

<b>Title:</b> Policy on the Acquisition of Animals: IACUC Administrative Policy P-005-01	
<b>Approval Date:</b> May 17, 2006	<b>Revision Approval Date:</b> October 20, 2016
<b>Authorized by:</b> 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 final approval of a Protocol Form has been obtained.

Once a Protocol Form has been approved:

B. Animals for a specific project must only 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 Project Director 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 and approved before ordering or acquiring the additional animals.

- E. Exemptions to this policy must be approved through CMU Policy CMU-P-004-0, Policy on Submission and Exemptions of an Animal Protocol Form.
- F. IACUC 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. Please see the Policy on Quarantine and Conditioning for additional information on approvals and considerations that are to be made prior to animals entering quarantine.
- G. Animals are to be acquired using the CMU Animal Acquisition Form (AAF, approved July 16, 2015). A copy of this form is to be filed with the IACUC office. In most cases the forms are to be filed with the IACUC quarterly with quarters ending March 31, June 30, September 30 and December 31, forms should be received by the IACUC office within two weeks of the end of each quarter.
1. Animals acquired through traditional means (ordered from approved vendors) are to be recorded on an AAF and filed with the IACUC office no less than once per quarter.
  2. Animals acquired through non-traditional means (unapproved vendors, donation) which require prior IACUC approval should be recorded on an AAF that should be filed with the IACUC Office prior to each instance of non-traditional acquisition to facilitate IACUC approval.
  3. Animals acquired through transfer (from another CMU investigator or facility breeding colony) must be recorded on an AAF and filed with the IACUC office no less than once per quarter.
    - a. Animals acquired from breeding colonies should be counted:
      - i. When transferred from the breeding colony or donor protocol.
        - This is the number of animals bred or received for research purposes.
        - This number must be recorded (according to OLAW guidance) but does not count against the IACUC approved number.
      - ii. When used under the research protocol.
        - This represents the number of suitable animals actually used under the protocol.
        - This is the number that counts against the IACUC approved number.
      - iii. The same accounting procedures should be used for tracking use of embryonic pups/fetuses. OLAW requires that they be counted in the same manner as described above.
    - b. Animals should be recorded on an AAF and counted against the IACUC approved number under a breeding protocol\* upon the first manipulation that occurs under the breeding protocol even if the animals are euthanized prior to use or transferred to a research protocol. Manipulations include but are not limited to:
      - i. Genotyping
      - ii. Ear tagging, toe clip or other means of identification
      - iii. Weaning
- \*Note: this only applies to animals that are not immediately transferred from the breeding colony to another protocol, only animals retained under the breeding colony protocol must be counted.
- H. Once a Protocol Form has expired, the final disposition of the animals, as described in the Protocol Form, must occur within seven days, unless justified and approved by the IACUC.