

Guidelines Regarding the Transfer of Animals Policy

The Institutional Animal Care and Use Committee (IACUC) is committed to minimizing the number of animals needed to satisfactorily conduct research. Investigators are encouraged to be conservative with animal resources and not order or breed any animals they will not need. If an investigator has extra animals that they will not use in their research, or animals that have completed participation in one protocol and that could be reutilized in another protocol, the IACUC will permit the transfer of animals in most circumstances.

If unneeded animals are not able to be placed in other protocols or institutions within a reasonable amount of time (2-3 months), the animal must be euthanized painlessly, in accordance with the American Veterinary Medical Association recommendations for euthanasia. The investigator should always check with other investigators or Veterinary Services (VS) to determine if there is a need for extra animals or animal tissue before resorting to euthanasia.

Procedure for Transferring Animals Between Protocols:

1. All transfers of animals **MUST** be documented in writing. The verbal transfer of animals is not acceptable.
2. All transfers must be submitted to VS and the IACUC administrator for review and approval.
3. Until the animal transfer is approved, the investigator transferring the animals is responsible for the per-diem charges. The recipient investigator will assume responsibility for the per diem charges on the date the transfer request is approved.
4. Animals may only be transferred to another active IACUC protocol.
 - Requests to transfer animals that have not been utilized in an IACUC protocol or have undergone only non-invasive procedures **AND** are considered safe to be handled normally will only need to be reviewed and approved by VS and the IACUC administrator.
 - Requests to transfer animals that are considered to be unsafe to handle normally (i.e. exposed to infectious agents or chemical contaminants) will only need to be reviewed and approved by VS and the IACUC administrator; however, the recipient investigator should consult with the Chair of the Institutional Biosafety Committee and/or Radiation Safety Committee, in writing, to determine if review by these committees would be needed for the use of these animals.
 - Animals that have undergone survival surgery in one IACUC protocol **MAY NOT** be transferred into another survival surgery IACUC protocol unless the request is specifically reviewed and approved by the IACUC committee. In this instance, the investigator should make the request for animal transfer directly to the IACUC.
 - Animals that have undergone survival surgery in one IACUC protocol may be transferred to a non-surgical or non-survival surgical protocol without IACUC approval; however, the request must still be reviewed and approved by VS and the IACUC administrator.