



THE UNIVERSITY OF TOLEDO

SUBJECT: Standard Operating Procedure on Closure of IACUC Protocols by PI Request or Expiration

DATE: December 13, 2018

University of Toledo Standard Operating Procedure on Closure of IACUC Protocols by PI Request or Expiration

1. Introduction

Protocols must be closed out properly at the conclusion of their three-year approval period or at the conclusion of all animal work. Unless a protocol has been previously closed out, it will be considered closed (expired) upon the third anniversary of its approval date. Principal Investigators (PIs) who wish to continue protocols beyond this initial three-year period must submit a new protocol to the IACUC for approval. The PI has the right to close out an IACUC protocol at any time during the period in which it is approved. If a protocol is voluntarily closed, but a PI wishes to restart animal work, a new protocol must be submitted to the IACUC for approval.

2. Process

Being that the process of closing out an IACUC protocol is a federally mandated activity, the following guidelines are in place:

- a. Six (6) months prior to protocol expiration, a letter will be sent to the PI notifying them of the upcoming expiration.
- b. Three (3) months prior to protocol expiration, a reminder email will be sent notifying them of the upcoming expiration and protocol submission deadline.
- c. Two (2) months prior to protocol expiration, a reminder email will be sent notifying them of the upcoming expiration and protocol submission deadline.
- d. One (1) month prior to protocol expiration, a reminder email will be sent notifying them of the upcoming expiration. If no renewal protocol has been submitted, the department chair will be copied and implications for protocol expiration (i.e., transfer of animals to Holding Protocol) will be explained.
- e. If the protocol expires, the IACUC Administrator will notify the PI, Attending Veterinarian, and Associate Director of DLAR that animals on a protocol will be moved to the Holding Protocol.
 - i. See SOP on Holding Protocol.