



**Duke University & Duke University Medical Center
Animal Care & Use Program
Policy**



APPROVAL OF ANIMAL WORK AT THE DUKE LEMUR CENTER

PERFORMANCE STANDARD: All animal procedures performed at the Duke Lemur Center will be reviewed efficiently. The management of the DLC, the OAWA, and the IACUC will coordinate reviews to maximize the speed of proposed review and approval of work at the Lemur Center.

BACKGROUND:

1. Duke University has a single IACUC for review and approval of all animal care and use activities.
2. The Duke Lemur Center (DLC) has additional review and approval requirements before work may be performed using animals at the DLC.
3. Working with DLC animals requires the approval of the DLC Research Committee and the Duke IACUC.

POLICY:

1. Researchers desiring to work with animals managed by the DLC will complete all of the applicable sections of the animal use application, including Section 'V.'
2. Pre-reviews of application for lemur use will be processed in a parallel mechanism: The protocol is sent to the DLC Research Manager, the OAWA, the OESO, and the EHOW at the same time for parallel review and clearance:
 - a. DLC: Review / Clearance:
 - i. OAWA will forward an electronic copy of all protocols indicating work at the Lemur Center to the DLC Research Manager within 3 days of the IACUC Protocol Deadline Date. Generally, this means by close of business on Wednesday of IACUC deadline week.
 - ii. The DLC Research Manager will contact the researcher to discuss required DLC issues.
 - iii. The DLC Research Manager will distribute copies of the protocol package to members of the DLC Research Committee.
 - iv. The DLC Research Committee will review the proposals, require modifications, and 'clear' the proposed activity.
 - v. The Research Manager will communicate with OAWA pre-review staff, sharing concerns of the DLC Research Committee and receiving concerns from the OAWA pre-review process.
 - vi. When it facilitates efficiency, the DLC Research Manager will communicate DLC concerns with the PI directly, or the OAWA pre-reviewer may incorporate DLC concerns in the OAWA pre-review.
 - vii. When DLC concerns have been addressed, the DLC Research Manager will issue a 'CLEARANCE' document to the OAWA staff, who will file the document in the protocol file.
 - viii. When DLC concerns have not been cleared, the DLC Research Manager, or the DLC IACUC members will share the specific requirements to secure clearance, either before or during the IACUC meeting.

- b. OESO clearance:
 - i. The OESO will conduct a pre-review of the proposed activity, sharing the OESO concerns with the DLC Research Manager.
 - ii. When all concerns have been resolved, the OESO pre-reviewer will indicate 'CLEARANCE.'
 - c. EOHW Clearance:
 - i. The EOHW will conduct a pre-review of the proposed activity, sharing the EOHW concerns with the DLC Research Manager.
 - ii. When all concerns have been resolved, the EOHW pre-reviewer will indicate 'CLEARANCE.'
 - d. OAWA Review / Clearance:
 - i. The OAWA will conduct a pre-review of the proposed activity, sharing the OAWA concerns with the DLC Research Manager.
 - ii. When it facilitates efficiency, the OAWA pre-reviewer will incorporate DLC concerns (shared by the DLC Research Manager) into the OAWA communication with the PI. DLC animal operation /scheduling issues must be resolved directly between the DLC Research Manager and the PI.
 - iii. The OAWA will capture all 'CELARANCE' memos and advise the PI when any of the above entities have not issued a clearance on a proposed activity.
 - iv. When all concerns have been resolved, the OAWA pre-reviewer will indicate 'All concerns resolved.'
3. Protocol approval letters involving DLC protocols will be copied to the DLC Research Manager, when provided to the PI.
 4. The OAWA will maintain a server folder for protocol having DLC activity. That file shall be a duplicate of the MASTER protocol file and shall be updated at least monthly.
 5. Amendments will be managed in the same manner as protocols (i.e. require the above clearances prior to release of IACUC approval notices).