



Institutional Animal Care and Use Committee Guidelines and Policies

Approved December 21, 2005

MAINTENANCE OF ANIMALS ASSOCIATED WITH AN EXPIRED IACUC PROTOCOL

The Biological Resource Facility (BRF) has an Animal Holding Program (AHP) solely and specifically for the coverage of animals being housed at the Rosalind Franklin University of Medicine and Science (RFUMS) for which the applicable Animal Protocol has expired. Failure to submit Annual Renewal Applications will result in expiration of a protocol, as will failure to submit a new Animal Use Protocol application every 3 years. No administrative extensions of expired protocols can be given by the IACUC. Thus, PI's are strongly encouraged to attend to required paperwork in a timely manner in order to remain in compliance.

Procedures for Expired Protocols:

- IACUC notifies the PI that the protocol has expired and animals remain in the BRF. If the PI has another active protocol for the same species to which animals could be transferred (using the Animal Transfer Application) they will be encouraged to do so as soon as possible.
- IACUC notifies the BRF Director of the expired protocol.
- The BRF Director identifies active cage cards in the BRF rooms under the expired protocol, transfers those cages and animals to the AHP, and contacts the principal investigator for instructions as to whether they wish to maintain the animals on the AHP or have them euthanized.
- Once the animals are transferred to the AHP, the cages are tagged with an identifying mark/card so that all staff will recognize that these animals may not be used in any way - only maintained by BRF staff. *Any use of animals housed under the holding protocol will be treated as serious regulatory non-compliance event.*
- Breeding colonies may be maintained, litters weaned, but no new breeding pairs may be established after an animal use protocol passes its expiration date. The BRF staff will perform routine husbandry procedures in those cases.
- BRF will assess a service fee associated with keeping animals on the AHP; the PI is responsible for these per diem charges.
- A report shall be made by the BRF Director to the IACUC at each semiannual Program Review about any required activations of the AHP during the previous six months.



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Retrieving Animals from Holding Protocol

If a new protocol to replace the expired protocol has been submitted, or the PI notifies IACUC that one will be submitted during the current month, the animals may remain on the AHP *for up to two months from the expiration date of the prior protocol* while awaiting IACUC review and approval. Once an approved protocol is obtained by the PI, animals will be released from the AHP to the new protocol. Animals on the AHP will be humanely euthanized by BRF when this time period runs out, unless other arrangements, approved by the IACUC, have been made.

Conditions of the Animal Holding Program (AHP)

- **NO experimental manipulations** are allowed. Only BRF staff can do the husbandry.
- **Restricted Access:** Animals housed under the BRF holding program are completely off limits to investigators. The PI is responsible for informing his/her laboratory personnel about this. *Any use of animals housed under the holding program will be treated as reportable, serious regulatory non-compliance.* If necessary, Security will be instructed to remove BRF access from the ID cards of all personnel listed on expired protocols.
- **Cage Labeling:** Animal cage cards are clearly marked with the BRF holding notation "BRF HOLD ", along with a starting date. A "Holding" sign is also posted on the housing door. Animals may also be moved to a secured housing area if necessary.
- **Per Diem Charges:** Per diem charges for animals on the holding program are the responsibility of the investigator. BRF will provide routine husbandry and veterinary care as needed.
- **Animal Welfare:** Medical treatment and/or euthanasia will be performed by, and at the discretion of, BRF veterinary staff.
- **Reinstatement:** When protocols are reinstated or approved by the IACUC, BRF will be notified to transfer animals from the holding program to the approved protocol.
- **60 Day Limit:** Animals remaining at the end of sixty days will be euthanized unless other arrangements have been made and approved by IACUC.