



Dartmouth College

## Animal Care and Use Program

### Institutional Animal Care and Use Committee

#### IACUC Policies and Procedures

**Title:** Procedure for EH&S Review of IACUC Protocol Submissions

**Procedures:**

- An initial review by the Veterinary staff and IACUC office will determine if biological, chemical or radiological hazards are involved in the proposed research. Those that may require EH&S review are flagged and IACUC Coordinator is notified.
- IACUC office emails flagged protocols involving hazardous materials to EH&S for further review.
  - The Biosafety Officer reviews all protocols involving potentially infectious materials or recombinant DNA.
  - The Chemical Hygiene Officer reviews all protocols involving hazardous chemicals (LD50 less than or equal to 50 mg per kg/ all carcinogens, mutagen, teratogens or chemicals of unknown hazard).
  - The Radiation Safety Officer reviews all protocols involving ionizing or non-ionizing radiation.
- All protocols that involve hazardous agents must have an EH&S consult within 3 months prior to submission of the ASRF to the IACUC for review. If the EH&S consult is outside of this timeframe, or has not been completed, the IACUC Coordinator informs the PI of the need for an EH&S consult. The text of this email is something to the effect of the following--

*Dear Dr. X: The enclosed protocol "titled" involves the use of the following hazardous material(s): You must contact \_\_\_\_\_ [one of those listed above] at your earliest opportunity with additional details on this hazard and risk controls in place. To ensure the protection of your researchers and ARC staff the IACUC cannot complete the final approval of your protocol unless you have had consultation with EH&S within 3 months of submission of the ASRF to the IACUC for review. Final protocol approval requires compliance with both IACUC and EH&S requirements and may include basic laboratory compliance, current staff training, safety committee approval and/or development of specific procedures.*

- After the IACUC has granted approval, or received a revised re-submitted version of a protocol, the IACUC office will e-mail the protocol for final EH&S review and approval. A protocol involving hazardous agents is not approved until an approving e-mail is received from the appropriate EH&S representative. This e-mail is maintained with the protocol file.

**Hazard Documentation and Training after IACUC and EH&S approval:**

- Prior to use of any agent the PI and the ARC must meet to develop the necessary documents for safe use of the agent(s). This is typically done through a meeting of the PI or lab manager, and the ARC Operations Manager and/or the ARC Veterinary staff. Necessary cage and room posting documents are discussed and developed.
- Prior to use of any new agent, the ARC staff must be trained in the appropriate husbandry and disposal procedures for safe use of the agent. This is typically done at a departmental in-service through a presentation by the PI or Lab Manager and the ARC Operations Manager and/or ARC Veterinary staff. This training is documented on a Training Documentation Form and signed by everyone present. Anyone missing will require individual training by the ARC Operations Manager with possible participation by the PI or Lab Manager if necessary.