

Laboratory Animal Resources

Core Policies for CTSI

10/31/18

Confidentiality

All data shared with LAR is kept confidential. All samples stored in the facility are the property of the investigator and will not be shared unless specific written direction is provided by the owner. Prior to conducting studies in LAR, the investigator must abide by all rules and instructions for use of equipment and safety practices put in place for various areas of LAR where work will be conducted.

Operations within LAR are defined in LAR SOP's developed and reviewed by the department. The department also receives scrutiny from outside agencies such as AAALAC and the United States Department of Agriculture (USDA). AAALAC International is a private, nonprofit organization that promotes the humane treatment of animals in science through voluntary accreditation and assessment of programs every 3 years. USDA performs facility and program inspections once a year unannounced.

1. LAR has an oversight committee that reviews space, pricing, and advises LAR.
2. LAR maintains a set of Standard Operating Procedures (SOP's) that define how various procedures are to be conducted.
3. LAR also must abide by policies and guidelines that are developed and reviewed by the Bloomington Institutional Animal Care and Use Committee (BIACUC).
4. LAR maintains the facility in compliance with the *Guide for the Care and Use of Laboratory Animals (Guide)*, the *Animal Welfare Act and Regulations (AWA)*, the PHS Policy and any other pertinent local, regional or federal regulations.
5. Access to the facilities is limited to LAR staff and authorized study personnel who have had a facility orientation and are listed on an approved BIACUC protocol.
6. This agreement limits LAR activity to facility maintenance, care and welfare of laboratory animals housed in the facilities, equipment oversight and emergency evacuation of personnel and animals in the case of an emergency.

Conflict Resolution

The Director will discuss all issues with the investigator in order to resolve them. Should issues (such as charge disputes, authorship, and conflict of interest) arise that cannot be resolved in this manner, the LAR Advisory Committee will assist in conflict resolution. Schedules for use of the equipment or space will be maintained either electronically or on paper. Access to the equipment or facilities will be on a first come first served basis, unless conflicts occur in which case the Director of LAR or Chairperson of the LAR Advisory Committee will resolve the conflict.

Cost Recovery/Payment Policy

LAR expects payment for services rendered at the time the services are conducted. An IU account number must be provided before service is provided. In addition to the account number and expiration date, the PI or person responsible for payment must sign and date the agreement. When core resources are used but the requested service cannot be completed, PI's will be charged for the time LAR staff spent helping the PI according to currently approved cost/hr rates for staff and for their time used working with the instrument. Our costs are reviewed and approved annually by the LAR advisory committee. Services can include technical and surgical services provided by skilled, certified staff; rodent breeding colony management; housing for rodents, rabbits, amphibians, fish, and birds. Rates for internal users will be the same as external CTSI users. External users will be invoiced for services.

Prioritization of work

Work is generally completed on a first come first served basis where it is scheduled for a certain day and time so as not to interfere with other investigator's work. Minor rearrangements may be made when reagents or supplies are backordered from the supplier or if a minor shift in schedules can make better use of the equipment. We reserve the right to break up larger experiments if it will make better use of the equipment and allow us to minimize delays to small experiments. Delays can happen when the equipment fails. The customer will be notified when this happens.

Publication

We ask that LAR be acknowledged in all publications resulting from data generated by the department and that a copy of the publication be provided to LAR so that we may produce reports required by our oversight committee. Inclusion of LAR members as authors in publications is expected when we provide collaboration on experimental design and/or analysis and interpretation of data. The recharge mechanism does not preclude or replace authorship. If substantial intellectual contributions are required in experimental design, and/or manuscript writing (other than providing a statement of the methods used) and data interpretation are requested, co-authorship should be granted to the involved core personnel.

Acknowledgement

"Animal studies were conducted in the Laboratory Animal Resources center at the Indiana University in Bloomington".