



Institutional Animal Care and Use Committee Guidelines and Policies

GUIDELINES FOR TRANSFERRING ANIMALS BETWEEN INVESTIGATORS

The IACUC encourages tissue sharing and in the spirit of conserving animals, it is reasonable and appropriate for one PI to transfer unused/extra animals to another PI rather than just euthanizing such animals.

1. The PI should obtain and complete an Animal Transfer Form, available on the IACUC web site <http://www.rosalindfranklin.edu/animal/forms.htm>.

- the recipient PI must have an active animal protocol for the same animal species
- the transfer of animals can not significantly exceed the number of animals approved in the recipient PI's protocol
- both PI's must agree to the transfer and send the signed transfer form to the IACUC Coordinator.

2. In most cases the transfer approval process will include an administrative review of both the transferring protocol and the receiving protocol. This is necessary to ensure that animal numbers are properly tracked and that animals are not over utilized. Until the transfer is completed, per diems will be charged to the original investigator. The number of animals transferred will be subtracted from the total number of animals that have been approved and added to the protocol of the accepting investigator.

- If the transfer animals will be used for acute studies (e.g. taken from the BRF and used for a terminal procedure/tissue collection) the process is complete once form is approved and the animals are removed from the BRF.
- If the transfer animals will be used at a later time, they should remain where they are – in the same housing room until arrangements for moving them are completed. If movement is necessary, **only BRF staff may move animals from one housing room to another**. The BRF manager will coordinate the move after all conditions deemed necessary* are fulfilled.
- Animals which have been subjected to a major survival surgery or other procedure with the potential for more than momentary or slight pain or distress will not be approved for transfer to another protocol unless strong scientific justification is provided, and the transfer is reviewed and approved by both the attending Veterinarian and the IACUC.

* preparations will be more complicated and may take longer if radioactivity, biohazards or infectious agents are involved.