

Institutional Animal Care and Use Committee (IACUC) Animal Holding Protocol Policy

Revised 10/24/2017

- **HOLDING PROTOCOL RATIONALE:** All vertebrate animals housed at Howard University must be covered by an active, approved IACUC protocol. The IACUC cannot permit activities such as breeding, training demonstrations, experimental manipulations, or euthanasia to be performed with vertebrate animals that are not covered by an active IACUC approved protocol. Specifically, both the Public Health Service Policy on the Humane Care and Use of Laboratory Animals (PHS Policy) and the USDA Animal Welfare Regulation (AWRs) state that an expired protocol is no longer valid and continuation of research activities beyond the protocol expiration is a violation of both the AWRs and PHS Policy. Violations are reportable by the Institutional Official to the Office of Laboratory Animal Welfare at NIH (National Institute of Health).
- **CIRCUMSTANCES FOR PLACEMENT OF ANIMALS ON THE HOLDING PROTOCOL:** Circumstances can arise that result in animals no longer being held under an IACUC approved protocol. This includes failure of the Principle Investigator to renew the protocol before its expiration date, IACUC protocol suspension for animal welfare concerns, departure of the PI from the institution for various reasons, arrival of a new PI to the Institution with animals from another institution pending HU-IACUC approval; etc..
- **HOLDING PROTOCOL AUTHORIZATION:** The IACUC has established, in conjunction with Veterinary Services, a mechanism for holding animals not assigned to a current Howard University IACUC active or approved protocol. Further, the IACUC has authorized the Director of Veterinary Services to oversee this program.
- **ANIMAL HOLDING PROTOCOL RESTRICTIONS AND PROHIBITION ON ANIMAL USE:** Animals housed under the Holding Protocol are completely off limits to Principal Investigators (PIs) or their research personnel. No experimental or teaching procedures are permitted to be carried out on animals on the Holding Protocol. Such manipulations include but are not limited to data collection, specimen, sample or tissue collection, surgery, administering substances, imaging or other assessment, training/performance of tasks, etc. Under specific approval by the IACUC consideration of requests to maintain the experimental viability of the animals may be approved to permit limited breeding with stipulations of who will oversee colony management.
- **HOLDING PROTOCOL HOLDING TIME LIMIT:** Animals may be held on the Holding Protocol for no longer than 60 days.
- **ANIMAL CARE COSTS DURING HOLDING:** Any animal housing related charges will continue to be the responsibility of the Principal Investigator.

- RESPONSIBILITIES:
 - Researcher: - The PI Researcher is required to ensure that there is IACUC approval for any anticipated or ongoing animal use; including breeding.
 - IACUC: The IACUC will maintain a mechanism for the rapid transfer of animal ownership –authorization from the expired or suspended or pending protocol to the holding protocol regardless of circumstances dictating such transfer. A written email notice will be generated in this regard. In instances wherein the transfer of animals is necessitated based on animal welfare concerns the IACUC will notify the appropriate federal authority in writing that the transfer has been required, approved and implemented.
 - Director of Veterinary Services (VS Director): The VS Director will implement the Animal Holding Protocol for the purpose of receipt or maintenance of animals stipulated for transfer to the Holding Protocol. The IACUC provides authorization for the VS Director to provide for the health and well-being of the animals. Examples might include ongoing post-operative care, chronic catheter maintenance, administration of insulin, etc., and other care that may be performed by the Animal Care staff under the supervision of the Director. Medical treatments and/or euthanasia will be at the discretion of the VS Director or designee.

- PROCEDURES
 - The PI is required to activate the Holding Protocol by completing the Animal Care Holding Protocol Request (ACHPR) form and submitting it to the Office of Regulatory Research Compliance (ORRC).. Otherwise, Veterinary Services is not authorized to transfer animals belonging to a PI.
 - The PI is responsible for informing Veterinary Services of significant pre-existing health conditions or zoonotic or hazardous agent exposure of animals prior to their transfer to the holding protocol. Examples of important information include but are not limited to Existing surgical implants, zoonotic disease, special dietary needs, past surgical or treatment history, viral vectors treatment, etc.
 - Upon receipt of the ACHPR the Chairman of the IACUC or designee can authorize the transfer of animals to the holding protocol and report the transfer immediately to the VS Director and the PI and to the IACUC at the next regularly scheduled meeting.
 - VS or the Department of Biology will maintain the identification of animals as received, and assure the integrity of animal identification during the holding period.
 - When applicable (such as in the case of protocol expiration or suspension, the PI will work to achieve reinstatement of the protocol to an approved protocol.
 - In instances wherein a protocol remains in an inactive status for 60 days the IACUC may extend approval for another 30 days. At the end of the 90 days the IACUC will grant VS the authorization to hold the animals for 30 days for the purpose of final resolution to either euthanize the animals or to transfer them to an approved active protocol. , A written notice will be sent to the PI, IACUC and ORRC within 14 days of a scheduled euthanization.
 - All correspondence related to the holding protocol, including the transfer and euthanasia of animals will be maintained archivally by the IACUC.
 - Animal Care During Holding:

- No experimental procedures are will be permitted to be carried out on animals held under the Holding Protocol.
 - The IACUC will take under consideration requests to maintain the experimental viability of the animals and permit breeding in order to maintain viability of specific, non-commercially obtainable animals under this protocol. Such activity will be approved by the IACUC Chairman or designee. Expansion colony breeding will not be authorized.
 - Feeding and sanitation will be performed as required for the species.
 - Standard institutional environmental enrichment will be provided to all animals under this protocol.
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- Management of Animals: (limits to permitted activities):
 - No experimental procedures are allowed on animals maintained under the Animal Care Holding Protocol; however, the IACUC will take under consideration requests to maintain the experimental viability of the animals.
 - Breeding may be performed to maintain viability of specific, non-commercially obtainable animals under this protocol. Such activity must be approved by the Chair of the IACUC or designee. Expansion colony breeding is not authorized.
 - Feeding and sanitation will be performed as expected for the species.
 - Standard institutional environmental enrichment will be provided to all animals under this protocol.
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- Fees: Per diems for animals under the holding protocol will be charged to the PI while the animals are covered by the holding protocol as specified by PHS policy. Additional costs may be incurred for Veterinary Services if services go beyond standard husbandry care.