



THE UNIVERSITY OF TOLEDO

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

DATE: November 20, 2024

The University of Toledo Standard Operating Procedure (SOP) on Holding of Animals not covered by an active Animal Care and Use Protocol

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 intended for a study are not covered by an IACUC approved protocol. This IACUC SOP establishes a mechanism for holding animals not currently assigned to an active, approved protocol. **Animals housed on a holding protocol 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, breeding, 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.

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 and IACUC suspension for potential issues of noncompliance where the welfare or well-being of the animals is in question.
- b. An 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 UToledo.
- d. Investigators that are leaving UToledo and do not have the necessary approvals for animal transfer to their new institution. It is recommended that investigators maintain their active protocol until the transfer of animals is complete.

3. Procedure

- a. Expired/Suspended protocols
 - i. The IACUC Administrator will notify the Principal Investigator (PI), 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 and initiate and complete the transfer of cages and animals to the Holding Protocol
 - iii. Maintenance may include the provision of special diets, medicines, and any procedures necessary to maintain the health and well-being of the animals. However, no data collection in conjunction with the research described in the PI's protocol may be done.
 - iv. Breeding may be allowed, only in a limited fashion to maintain a critical genetic line. Scientific justification from the investigator is required and no expansion breeding is allowed. DLAR will oversee the individuals performing maintenance procedures.
 - v. No tissues may be utilized from animals euthanized without specific IACUC approval.
 - vi. DLAR shall establish a service fee associated with keeping animals on the Holding Protocol. Service fees and per diem fees will 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 the animals are approved for exportation, transferred to an IACUC approved protocol, or the determination is made to euthanize the animals.
4. Holding Protocol Timeline
- a. Animals may remain on the temporary Holding Protocol for up to 90 days. After 90 days, arrangements must be made for the animals to be transferred to an active approved protocol or euthanized.