

INSTITUTIONAL ANIMAL CARE AND USE COMMITTEE
Policy # 28
STANDARD EXTENSION DURING EMERGENCIES

In concurrence with
TTUHSC El Paso Assurance #D19-01056
and Federal Regulations and Guidelines

Purpose

This policy was developed based on the guidelines provided by OLAW during the pandemic COVID-19¹. It outlines the TTUHSC El Paso IACUC procedure for granting a standard extension when a PI is unable to submit a 3-year renewal or annual status report (ASR) due to an emergency. This policy will be a permanent document of the IACUC policies portfolio at TTUHSC El Paso and will apply during the COVID-19 pandemic and during other emergency situations that may arise.

Description

Under certain special circumstances, due to an emergency affecting the PI or the institution, including but not limited to a medical emergency, personal emergency, natural disaster, war or pandemic, practical issues may prevent the timely submission of the 3-year renewal application, or ASR. In these circumstances, a standard extension of 6 months may be requested for a previously approved protocol, which will be processed via assigned member review (AMR). The request for an extension must be submitted three business days before the 3-year renewal expires or ASR is due. Standard extension cannot be granted for a protocol that has already expired.

1. A standard extension request will be submitted on IRIS, describing the emergency that precludes a timely submission. In case the PI is unavailable, another person may initiate an extension request on behalf of the PI.
2. The IACUC chair (or designee) will review the request and decide whether to assign the extension request to AMR. In making this decision, the chair will consider any guidance provided by OLAW and the USDA pertinent to the situation. The IACUC Chair (or designee) will advise the PI at this step only if the AMR request will not be forwarded to IACUC members.
3. If the Chair (or designee) recommends AMR, all IACUC members will receive notification of the extension request. If any member feels that AMR is not appropriate, then the extension request will be deferred for full committee review (FCR). Committee members will have 48h (business days) to respond.
4. If no member calls for FCR, the Chair (or designee) refers the extension request to a designated reviewer. The Chair may select one or more IACUC members to review the extension request. The reviewer(s) will act on behalf of the entire IACUC to either approve the extension, or refer the extension request for FCR.
5. If any member calls for FCR, the extension request will be reviewed by the full IACUC committee. This may occur at the next regularly-scheduled IACUC meeting, or the Chair may convene a special IACUC meeting to review the request.

6. For a 3-year renewal, if the standard extension request is approved, the IACUC protocol expiration date will be extended by 6 months, and notice will be sent to the PI. The PI must submit the 3-year renewal, or ASR, via the normal procedure and obtain approval before the end of the 6-month extension.
7. No changes will be allowed in the protocol during the extension period, prior to submitting the 3-year renewal or ASR. An amendment may accompany the 3-year renewal or ASR when it is submitted, per the normal IACUC process.
8. Only two extensions will be allowed in 1 year for any protocol and the total duration of the extension period must not exceed 12 months.
9. If an extension request is not approved, the 3-year renewal or ASR must be submitted and approved via the normal procedure, otherwise animal use activities will be suspended.

Related Policies

Investigators must comply with all other institutional policies at TTUHSC El Paso and Federal Guidelines. This list includes, but is not limited to, the following:

IACUC Policy 7: Designated Reviews

IACUC Policy 13: Protocol Approval, Implementation, Review and Amendment Processes

IACUC Policy 20: Administrative Approval of Amendments

References

1. <https://olaw.nih.gov/covid-19.htm>