submit the IACUC application at least ten days prior to the scheduled meeting.

For review of protocols approved by outside institutions researchers will provide their protocol and approval letter and all additional information requested by the OU IACUC chair, or designee, 10 days prior to a scheduled committee meeting.

**Principal Investigator Responsibility:** The Principal Investigator is responsible to ensure that the research is being conducted in accordance with the approved protocol, Oakland University Policy, BRSF policy, and federal, state and local laws and regulations. Any health issues with the animals or reportable events must be reported to the BRSF staff immediately.

**Training:** Anyone using the BRSF must complete all OU IACUC required CITI Program training, Occupational Health and Safety training, hands on animal use training, and have certified that they have reviewed and are aware of all OU and BRSF policies and procedures before animals are ordered or research begins.

**Memo of Understanding (MOU) or Contract:** A signed contract between the outside entity and Oakland University with agreed upon terms of BRSF use, must be fully executed before any work can begin on the project.

**Available Space:** The BRSF may only be utilized by an outside entity if the space is not needed for continuing or pending research by OU faculty. The IACUC will consider, in its deliberations, any potential adverse effects on the research conducted by OU faculty either currently or in the future.

**Animal Procurement:** Animals used for research by an outside entity must be ordered and owned by Oakland University. The fee for the purchase and use of the animals will be considered a "fee for service".



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**Research on Animals:** A member of the BRSF staff must be present when initial procedures are being conducted on BRSF animals in order to provide oversight and ensure that all necessary regulations and policies are being followed.

**Animal Husbandry:** All animals housed in the BRSF will be maintained by BRSF staff adhering to all OU policies and procedures. The BRSF staff is responsible for the day-to-day husbandry, and disposal of the animals or animal tissue, not specifically addressed in the protocol.

**Access to the Facility:** Outside users of the facility will be allowed to access the BRSF only when BRSF staff is available and present.

**Non-Compliance:** Non-compliance with the terms of the approved protocol, any legal and binding contract with OU, federal, state or local laws or regulations or OU policy may result in the immediate suspension of the research and access to the facility.

**Animal Welfare Issues:** In the event that the Principal Investigator or his staff detect an animal health or welfare issue it must be immediately reported to BRSF staff. Oakland University reserves the right to do whatever is deemed necessary to secure the health and safety of the animals housed in the BRSF. The OU Attending Veterinarian will be consulted prior to any decision.