

USE OF HOSPITAL EQUIPMENT GUIDELINES

The use of hospital equipment in laboratory animal research, teaching or other activities requires the prior approval of the IACUC and UMMC Hospital Administration. The two most frequent scenarios encountered include: 1) the use of animals in the hospital, and 2) the use of portable equipment (owned by the hospital) in SOM facilities. The following guidelines have been developed to assist investigators in obtaining IACUC and UMMC Hospital Administration Approval.

The Use of Animals in the Hospital

1. Instructions for obtaining IACUC approval.
 - a. Provide detailed animal procedures (i.e., pre-, peri- and post-procedures). In addition, please address the following:
 - i. Purpose of procedure,
 - ii. Maximum duration of procedure,
 - iii. Frequency of procedure,
 - iv. Discussion of how sedation / anesthesia will be maintained during transport to and from hospital, and while undergoing procedures.
 - v. Identify individuals performing this work and their qualifications and training as it relates to this procedures and species.
 - b. Identify location in hospital where work will be performed.
 - c. Describe transport plan from SOM animal facility to UMMS, i.e. route, time of day, transportation devices, is sedation / anesthesia necessary during transport, individual(s) transporting animal, etc. *This should be developed in collaboration with, and approved by, Veterinary Resources.*
 - d. Describe how equipment will be cleaned following use.
 - e. Provide copy of hospital administration approval.
2. Instructions for obtaining hospital administration approval.
 - a. Whom to contact: Fred Herman, Director, Corporate Research Compliance (410-328-4391) or flerman@umm.edu
 - b. Forms or information to be provided: Copy of animal protocolA formal approval letter will be issued from hospital. A copy of the letter must be provided to the IACUC prior to final approval.

References:

UMMC Policy and Procedures: *Use of Research Animals Within the Medical Center*, Procedure No. EOC-045.

USE OF HOSPITAL EQUIPMENT GUIDELINES

The Use of Portable Equipment (Owned by the Hospital) in SOM Facilities

1. Instruction for obtaining IACUC approval.
 - a. Provide detailed animal procedures (i.e., pre-, peri- and post-procedures). In addition, please address the following:
 - i. Purpose of procedure,
 - ii. Maximum duration of procedure,
 - iii. Frequency of procedure,
 - iv. Identify individuals performing this work and their qualifications and training as it relates to this procedures and species.
 - b. Identify which department owns the equipment and whether it is dedicated solely to the use of animals. If the equipment is also used with humans, hospital administration approval for the use of this equipment must be obtained.
 - c. Identify location of use, i.e. lab or animal room.
 - d. If location is outside the animal facility, provide assurance that Veterinary Resources' policy and procedures on animal transport will be adhered to.
 - e. Describe how equipment will be cleaned following use.

2. Instructions for obtaining hospital administration approval.
 - a. Whom to contact: Fred Herman, Director, Corporate Research Compliance (410-328-4391) or fherman@umm.edu
 - a. Forms or information to be provided: Copy of animal protocol
 - b. Formal approval letter will be issued from hospital and a copy must be provided to the IACUC prior to final approval.

NOTES:

- To expedite the review process, it is recommended that the procedures be reviewed and the transport plan be developed in collaboration with Veterinary Resources and submitted simultaneously to the IACUC and UMMC.
- If hazardous agents will be utilized, UMB Environmental Health and Safety AND UMMS Risk Management's approvals will be required prior to IACUC approval.