## University of Cincinnati Institutional Animal Care & Use Committee

# Transfer of Animals between UC Approved IACUC Protocols

In response to the increased availability of core research services, the UC IACUC and LAMS recognizes the need for an efficient mechanism of transferring animals between research protocols. This process will facilitate collaborative research between UC investigators and is consistent with the principles of the 3 R's (Replacement, Reduction & Refinement) in reducing the total number of animals used.

### 1. Temporary Transfer of Animals

Temporary transfers of animals to another protocol can occur for the purpose of having specialized procedures, not covered on the original protocol, performed as a service or collaboration by other researchers at UC. The procedure must be approved in the protocol the animals are being transferred to; however, it will not influence the animal numbers on the new protocol. There is <u>no LAMS paperwork</u> (unless USDA covered species) to fill out or turn in and the funding source does not change.

## A. Qualifications for temporary transfers:

- 1. Multiple major survival surgeries <u>may not</u> be performed on the animal being transferred unless it has been explicitly described and justified in the original protocol.
- 2. The original project number will continue to be billed by LAMS for the per diem charges. (i.e. the project number cannot be changed if using this process)
- 3. Pain category <u>may not</u> be increased from a less painful/distressful to a more painful/distressful category. E.g. from category C to D.
- 4. For USDA covered species a Temporary Transfer Form for USDA Species must be submitted to LAMS Veterinarians for approval prior to the transfer. The animals cannot be transferred without Veterinary approval. A copy of the form must be maintained in the animal's medical record.
- 5. If research is grant supported, the collaborator's protocol number must be submitted to **Sponsored Research Services**. For further assistance, please contact the grant administrator for your department.

## **B. Steps of a Temporary Transfer:**

- 1. The original bar coded cage card <u>must</u> remain on the animal cage. LAMS will continue to scan the bar-coded cage card for the census.
- 2. The cage must be labeled by the PI with a secondary card containing the words TEMPORARY TRANSFER, the new PI Name, and Protocol Number. The PI is responsible for generating, posting, and removing the Temporary Transfer Card. See the Temporary Transfer Cage Card for a template. A paperclip may be used to secure the cage card in place. Do not cover up the barcode on the original cage card.
- 3. The originating PI must also maintain a record of all animals transferred and procedures performed during the temporary transfer. These records must be easily accessible and available for review by LAMS Vet staff and the IACUC. See **Temporary Animal Transfer Record** document for a template.

- 4. Once the temporary cage card is on the animals' cage the temporary transfer has been completed. Only procedures listed in the new protocol under the new PI can be performed on these animals. The new PI will then be responsible for those animals.
- Once the procedures are finished, the animals can be transferred back to the originating PI's protocol if necessary. Upon return to the original protocol the Temporary Transfer Card must be removed from the cage.

### 2. Permanent Transfer of Animals

For the permanent transfer of animals in which ownership of the animal or funding source used to pay per diems will change, a LAMS Animal Transfer Form must be completed. This process takes a minimum of one week.

#### A. Guidelines for Permanent Transfers:

- The Animal Transfer Form must be filled out completely and turned in to LAMS no later than Wednesday by 12:00pm. The animals will be transferred by LAMS on Thursday of the following week, if approved.
- 2. Permanent transfers will be reviewed by LAMS veterinary staff and approved by a LAMS veterinarian.

## B. Steps of a Permanent Transfer:

- 1. Complete a transfer of animals from one protocol to another form and turn it into LAMS main office <u>at least one week prior</u> to the desired transfer date. Please make sure to complete the entire form:
  - Protocol and LAMS account numbers (formerly the project number).
  - Prior procedures performed: list any surgical procedures performed on the animal(s). If there were no prior procedures, please write "none" in the space provided.
  - Number of animals, cages, sex and other animal related information.
  - Signatures of both investigators.
  - Fund numbers: please provide the fund number to be used for payment purposes. LAMS will not process the transfer without a fund number.
  - The PI who is receiving the animals must indicate the pain category that these animals will belong to under their protocol.
  - Hazardous materials information.
  - The bottom portion of the bar coded cage card must be kept with the animals being transferred.
- 2. Animals may be subjected to an additional quarantine period depending on the barrier level of the facility they are entering.
- 3. Do not permanently transfer animals to another PI without LAMS veterinary approval.

For Questions about Temporary Transfers and related questions, contact the IACUC office @ 558-5187.

For Questions about Permanent Transfers, LAMS veterinary approval and related questions, contact LAMS @ 558-5283.