

January 11, 2007

MEMORANDUM

TO: Persons Responsible for Non-UH Affiliated Vertebrate Animal Activities
Using the Services of the UH Animal Care and Use Program

FROM: Sylvia Kondo *Sylvia Kondo*
Laboratory Animal Service

SUBJECT: Service Fees Effective February 15, 2007

Institutional Animal Care and Use Committee (IACUC) Vertebrate Animal Protocol Review: Non-UH affiliated research, training, and other activities using the services of the UH IACUC will be assessed a revised service fee for the review of vertebrate animal care and use protocols effective February 15, 2007. The service fee will be \$2,000 for all new and full-renewal protocol reviews, which will include all subsequent annual follow-ups and revisions associated with the protocol. This is a general memorandum, that supercedes any current Memorandum of Understanding (MOU).

All protocols submitted to the UH IACUC will be screened through the Compliance Office working in conjunction with the Office of Research Services (ORS) to determine if they meet the criteria for UH affiliated vertebrate animal activities. The criteria used will be:

1. The grants/contracts associated with the activity are processed through ORS, Office of Technology Transfer and Economic Development (OTTED), or receives a direct appropriation from the UH to cover the vertebrate animal activity.
2. Vertebrate animal activities are conducted by a UH principal investigator and his/her staff on UH property.
3. Facilities owned or operated by the UH will be considered UH property. Confirmation that vertebrate animal activities are being conducted on UH property may also be verified in writing by the Dean of the College from which the protocol originates.

Institutional Animal Care and Use Committee (IACUC) Facility Inspections and Program Reviews: In addition, facilities/sites which house or use animals involved in non-UH affiliated vertebrate animal activities, and which fall under the jurisdiction of the UH IACUC will be assessed a fee of \$200 per hour to cover all personnel expenses associated with the semi-annual inspections and program review, and will include travel time. On Oahu a ground transportation fee of \$100 will be assessed. Off island

locations, such as those on the outer islands will be assessed airfare, ground transportation and per diem/meals and incidental expenses,, in addition to the personnel fee of \$200 per hour.

UH Veterinarian Office Special Services: UH Veterinarian Office services provided above and beyond tasks covered by the LAS per diem will be assessed a special fee. Veterinary services for non-UH affiliated vertebrate animal activities will be assessed a fee of \$100 per hour, calculated to the closest quarter hour, beginning immediately. Technician time will be \$50 per hour, calculated to the closest quarter hour. There will be an additional charge for supplies and diagnostic services provided.

Use of the Procedure Rooms: Use of LAS animal procedure rooms will be \$40/hour (billed to the closest quarter hour). When applicable, a \$15/day fee for storage of equipment in a designated procedure room will be charged. The exclusive care, custody and control of any and all items stored in procedure room shall remain vested in the PI for the project. The University of Hawaii, its employees, agents and representatives will not be responsible for any loss or damage to equipment left on UH LAS premises including the procedure room. PI agrees to assume all risk of loss to items left in the procedure room, from any cause whatsoever, including but not limited to, damage or loss by burglary, fire, vandalism, water damage or natural disaster.

Thank you for your understanding. For further information please call 956-8770 or uhlas@hawaii.edu.

c: Frank Perkins, Institutional Official
Norman Magno, UH Compliance Office
Yaa-Yin Fong, Director, ORS
Kevin Hanaoka, ORS
Michael Wong, Staff Veterinarian
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