

POLICY NUMBER: A-004
APPROVAL DATE: 01/12/2010
EFFECTIVE DATE: 01/12/2010

TITLE: Delegation of Authority for Staff of the VAPHS Animal Research Facility (ARF)

1.0 PURPOSE

The purpose of this policy is to outline the responsibilities of the VAPHS Animal Research Facility Staff related to the ordering of research animals

2.0 REVISION HISTORY

Date	Revision #	Change	Reference Section(s)
December 17, 2009	N/A	New Policy	

3.0 SCOPE

This policy applies to all VAPHS and Veterans Research Foundation employees (including those with WOC appointments) working with animals within the VAPHS Animal Research Facility.

4.0 RESPONSIBILITIES

- A. Principal Investigators: Principal Investigators are responsible for initiating all requests for animals.
- B. Animal Research Facility Supervisor: The ARF Supervisor is responsible for ensuring that there are appropriate resources (i.e., space, equipment, staffing) prior to approving orders for any research animals requested by Principal Investigators.

5.0 POLICY

The ordering of all research animals must be coordinated through the VAPHS Animal Research Facility Supervisor. At times when the ARF Supervisor has been absent for 3 or more days or it is known in advance that the ARF Supervisor will be absent for 3 or more days, the delegation of authority is as follows:

- The ARF Staff may coordinate the ordering of small mammals (e.g., mice, rats, rabbits and guinea pigs).
- The ordering of all larger mammals must be coordinated through the Administrative Officer for R&D.

6.0 PROCEDURE

Principal Investigators must notify the Animal Research Facility Supervisor in writing of any requests for research animals. Such requests must be sent electronically to the Animal Research Facility's email address VHAPTHARF@va.gov. Any requests sent to the ARF email address will be automatically forwarded to the ARF Supervisor, ARF Staff, and the Administrative Officer for R&D. The ARF Staff and/or the AO/R&D will be responsible for responding to and coordinating the ordering related to any requests if 3 or more days have passed since the date of the request and the ARF Supervisor has been absent from work during that time. Additionally, the ARF Staff and/or the AO/R&D will be responsible for responding to and

coordinating the ordering related to any requests received when it is known that the ARF Supervisor will be absent from work for 3 or more consecutive days.



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