



THE UNIVERSITY OF TOLEDO

SUBJECT: Standard Operating Procedure on Holding of Animals not Covered by Active Animal Care and Use Protocols

DATE: December 13, 2018

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**University of Toledo Standard Operating Procedure on Holding of Animals not covered by active Animal Care and Use Protocols**

1. Introduction

All vertebrate animals used in teaching and research must be covered by an active, approved IACUC protocol. The IACUC cannot permit any activities on live vertebrate animals without an approved IACUC protocol. This is required by the Public Health Service Policy on the Humane Care and Use of Laboratory Animals (PHS Policy) and the USDA Animal Welfare Regulations. Violations are reportable by the Institutional Official to the Office of Laboratory Animal Welfare at NIH.

Circumstances can arise in which animals held for a study are no longer covered by an IACUC approved protocol. This IACUC SOP establishes a mechanism for holding animals not currently assigned to a approved protocol. ***Animals housed under this policy are completely off limits to Principal Investigators (PIs) and their laboratory personnel.*** No experimental or teaching procedures are permitted. Such procedures include, but are not limited to: data collection, sample collection, surgery, administering substances, training/performance of tasks, etc. The IACUC will consider requests made in writing to maintain the experimental viability of the animals. Any animal housing related charges will continue to be the responsibility of the Principal Investigator but may not be charged to an award funded by an external sponsor.<sup>1</sup>

2. Participation

Use of this Holding Protocol is intended to be temporary. Situations which might be covered under this protocol include:

- a. Animals on a protocol under investigation for potential issues of noncompliance where the welfare or well-being of the animals is in question and after IACUC suspension of activity.
- b. Expired or terminated protocol where animals are still present.
- c. New investigators in the process of submitting a new protocol for review and approval by the IACUC but require the transfer/housing of animals immediately at UT.
- d. Investigators that are leaving and do not have the necessary approvals for animal transfer to their new institution. It is recommended that investigators maintain an

active protocol to cover costs and charge the grant until the transfer of animals is complete.

3. Procedure

a. Expired/Suspended protocols

- i. The IACUC Administrator will notify the Principal Investigator, Attending Veterinarian, and Associate Director of DLAR that animals on a protocol will be moved to the Holding Protocol.
- ii. DLAR will identify cage cards/racks/room under the protocol, transfer cages and animals to the holding protocol and notify the PI that animal may not be used in any way, only maintained.
- iii. Maintenance may include the provision of special diets, medicines, and procedures necessary to maintain the animals in a condition suitable for further studies. However, no data collection in conjunction with the research described in the protocol may be done.
- iv. Breeding colonies may be maintained, litters weaned, etc. but no new breeding pairs may be established after the expiration/suspension date. DLAR will determine and oversee the individuals performing maintenance procedures.
- v. DLAR shall establish a service fee associated with keeping animals on the Holding Protocol. Service fees and per diem fees will continue to be the responsibility of the PI.

b. New/Leaving Investigators

- i. Investigators/Departments are responsible for all charges associated with maintaining animals on the holding protocol until they are approved for exportation, transfer to a different approved protocol, or the determination is made to euthanize the animals.

4. Holding Protocol Timeline

- a. Animals may remain on the Holding Protocol for up to three months. At that time, they must be transferred to an existing protocol or will be euthanized.