

Guidelines for a Cooperating Facility Memo

Purpose:

A Cooperating Facility Memo assures the IACUC that the cooperating entity has provided permission for research activities to be conducted within the facility and will promote protection of research participants who associate with the cooperating entity.

When do you need a Cooperating Facility Memo?

If you will be conducting your research study at an organization outside of Tarleton State University, or will be utilizing animals, equipment, personnel or supplies from an organization outside of Tarleton State University, then you will most likely need to obtain a Cooperating Facility Memo.

What elements must the Cooperating Facility Memo include?

- Date
- Addressed to the Tarleton IACUC Committee
- Acknowledges animal activity to be performed
- Demonstrates a basic understanding of the activity to be conducted
- Demonstrates a knowledge of the researcher's (or other responsible party's) expertise in relation to the animal activity being conducted
- Assures that the facility or area complies with all applicable laws and regulations in relation to animal health and safety
- **Clearly delineates each parties responsibilities and liabilities**
 - e. g. **Party A agrees to maintain facilities in accordance with applicable laws and regulations; Party B is responsible for ensuring animal care and use is in accordance with applicable IACUC standards.**
- Original signature
- Authority or office that qualifies the signatory official