MEMORANDUM OF UNDERSTANDING
Between
The University of Mississippi Medical Center
and
The G. V. "Sonny" Montgomery
Veterans Administration Medical Center

This Memorandum of Understanding (MOU) is between the University of Mississippi Medical Center (UMMC), 2500 North State Street, Jackson, MS 39216-4505, and the G. V. "Sonny" Montgomery Veterans Administration Medical Center (VAMC), 1500 Woodrow Wilson Drive, Jackson, MS 39216.

PURPOSE: The UMMC and the VAMC make this agreement

1) To acknowledge/define a working relationship between/among assurance Committees at UMMC and VAMC: the Institutional Animal Care and Use Committee (IACUC); the Institutional Biosafety Committee (IBC); the Institutional Review Board (IRB) and the Radiation Safety Committee (RSC);

2) To define a process for verification of compliance assurance(s) when funding is administered by UMMC's Office of Research (pre-award)/UMMC Accounting (post-award) for VAMC employees;

3) To address concerns of animal care and use for subjects that will be housed or used temporarily at the VAMC or UMMC and

4) To provide guidelines for UMMC personnel who house or use animals at the VAMC facility and to VAMC personnel who house or use animals at UMMC.

I. FUNDING/COMPLIANCE ASSURANCES:

In recognition of the need to ensure that regulatory requirements are fulfilled and assurance(s) are met, if funding is administered by UMMC's Office of Research (pre-award)/UMMC Accounting (post-award), VAMC employees will complete the UMMC Transmittal Form (http://dor.umc.edu) and provide the following documentation for Assurance(s) verification:

1. INSTITUTIONAL ANIMAL CARE AND USE COMMITTEE (Animal Compliance)

For the purpose of the agreement, the "UMMC Form" is defined as the UMMC Animal Activity Protocol form. The "VAMC Form" is defined as the VAMC Animal Component of Research Protocol (ACROP).
A copy of the approved VAMC Form and a copy of the Research Protocol Safety Survey with signatures will be submitted to the UMMC Office of Research for grant submission review/verification purposes. This Form copy will be maintained with the UMMC IACUC records. A side-by-side comparison of the grant application and the VAMC IACUC form will be conducted by the UMMC Office of Research to verify that all animal-related activities associated with the grant application are IACUC approved.

Also, a copy of the letter of approval for the animal protocol from the VAMC Research and Development (R&D) Committee is required with the grant submission. If the grant submission is “pending/Just-in-Time” for animal assurance, a copy of the “intent of assurance letter” signed by the VAMC and the investigator is required at the time of compliance review.

In the event a determination is made that the animal-related activities in any grant submission are not consistent with the approved VAMC Form, it is acknowledged that a “pending” VAMC IACUC letter from the VAMC IACUC will be generated for the grant submission.

It is the principal investigator’s responsibility to notify the VAMC IACUC of modifications required by the peer review process and in turn the VAMC IACUC will notify the UMMC Office of Research of approved changes to the established protocol.

2. INSTITUTIONAL BIOSAFETY COMMITTEE (Biohazards)

The UMMC recognizes that the VAMC has independent policies and procedures in place regarding research involving biohazards that comply with federal guidelines and its own Institutional Biosafety Committee (IBC). There is mutual recognition of the sovereignty of each IBC.

UMMC and VAMC agree that when UMMC has signature authority over a protocol, VAMC will include UMMC in its oversight reporting.

With the submission of a grant proposal, the VAMC investigator will forward to the UMMC Office of Research a copy of the approved VAMC Research Protocol Safety Survey (VA form #10-0398) or Principal Investigator Annual Biosafety Review Form. These forms are available on line at http://www1.va.gov.resdev.

In the case of noncompliance with a documented protocol or exposure incident at BSL-2 or higher, the VAMC IBC Chair will provide written notification to the UMMC IBC Chair and the Associate Vice Chancellor for Research of details concerning the incident and follow up actions. If, in the opinion of the VA IBC Chair, noncompliance or exposure incidents at the VAMC merit withholding access to grant funds administered by the UMMC, the Associate Vice Chancellor for Research and the IBC Chair at UMMC will be notified.
3. INSTITUTIONAL REVIEW BOARD (Human Subjects)

Each institution has its own Institutional Review Board (IRB) and independent policies and procedures in place regarding research involving human subjects. For studies conducted at the VAMC that use grant funds administered by UMMC, an approval letter for the study from the VAMC R&D Committee is required. The letter will provide the following information: assigned protocol number, title of study and the date of approval along with the VAMC certification numbers.

4. RADIATION SAFETY Committee (Radioisotope Use)

The UMMC recognizes that the VAMC has independent policies and procedures in place regarding research involving radioisotopes and its own Radiation Safety Committee (RSC). There is mutual recognition of the sovereignty of each Radiation Safety Committee. Due to similarities in the form and content of radioisotope applications, the VAMC Radiation Safety Office will accept a UMMC application form to demonstrate the ability to use radioisotopes provided the application contains a current, accurate description of the locations of use, isotopes to be used, and equipment for isotope monitoring. For grants requiring the use of radioisotopes, the VAMC Radiation Safety Officer will require a completed Grant Approval Form specifying the isotopes to be used and a brief description of the circumstances. Again, due to similarities in the form and content of the Grant Application Form used by VAMC and UMMC, the VAMC Radiation Safety Office will accept a UMMC grant application form, if the form is addressed to the VAMC Radiation Safety Office and contains a current, accurate description of the VAMC locations of use, isotopes to be used, and radioactive waste to be generated. If the information provided on the form does not raise any serious questions regarding radiation safety, the VAMC Radiation Safety Officer may issue a temporary authorization to use radioisotopes, until the VAMC Radiation Safety Committee can meet. A Temporary Authorization Notice will be provided to the applicant by the VAMC or UMMC Radiation Safety Office. A temporary authorization allows the Research Committee’s grant approval process to proceed without delay and also allows the VAMC Radiation Safety Office to make necessary changes to the facility radioactive material permit.

All radioisotope users at VAMC must be listed on the facility radioactive material permit prior to ordering, receiving, or using radioisotopes, in accordance with U.S. Nuclear Regulatory Commission licensing requirements and VHA policies. Similarly, all radioisotope use at VAMC will be in accordance with U.S. Nuclear Regulatory Commission licensing requirements and VHA policies. UMMC operates under a Broad Scope License with Mississippi State Department of Health Division of Radiological Health and complies with the Regulations for Control of Radiation in Mississippi. Individual users are not listed on the radioactive materials license.

The VAMC Radiation Safety Office will present any applications for isotope use or grant application forms for the use of radioisotopes to the VAMC Radiation Safety Committee for approval or disapproval. Likewise, the UMMC Radiation Safety Office will present
any applications for isotope use or grant application forms for the use of radioisotopes to the UMMC Radiation Safety Committee.

Appendices 1, 2 and 3 are the VAMC Application for Isotope Use, VAMC Grant Approval Form, and VAMC Temporary Authorization Form. UMMC Radiation Safety forms are available at the UMMC Office of Research web site, http://dor.umn.edu.

II. REGARDING THE CARE AND USE OF LABORATORY ANIMAL SUBJECTS

The VAMC further acknowledges its' employees will follow the SOP for Care and Use of Animal Subjects appended as Appendix 4 of this MOU or subsequent approved version(s) as applicable.

By virtue of this agreement, each institution (UMMC and VAMC), along with their respective Institutional Animal Care and Use Committee (IACUC), is obligated to ensure continued compliance with all applicable laws and regulations governing the use of research animals (e.g., USDA Animal Welfare Act (AWA) and PHS Policy for the Humane Care and Use of Laboratory Animals). In this agreement, IACUC is used as a generic term to include the equivalent UMMC IACUC and the VAMC Subcommittee for Animal Studies. Each institution will maintain the standards required for The Association for Assessment and Accreditation of Laboratory Animal Care International (AAALAC) and will maintain a current Animal Welfare Assurance with the Office of Laboratory Animal Welfare (OLAW) at the National Institutes of Health (NIH).

III. UMMC RECIPROCATION ACKNOWLEDGEMENT

UMMC projects conducted at the VAMC must undergo the same review given to projects initiated by VAMC staff before any work begins. This includes a review by the Research and Development Committee and other subcommittees (IACUC, IBC, IRB RSC) as appropriate. Projects may not be initiated until final approval by the R & D Committee.

It is understood that when UMMC employees conduct research at the VAMC, they are given WOC (without compensation) appointments to VAMC and all protocols are VAMC approved protocols, thus for all intents and purposes, they are VAMC employees.

UMMC further acknowledges and agrees to the provisions outlined in Appendix 5, VAMC Memorandum dated July 29, 2002 for “Sharing of VA Animal Facility Resources”.

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IV. TERMS OF MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding is entered into this June 1, 2005 by and between the University of Mississippi Medical Center and the G. V. "Sonny" Montgomery Veterans Administration Medical Center. This agreement will continue from year-to-year unless the agreement is terminated by the parties in writing at least 60 days in advance of the ending date of this agreement. Either institution may terminate this agreement on 60 days written notice to the other delivered to the address shown above or such other address for notices as specified in writing. This agreement may be amended by written agreement of the parties. This agreement is inclusive of documentation that the care and use of all vertebrate animal species and use of biohazards including radioactive agents follows federal, state and institutional guidelines, and includes all areas of assurance compliance for funding that is administered by UMMC’s Office of Research (pre-award)/UMMC Accounting (post-award).

The terms of the Memorandum of Understanding will be honored by staff of both parties until notification of termination of the Memorandum of Understanding is given in writing and acknowledged in writing by the receiving party.
V. ACCEPTANCE AND APPROVAL OF AUTHORIZING OFFICIALS

This agreement is accepted and executed by the parties below as of the day and year first written.

UNIVERSITY OF MISSISSIPPI MEDICAL CENTER:  

John E. Hall, PhD  
Associate Vice Chancellor for Research and Institutional Official  

G. V. "SONNY" MONTGOMERY VETERANS ADMINISTRATION MEDICAL CENTER:  

Rebecca Wiley  
Acting Center Director  

AGREED AND ACCEPTED:

UNIVERSITY OF MISSISSIPPI MEDICAL CENTER

Andrew W. Grady, D.V.M., MS  
Director, Laboratory Animal Facilities

SUSAN WARRREN  
PhD, Chair  
Institutional Animal Care and Use Com.

Steven T. Case, PhD, Chair  
Institutional Biosafety Committee

Richard L. Ogletree, Jr., PharmD  
Chair, Institutional Review Board

James B. Hutchins, PhD  
Chair, Radiation Safety Committee

G. V. "SONNY" MONTGOMERY VETERANS ADMINISTRATION MEDICAL CENTER

Edwin Sagrado, MD, PhD  
ACOS, Research & Development

Mary B. Coleman, PhD, Chair  
Institutional Animal Care & Use Com.

Elise Gomez-Sanchez, DVM, PhD  
Chair, Research Safety or Biosafety

James G. Wilson, MD  
Chair, Institutional Review Board

Michael J. Smith, JVAMC  
Radiation Safety Officer
APPLICATION FOR AUTHORIZATION TO USE RADIOACTIVE MATERIALS OR RADIATION GENERATING DEVICES

Name: _______________________________ Department: _______________________________
Social Security #: ______________________ Date of Birth: ___________________________
Title: _______________________________ Telephone: _____________________________
Requesting use of: ____________________ Radioactive Materials __________ Devices
Type of authorization requested: __________ Regular or __________ Temporary [until experience documented]
If temporary authorization requested: _______________________________ Department: _______________________________

EDUCATIONAL BACKGROUND

<table>
<thead>
<tr>
<th>TYPE OF INSTRUCTION</th>
<th>LOCATION</th>
<th>DATES</th>
<th>HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Principles/practices of radiation safety</td>
<td></td>
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<td></td>
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<tr>
<td>Radioactivity monitoring technique and instruments</td>
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<td></td>
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<tr>
<td>Mathematics basic to the use of radiation</td>
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<tr>
<td>Biological effects of radiation</td>
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</table>

FORMAL TRAINING COURSES

List all formal courses pertaining to isotopes, atomic structure, radiochemistry, radiobiology, radiation generating devices [x-rays or gamma rays], etc.

<table>
<thead>
<tr>
<th>TITLE OF COURSE</th>
<th>LOCATION</th>
<th>DATES</th>
<th>COURSE CONTENT</th>
</tr>
</thead>
</table>

RADIOACTIVE MATERIALS PREVIOUSLY USED

<table>
<thead>
<tr>
<th>ISOTOPE</th>
<th>ACTIVITY</th>
<th>LOCATION</th>
<th>DATES</th>
<th>USED FOR</th>
</tr>
</thead>
<tbody>
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</table>

Have you ever been listed as an authorized user on a radioactive material license? ________ Yes ________ No
If yes, provide facility name/address:

Application
### ISOTOPES REQUESTED FOR USE AT JVAMC

<table>
<thead>
<tr>
<th>ISO TOPE</th>
<th>ACTIVITY</th>
<th>PURPOSE</th>
<th>RAD WASTE*</th>
</tr>
</thead>
</table>

* Rad waste generated is either one or a combination of: L = non-hazardous liquids; C = chemicals; B = biological; S = solids; LSV = liquid scintillation vials.

List the locations where radioactive materials will be used (building and room number):

Provide a sketch of these locations indicating areas used for isotope work and storage. Number various locations on this sketch to indicate the position of lab survey points in areas where isotopes are used. [Survey frequency will be established later by JVAMC RSO.]

List the survey meter or other counting equipment to be used for lab surveys (manufacturer, model number and serial number):

### RADIATION DEVICES [X-RAY OR GAMMA] PREVIOUSLY USED

<table>
<thead>
<tr>
<th>DEVICE USED</th>
<th>WHERE USED</th>
<th>DURATION</th>
<th>SUPERVISOR</th>
</tr>
</thead>
</table>

### REQUESTED USE OF RADIATION DEVICES [X-RAY OR GAMMA]

<table>
<thead>
<tr>
<th>DEVICE (Name, Model, Serial #)</th>
<th>LOCATION (Room #, Dept.)</th>
<th>PURPOSE</th>
<th>OTHERS TO BE SUPERVISED</th>
</tr>
</thead>
</table>

### STATEMENT OF AGREEMENT

The below named individual agrees, without reservation of any kind, to abide by the Jackson VA Medical Center Radiation Safety Manual, as well as the appropriate federal regulations and hereby waives any right or recourse against the Jackson VA Medical Center for any damage whatsoever resulting from any failure to fully conform to said manual, regulations, or policies.

NAME (Printed):
SIGNED:
DATE:
TO BE COMPLETED BY
THE RSO

INSTRUCTIONS TO AUTHORIZED USER

Equipment needed:
Absorbent paper for work areas. Yes No
CAUTION Radioactive Materials tape.
Lab coat.
Gloves.
Face mask or respirator.
Fume hood.
Beta shield.

Dosimetry needed:
Film badge (whole body). Yes No
Ring badge.

Area monitoring needed:
Meter surveys performed.
Swipes taken in area.

Frequency of area monitoring:

Radioactive waste disposal:
Rad waste containers needed in lab.
Location of nearest disposal drums.

Special instructions or limitations:

SIGNED: ____________________________________________________________________________
DVAMC RSO
DATED: ____________________________________________________________________________

TO BE COMPLETED BY
THE RSC

RADIATION SAFETY COMMITTEE ACTION

Approval/Disapproval: __________________________________________________________________ Date:

Signature, RSC Chairman: __________________________________________________________________ Date:

Remarks or Restrictions:
GRANT APPROVAL FORM

To be used by individuals, already approved by the Radiation Safety Committee to use radioactive material, seeking approval of a grant involving radioactive material use.

MEMORANDUM

TO: MICHAEL J. SMITH, JVAMC RADIATION SAFETY OFFICER
FROM: P.I.: __________________________ DEPT.: __________________________

SUBJECT: REQUEST OF GRANT APPROVAL
(provide information or circle the appropriate response)

The enclosed grant will utilize [LIST OF ISOTOPES: __________________________] in [uCi or mCi] quantities.

The isotope(s) will be utilized in [STANDARD or SPECIAL] laboratory procedures that [WILL NOT or MAY] increase isotope volatility in the area where the isotope(s) will be used – [ROOM/LAB NOS. ____________________________].

The work [WILL or WILL NOT] generate radioactive biological waste such as blood vials or animal carcasses. Radioactive waste generated will consist of solids, liquids for drain disposal, or liquid scintillation vials. All radioactive waste will be segregated and recorded as instructed at waste collection sites. Records of area surveys and isotope use will be provided to the RSO as instructed.

P. I. NAME (print) __________________________
P. I. SIGNATURE: __________________________
DATE: __________________________

ISOTOPE USE APPROVED BY: __________________________
Michael J. Smith, Radiation Safety Officer

Date: __________________________
TEMPORARY AUTHORIZATION TO USE RADIOACTIVE
MATERIALS OR RADIATION PRODUCING DEVICES

NAME: ___________________________ DEPARTMENT: ___________________________

MATERIALS: ______________________ DATE: ___________________________

AUTHORIZED USER [RESPONSIBLE PARTY]: ___________________________

RADIATION DEVICES: __________________________________________

This authorization is valid only until the next meeting of the JVAMC Radiation Safety Committee. At that time, your application will be submitted to the Committee for formal consideration of approval.

DATE: ___________________________ ___________________________

RADIATION SAFETY OFFICER
STANDARD OPERATING PROCEDURES FOR
CARE AND USE OF ANIMAL SUBJECTS
As part of the Memorandum of Understanding between the VAMC and UMMC

When personnel elect to house or use animals at either the UMMC or VAMC facilities, all interested parties agree to the following arrangements in order to ensure that appropriate oversight is provided by both parties:

1. Veterinary Care

Both institutions shall provide adequate veterinary care at their respective institutions in accordance with the Animal Welfare Act (Title 9 CFR, Part 2, Subpart C, Section 2.33), the most recent edition of the Guide for the Care and Use of Laboratory Animals (GUIDE), currently the 1996 edition, and the VAMC’s professional services contract for veterinary oversight and support in effect.

2. Protocol Review

The necessary forms that all investigators must complete, as well as the necessary IACUC approval, will be governed by where the performance of work (project) will occur.

If a protocol must be reviewed by both IACUCs, personnel may not initiate the research until both IACUCs approve the protocol. Differences between the committees will be resolved by the chair-persons in concert with the investigator to attempt to resolve the issue(s). Both IACUCs must approve the final outcome of the resolution. By this agreement, the UMMC agrees to accept as valid the VAMC form as the policy dictates, and the VAMC IACUC agrees to accept as valid the UMMC form as the policy dictates.

Prior to initiating changes, investigators who plan to make changes to an approved protocol must obtain the written approval of the IACUC that originally reviewed that protocol. In cases where both IACUCs reviewed the protocol, written approvals must be obtained from each of the two IACUCs prior to initiating such changes. Any significant modification to an approved protocol must be reported in writing and approved by the appropriate IACUC(s).

3. Personnel Qualifications

The UMMC and VAMC IACUCs shall have access to each other’s records to the extent permitted by federal law for the purpose of evaluating the qualifications, experience and training of those who are specifically responsible for the care and use of animals. This may include scientists, research personnel, and animal care technicians, and the records to be requested may include occupational health and safety program documentation.

The VAMC and UMMC animal care staff and research personnel will be able to utilize/access any of the animal-related training opportunities available through both parties. This will include, but is not limited to, the UMMC IACUC Orientation Training Sessions for new employees and/or seasoned investigators, various hands-on workshops, the online training available on the UMMC website, vendor training for new equipment, or any other in-house training available. Opportunities available through the VAMC include the on-line training site on the VAMC website: www.researchtraining.org.
4. Reports

Upon request, each institution shall provide the other with copies of their PHS Assurance Statements as well as their semi-annual reports as required by OLAW. This includes, but is not limited to, any official correspondence regarding the semi-annual (OLAW) and annual (USDA, AAALAC) reports of animal care and use, as well as any correspondence from AAALAC, OLAW, or the USDA concerning the UMMC or VAMC facilities. Each institution will provide the other with the documents relevant to this agreement.

5. Procurement of Animals

If there is a need to purchase animals through the UMMC Laboratory Animal Facilities Office utilizing funds awarded through and maintained by the UMMC Accounting department, the procedures to be followed are listed at Attachment 1 of this SOP.

6. Transport of Animals

The transport of animals from one facility to another must be conducted in accordance with the USDA regulations as specified in the Animal Welfare Act (Title 9 CFR, Part 3 Transportation standards). Prior to the transport of animals between the institutions, verification of the health status of the animal(s) is required and all movements must receive prior veterinary approval. Any transport of animals must be approved by both IACUC committees.

a. The transport of animals to or from the UMMC or VAMC facilities must be conducted during normal business hours (Monday-Friday, 7 am – 4 pm), unless prior arrangements have been made with the appropriate veterinary staff. Animals must be transported in an appropriate climate-controlled vehicle to the approved designated entry points for each facility. Any transport of animals to UMMC from the VAMC must be approved by the LAF veterinarians. Transport should be limited to means approved by the veterinarian and concurred by the respective IACUCs for each instance, (i.e. movement of a limited number of cages with filter tops and/or drapes in a private or rented climate controlled vehicle).

b. The responsible person shall notify the veterinary staff, along with any other appropriate departments, at least 24 hours prior to arranging for the transport an animal between facilities. The responsible person shall also notify the veterinary staff of any cancellations or changes in transport plans.

c. In the event of unforeseen emergencies strictly related to the clinical care and well-being of a research animal, personnel may elect to transport an animal from one institution to the other. In such a case, the responsible person must contact the veterinary staff of each facility prior to transport in order to request approval for the transfer and proposed procedures(s) and to secure appropriate animal housing. Personnel should document any special arrangements that are made for the clinical care of research animals and forward the documentation to the appropriate IACUC(s) as soon as possible after such transport. In all cases involving a significant change (i.e., increasing the risk to animals), approval must be obtained from the appropriate IACUC(s) as described in Section 2 – Protocol Review.

d. All transfer of radioactive materials, RAM, as well as animals or tissue samples which may contain radioactive isotopes is to be approved by Radiation Safety officers at both facilities prior to transfer. This includes, for example, delivery of radioactive materials to the VAMC or to UMMC via purchase order or vice versa.
7. Housing

If animals are scheduled to be transported to either facility and will not be returned to the original facility, the responsible person will make housing arrangements with the veterinary and husbandry staff of the receiving facility according to that facility's policies and procedures.

If animals are to be housed temporarily in one facility and will be returned back to the other, the responsible person shall make arrangements with the veterinary staff for special space assignments in advance of the animals’ arrival. Returning animals must be housed in the receiving facility in compliance with institution policies governing transport and/or transfer of animals. The veterinary staff is responsible for information and policies regarding vendors, health certificates, and other considerations to prevent cross contamination of the resident animals.

8. Facility Inspections

The UMMC and VAMC IACUCs will conduct inspections every six months of those facilities of the other institution that are relevant to this agreement. Deficiencies according to USDA regulations or the guidelines set forth in the Guide for the Care and Use of Laboratory Animals will be submitted by the inspection team to the IACUCs for correction and a plan to correct said deficiencies will be agreed upon by both IACUCs.

9. Use of Hazardous Agents

The use of infectious agents, toxic chemicals, or radioisotopes requires the prior written approval of the respective Biosafety Committee, the Radiation Safety Committee and/or the Environmental Health & Safety office of the institution whose IACUC approved the protocol. Notification of such use must be given to the veterinary and husbandry staff attending such animals prior to commencement of the procedure(s).

This Memorandum of Understanding is not intended to restrict or otherwise reduce the effectiveness or responsibility of the committees mentioned above (or other committees) to carry out their respective charges, especially as it relates to cooperative animal research projects between the VAMC and UMMC. As a result, UMMC’s IBC (Biosafety) office may still have input into UMMC projects conducted at the VAMC. Similarly, VA’s Subcommittee for Research Safety shall have input into VAMC projects conducted at UMMC.

10. Reports of Non-Compliance

Each institution shall be responsible for notifying the other of any instance of non-compliance with respect to the care or treatment of animals that are involved in UMMC or VAMC sponsored research in a timely manner. The UMMC IACUC shall be responsible for resolving any reports of non-compliance involving animals while en route to or while housed at UMMC. The VAMC IACUC shall be responsible for resolving any reports of non-compliance involving animals while en route to or while housed at the VAMC. If a case of non-compliance has been verified (after a formal or informal investigation), the responsible IACUC that originally approved the animal protocol shall submit a written report describing the circumstances and subsequent resolution to their respective Institutional Official as required by the AWA and the GUIDE. Information of all verified non-compliance issues must be shared by both institutional IACUCs so that an effective review of related policies and procedures can be done as proof of ongoing institutional self-monitoring, as well as the protection of research subjects and personnel.
11. Emergencies

There may be times when the lack of personnel, equipment, or space becomes a major problem for one institution to resolve. This Memorandum of Understanding is intended to help facilitate the resolution of such emergencies rather than to be restrictive. Towards that end the following practices have been used in the past and can continue in the future with the mutual agreement of both parties. Responsible parties here are the Supervisors, Managers, Directors and veterinary staffs of the institutional animal facilities at the VA and UMMC.

a. Equipment failures: Depending on the equipment, down time, and projected repair time, arrangements can be made to share such items as long as the resident animal populations are not put at risk of contamination or other adverse effect.

b. Personnel absences: Depending on the person, reason for absence, and projected time of return to duty, arrangements can be made to share personnel for the sole purpose of animal care. The provision is for the direct care of animals until staffing is returned to normal. There is no provision here to supply data gathering support or personnel for any research effort, nor any provision for supplemental compensation.

c. Space shortages: Depending on the type of housing and species involved and for the projected time of the shortage, arrangements can be made to temporarily house animals for each other until the space shortage is relieved. Space or room shortages could exist under major power failures, floods, etc. where space becomes unsuitable to house animals or certain species.

6/01/05
LABORATORY ANIMAL FACILITIES
ANIMAL ORDER/PROCUREMENT STEPS FOR DELIVERY TO THE VA
(Utilizing funds managed post-award by UMMC Accounting)

1. Submission of a completed Animal Order Form signed by the principle investigator (PI) is required. The Order Form is available on the Laboratory Animal Facilities website: http://lab-animal-facility.ummc.edu/businessaffairs/ (at the bottom of the page under the heading of "Forms") select Animal Order Form.

2. The completed Animal Order Form is due in the Laboratory Animal Facilities Office (located in the Arthur C. Guyton Laboratory Research Building, Rm. G005) by 4:00pm on Tuesday for animals to arrive the following week. Orders must be complete with a valid Protocol number, Purchase Order number, specific description of animal ordered, desired delivery date, etc. **The PI must state on the Animal Order Form that the animals are to be delivered to the VA Medical Center.**

All animal purchases must conform to the policies of the UMMC Purchasing Policies and Procedures Manual. Specific procedures for setting up master orders and standard orders are provided in the manual. The PI is responsible for securing the necessary purchase order or master order number from the UMMC Purchasing Department for placement of the order. For information/assistance in completion of the animal order form contact the LAF office, 601-984-1385.

3. A submitted animal order will be checked for valid strain, protocol number and number of animals available on the protocol for use prior to placement of the order. If any part of the order is in question, it will be placed on HOLD until rectified.

4. Orders will be placed to the vendor **only by the LAF Office.** All animal orders are administered by/through the LAF office.

5. Animals are delivered via vendor truck or contracted service to the VA for receiving. **All packing slips must be returned to the LAF office for proper receiving reports to be issued.**

6. In the event of problems/errors with the order when received at the VA, contact the LAF office **immediately** to ensure appropriate notification to the vendor in a timely manner.

7. Days of delivery are normally on Monday for Harlan, Tues-Wed for Taconic, Jackson Lab, and Charles River. **For information on other vendors call the LAF office.**
Department of Veterans Affairs

Memorandum

Date: JUL 29 2002
From: Director, Medical Research Service (121)
Subject: Sharing of VA Animal Facility Resources
To: Director, VA Medical Center (00/151)

1. Under Title 38, Part IV, Chapter 81, Section 8153, authority is given to VA facilities to enter into agreements with other entities to share medical resources and to receive funds for the use of such resources.

2. VA Directive 1660.1 (dated August 3, 2000) provides further guidance for implementing Section 8153. In order to comply with VA policy, appropriate language addressing the following issues must be part of any agreement made with an entity interested in utilizing VA space:

   a. The proposed research must be consistent with the VA’s mission. For example, research involving new therapy for renal failure would be considered consistent with the VA’s mission, but research involving children would not.

   b. The proposed research project must undergo the same review given to projects initiated by VA staff before any work begins. This includes a review by the Research and Development Committee and other subcommittees (SRS, IACUC, IRB) as appropriate.

   c. No arrangement may cede regulatory control of VA space to another entity. The Research Service must maintain programmatic and regulatory responsibility for, and authority over, VA space.

   d. The outside entity must agree to follow VA intellectual property policy found in the VHA Intellectual Property Handbook (1200.18).

   e. A bona fide collaboration must exist between scientists employed by the entity and a VA scientist. A VA scientist must appear as a PI or co-PI on the project.

   f. For all future projects, before any work begins, a signed written agreement incorporating the provisions of this document must be in place signed by both the VA (or VA Foundation) and the entity.

   Paul M. Hoffman, M.D.