



Albert Einstein College of Medicine

Approved Animal Numbers and Handling Animal Acquisition Requests that Will Exceed the Current Available Balance Policy

I. Purpose

A major component of the Institutional Animal Care and Use Committee (IACUC) review and approval of an investigator's Animal Use Protocol evaluates the number of animals that will be used during the approval period. Once the total number of animals is approved by the IACUC, that amount becomes the Available Balance from which the number of animals requested with each order will be subtracted.

The Institute for Animal Studies (IAS) Animal Purchasing software tracks the available balance remaining on protocols and alerts the ordering clerk when a new animal order request will exceed the available balance. Technically, an investigator is not approved to exceed the total approved on his/her protocol. Additions of animals to the approved total require justification by the investigator using a Protocol Amendment and review and approval of that request by the IACUC.

On a monthly basis the IACUC office runs a report and notifies investigators by interoffice memo if their Available Balance falls below 20% of the originally approved total. The intention of this notification is to allow investigator's time to consider their animal usage needs and to prepare any necessary protocol Amendments to increase their balance.

II. Scope

This policy applies to all research experiments and programs at Einstein.

III. Policy

To reduce delays to research resulting from an investigator's oversight of this notification, it is the policy of this IACUC to evaluate and authorize animal purchase requests that exceed the available balance on a case-by-case basis. This authorization, if given, will be one time only, and must be followed up by a written memo from the investigator that explains the need for additional animals. If an investigator wishes to continue to order animals after that, they must prepare and submit a Protocol Amendment requesting and justifying additional animals to the IACUC for review and approval.

Protocol Amendments requesting additional mice, rats, or aquatics. Generally, for mice, rats, and certain avian and aquatic species, Amendments requesting an addition of less than or equal to 10% of the originally approved total will be handled administratively by the IACUC as permitted by NIH (NOT-OD-14-126: Guidance on Significant Changes to Animal Activities). Requests that exceed 10% of the originally approved total will be reviewed through the regular IACUC review process.

Protocol Amendments requesting additional animals other than the above (including USDA species, larger mammals, birds, and reptiles) of any amount (one or more animals) will be reviewed through the regular IACUC review process.

IV. Definitions

None.

V. Effective Date

Effective as of: 21 February 2018.

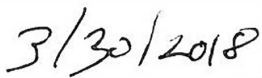
VI. Policy Management and Responsibilities

Einstein's Institutional Animal Care and Use Committee (IACUC) is the Responsible Office under this Policy. The Institutional Official for the IACUC is the Responsible Executive for this policy. The IACUC Chairperson is the Responsible Officer for the management of this policy.

VII. Approved (or Revised)



Institutional Official



Date