

IACUC06 TITLE: IACUC Policy on the Use of Core Facilities and Shared Resources for Procedures Involving Live Animals

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1.0 Purpose:

This policy describes animal protocol documentation requirements when an investigator contracts with a core facility or shared resource for work with live animals. Use of such facilities is encouraged when appropriate for the experimental design of a study.

2.0 DFCI Core Facilities and Shared Resources:

Core facilities and shared resources generally fall into one of four categories, defined below. Required paperwork for each type of facility is delineated in the table that follows.

- **Category 1:** The facility performs all animal work
- **Category 2:** The facility and the contracting Principal Investigator (PI) each perform some animal work **AND** animals are transferred from the PI's protocol to the facility's protocol
- **Category 3:** The facility and the contracting PI each perform some animal work **BUT** animals remain on the PI's protocol while in the facility for animal work
- **Category 4:** The facility only provides technical expertise and equipment and does not work with live animals – all animal work is done by the PI

	Facility Responsibility	PI Responsibility
Category 1	<ul style="list-style-type: none"> ▪ Must amend animal protocol to add all new experimental details. ▪ Must submit safety documentation (e.g., Chemical Safety Forms, BCC registrations) for all new hazardous substances. 	<ul style="list-style-type: none"> ▪ No need to submit animal protocol or amendment. ▪ No need to submit safety documentation.
Category 2	<ul style="list-style-type: none"> ▪ Must amend animal protocol to add all new experimental details for work done in the facility. ▪ Must submit safety documentation (e.g., Chemical Safety Forms, BCC registrations) for all new hazardous substances handled by facility staff. 	<ul style="list-style-type: none"> ▪ Must submit an animal protocol or amend an existing protocol to cover all new experimental details, <u>including</u> when transfer to the facility will occur in course of experiments and what work will be done by the facility, BUT procedures done by the facility should <u>not</u> be described in detail. Instead, the PI should only list procedures done by the facility and refer to the facility's animal

		<p>protocol.</p> <ul style="list-style-type: none"> Must submit safety documentation (e.g., Chemical Safety Forms, BCC registrations) for all new hazardous substances handled by PI's lab.
Category 3*	<ul style="list-style-type: none"> No need to amend protocol. Must submit safety documentation (e.g., Chemical Safety Forms, BCC registrations) for all new hazardous substances handled by facility staff. 	<ul style="list-style-type: none"> Must submit an animal protocol or amend an existing protocol to cover all new experimental details, <u>including</u> when transfer to the facility will occur in course of experiments and what work will be done by the facility. Procedures done by the facility <u>must</u> be described in detail – referencing IACUC-approved SOPs is acceptable. Must submit safety documentation (e.g., Chemical Safety Forms, BCC registrations) for all new hazardous substances handled by PI's lab.
Category 4	<ul style="list-style-type: none"> No need to submit animal protocol or amendment. No need to submit safety documentation unless facility staff may come into contact with hazardous substances (e.g., during routine maintenance of equipment). 	<ul style="list-style-type: none"> Must submit an animal protocol or amend an existing protocol to cover all new experimental details, <u>including</u> when transfer to the facility will occur in course of experiments and what work will be done in the facility. Procedures done in the facility <u>must</u> be described in detail – referencing IACUC-approved SOPs is acceptable. Must submit safety documentation (e.g., Chemical Safety Forms, BCC registrations) for all new hazardous substances.

* At present, the only facility where Category 3 applies is the Lurie Family Imaging Center (LFIC). Before an arrangement like this is made with any other on-site facility, please contact the IACUC Office to discuss.

3.0 Non-DFCI Core Facilities and Shared Resources:

Investigators who work with non-DFCI facilities, such as the Longwood Small Animal Imaging Facility (LSAIF) at Beth-Israel Deaconess Medical Center, must follow the rules of the off-site institution where the facility is based. The four categories outlined above generally still apply to non-DFCI core facilities and shared resources; however, further documentation may be required by the institution where the facility is based and chemical, biological, and radiation safety requirements may differ – be sure to address these topics with the non-DFCI facility.

Two examples follow. Please consult with the IACUC Office before making arrangements to do animal work at any non-DFCI facility or shared resource.

Example 1: The non-DFCI facility does not perform animal procedures directly, providing only equipment and procedural guidance. In this case, the investigator will most likely need to submit an animal protocol at the institution where the facility is based, in addition to completing safety documentation and registering with that institution's occupational health program. Please note that this would be in addition to submitting or amending a DFCI protocol if animals will be manipulated at DFCI before transfer to the facility.

Example 2: Live animals will be transferred from DFCI to a non-DFCI facility where facility staff will perform animal work. The PI would need a DFCI animal protocol to cover all work with live animals done on-site at DFCI. The protocol would also need to describe what procedures will be performed at the non-DFCI facility with description of how animals will be transported, what procedures they will undergo, and the disposition of the animals when work at the non-DFCI facility is complete. The non-DFCI facility would need to amend its animal protocol to add all new experimental details, if applicable, through the off-site institution's IACUC.

Please note that the IACUC Office may need to execute an IACUC-to-IACUC memorandum of understanding (MOU) when DFCI funds are used for animal work at non-DFCI facilities. **Please contact the IACUC Office (dfci_iacuc@dfci.harvard.edu) in advance of starting animal work at a non-DFCI facility.**

4.0 List of Core Facilities:

A list of core facilities is found on the ARF website (<http://dfciarf.partners.org/Main.aspx>) under the "Core Programs" heading of the navigation drop-down menu. A full list of research Core Facilities, including non-animal research Cores, is found at <http://dfcionline.org/research/researchcores/>.

5.0 Questions

If you have any questions about this policy or on the use of core facilities or shared resources for animal work, please contact the IACUC Office (dfci_iacuc@dfci.harvard.edu).