

Institutional Animal Care and Use Committee		UNTHSC
Title: Pre-Project Planning Meetings		
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A. BACKGROUND INFORMATION

- a. This Standard Operating Procedure (SOP) defines when a Pre-Project Planning (PPP) meeting is required.

B. RESPONSIBILITIES

- a. It is the responsibility of the Principal Investigator (PI), lab students and or staff, IACUC staff, DLAM staff, and Safety Office staff to attend a PPP meeting as required.

C. PROCEDURES

- a. PPP meetings may occur at any time during the IACUC review process. Examples for when one may be necessary include but are not limited to: 1) If the investigator is new to the university or has not used animals at the university previously; 2) A hazardous material will be used; 3) Husbandry required is not the standard. The IACUC reserves the right to determine that a PPP meeting is not necessary and hence, not required.
- b. PPP meetings may be called for the following reasons:
 - i. During the review of a new animal care and use protocol
 - ii. During the review of a significant amendment
 - iii. Upon receipt of an IACUC Consult Request Form
- c. PPP meetings may be call upon by any one of the following:
 - i. IACUC Administrator
 - ii. IACUC Chair
 - iii. Safety Office
 - iv. DLAM
 - v. Veterinarian
 - vi. Any member of the IACUC
 - vii. Any individual listed on the protocol
- d. Upon receipt of a new protocol or amendment, the IACUC Administrator will conduct a pre-review. If, based on the pre-review, the IAUC Administrator does not feel that there is sufficient information in the submission to proceed with the review, the IACUC Administrator will call for a meeting of the “IACUC Dream Team.” The goal of this team is to identify any items that may potentially be resolved, prior to the new protocol or amendment being presented to the IACUC. At any time, the “Dream Team” may call for a PPP Meeting with the investigator and

all protocol team members. This “Dream Team” will consist of the following individuals:

- i. IACUC Administrator
 - ii. IACUC Chair
 - iii. The Attending Veterinarian
 - iv. Biosafety Officer (if needed)
- e. A PPP meeting may also be needed based on the information included by a PI on the IACUC Consult Request Form.
 - f. During review of new protocols at a convened meeting, the IACUC will discuss if a PPP meeting should be scheduled. In case of a significant amendment, the IACUC members should notify the IACUC Administrator that they feel a PPP meeting is necessary during the review period for the amendment.
 - g. If a meeting is required, the investigator will be notified and the meeting will be scheduled. The following individuals will be invited to attend the meeting:
 - i. IACUC Administrator
 - ii. A representative from the Safety Office
 - iii. A representative from DLAM
 - iv. The Attending Veterinarian
 - v. All members participating on the protocol, including the investigator.
 - h. The meeting will:
 - i. Clarify safety procedures for lab and DLAM staff
 - ii. Identify SOPs that the lab staff should follow
 - iii. Answer any questions the investigator or lab may have regarding animal use, husbandry, etc., by DLAM staff.
 - iv. Identify training that may be needed (procedural, safety, etc.).

D. REFERENCES:

- a. [IACUC Consultation Request Form](#)
- b. [IACUC Dream Team Flow Chart](#)

