

Animal Care and Use Program

Policy

Memoranda of Understanding between OHSU and Collaborating Domestic Institutions

Version 1

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Background

There are many circumstances that involve collaborations between institutions involving animals or relationships between institutional animal care and use programs. To avoid potential ambiguities in such institutional collaborations, it is imperative that the institutions define their respective responsibilities. OLAW and APHIS agree that review of a research project or evaluation of a program or facility by more than one recognized IACUC is not a federal requirement. However, OLAW states that when an institution desires to have collaborative activity involving animals performed at another institution, the institutions should have a formal written understanding (e.g., memorandum of understanding or MOU) that addresses responsibilities for animal care and use, ownership, and IACUC review and oversight.

Scope

The purpose of this policy is to describe the requirement for a written understanding when there is collaborative work between OHSU and another domestic institution that involves animals. This policy includes all funded and non-funded experimental work.

Policy

Collaborations between an OHSU investigator and another domestic institution involving animal care and use require a formal written understanding or MOU that addresses the responsibility for animal care and use, animal ownership, and IACUC review and oversight. Responsibility and oversight of animals during transport between institutions will be addressed in the MOU on a case-by-case basis.

Procedures

- I. An MOU signed by an authorized representative from OHSU and the collaborating institution must be in place prior to starting animal work.
- II. An OHSU investigator desiring to enter into a collaborative activity involving animals that will involve institutions other than OHSU shall submit a MOU to the OHSU IACUC office for review to ensure all necessary requirements have been met prior to authorizing animal care or use in a collaborative arrangement. If the collaborative activity involving animals will be performed at OHSU and the collaborating institution is not a PHS Assured Institution, then the OHSU investigator shall inform the OHSU IACUC Office of the circumstance as early as possible, because OHSU and the collaborating institution may need to also enter into an Interinstitutional Assurance to submit to OLAW for PHS approval prior to starting animal work.
- III. The MOU should address the following:
 - A. PHS Animal Assurance and USDA registration numbers for each institution, if applicable

- B. the scope of responsibility for each institution's IACUC for review and oversight
 - C. assignment of animal ownership
 - D. identification of the institution that will make the day-to-day decisions about animal care
 - E. identification of the institution that will assure congruence between the animal work described in the grant application and the animal work that has been approved at the institution where the activity will be conducted
- IV. A template MOU document is appended to this policy. The template document should be modified, as needed, on a case-by-case basis.

Definitions

APHIS – Animal and Plant Health Inspection Service

MOU – Memorandum of Understanding

OLAW – Office of Laboratory Animal Welfare

Authority

Guide for the Care and Use of Laboratory Animals, p. 15: "...participating institutions should have a formal written understanding (e.g., a contract, memorandum of understanding, or agreement) that addresses the responsibility for offsite animal care and use, animal ownership, and IACUC review and oversight (AAALAC 2003)."

References

AAALAC [Association for Assessment and Accreditation of Laboratory Animal Care] International. 2003. Who's responsible for offsite animals? Connection Spring:6-11, 13. Available at www.aaalac.org/publications.