Title: Animal Acquisition, Transfer and Tracking: IACUC Administrative Policy P-005-01
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Authorized by: Institutional Animal Care and Use Committee (IACUC)
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I.   Purpose

This policy describes the expectations of the IACUC regarding acquisition and tracking of the number of animals used in teaching, research and outreach activities at Central Michigan University. The intent of this policy is to ensure that animals are acquired and used in a manner that is consistent with the requirements of the Guide for the Care and Use of Laboratory Animals and the expectations of the Public Health Service Office of Laboratory Animal Welfare (OLAW) which are described below.

"Although the PHS Policy does not explicitly require a mechanism to track animal usage by investigators, it does require that proposals specify a rationale for the approximate number of animals to be used and be limited to the appropriate number necessary to obtain valid results. This implicitly requires that institutions establish mechanisms to document and monitor numbers of animals acquired and used, including any animals that are euthanatized because they are not needed. Monitoring should not exclude the disposition of animals inadvertently or necessarily produced in excess of the number needed or which do not meet criteria (e.g., genetic) established for the specific study proposal. Institutions have adopted a variety of administrative, electronic, and manual mechanisms to meet institutional needs and PHS Policy requirements."

II.   Definitions

Acquisition- For the purposes of this policy, acquisition will mean purchase, transfer (from a breeding colony or another investigator), receipt by donation or gift from a collaborating institution or otherwise obtained for the purpose of conducting teaching, research or outreach activities.

Disposition- protocol specific endpoint for an animal used in teaching research or outreach which may include euthanasia, adoption or transfer to another research protocol.

III.   Procedures

A. Animals may not be purchased or acquired until <u>final approval</u> of a Protocol has been obtained. If a delay in ordering could impact the research, please contact IACUC leadership to discuss potential options.

<u>Once a Protocol has been approved:</u>

B. Animals must be ordered or acquired under the protocol number for that specific project.

C. Animals must be ordered or acquired under the specific humane use categories indicated in the protocol.

D. If the Principal Investigator finds it necessary to change the humane use category or increase the number of animals within an animal use category, an amendment must be filed through the electronic management system and approved before ordering or acquiring the additional animals.

E. Veterinary approval is required for any animal obtained by means other than purchase from an approved vendor prior to the animal entering a CMU animal facility.
Note: Please consult with the Attending Veterinarian and appropriate Facility Manager for additional information on approved vendors and approvals and considerations that are to be made prior to animals entering quarantine.

F. Acquisition of Animals through Animal Orders, Animal Imports, and Animal Transfers:
1. All animal orders, animal imports, and animal transfers are generated through the electronic management system using the **Animal Acquisition, Transfer, and Tracking Form**.
   a. Animal orders – through routine vendors, may require periodic veterinary review for vendor approval status
   b. Animal imports – international movement or wildlife collection tracking
   c. Transfer – movement of animals between IACUC-approved protocols, including breeding and hatchery protocols.
2. Once the **Animal Acquisition, Transfer and Tracking Form** is received in the system, the IACUC Coordinator, or designee, will confirm the following within the approved protocol:
   a. Protocol status
   b. Animal numbers
   c. Species, strain, sex, and age
3. Once confirmed, the form will be forwarded to the Veterinarians and appropriate Facility Manager or designee.
4. The Facility Manager, designee, and/or Veterinarian will coordinate the animal movement with the appropriate research personnel as needed.
5. If there are any concerns or disputes regarding the animal movement requests, the Veterinarian or Facility Manager will discuss with the appropriate research personnel. If an agreement cannot be reached, the final determination will be made by the Attending Veterinarian.
6. If for any reason, the animals are not received, ordered, or transferred, the IACUC Coordinator must be notified to update the electronic management system records appropriately.
7. The animal numbers that are generated through this process are not required to be included in the quarterly report for animal use tracking as they have already been reported to the IACUC for tracking purposes.

G. Breeding Colony Reporting Expectations:
1. Animals born under a breeding or hatchery protocol or protocols with approved breeding are required to track and report animal numbers quarterly.
   a. The reporting quarter periods are ending March 31, June 30, September 30, and December 31.
   b. These reports must be received by the IACUC within two weeks of the end of each quarter.
   c. The reports are submitted through the same electronic management system form **(Animal Acquisition, Transfer, and Tracking Form)** indicated above for animal transfers, orders, and imports.
2. Breeding colony numbers are generated through the following methods:
   a. Rodents and avian – number of offspring born (if doing research pre-parturition, feti will require tracking)
   b. Aquatics - once the offspring are capable of being counted and transferred out of the hatchery into the general population

H. If a Protocol is expiring, any remaining animals should be transferred to a new IACUC-approved protocol or utilized before the expiration date of the existing protocol.

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