Transfer of Animals from One Protocol to Another

PURPOSE
During the course of animal research, it may become necessary or advantageous for Principal Investigators (PIs) to transfer animals from one protocol to another. The transfers may be planned (documented in an approved IACUC protocol) or unplanned (not documented in an approved IACUC protocol). The procedures and criteria required for planned and unplanned animal transfers are described below. The IACUC does not support the re-use of animals on multiple IACUC protocols except in certain cases.

RECORDS AND MATERIALS

Animal Transfer Request Form Submit this form for all transfers between protocols or between facilities.

PROCEDURES
The number of animals transferred to the recipient protocol will be counted against the balance of animals remaining on the recipient protocol by the IACUC Office once the transfer is requested.

Planned Transfers:

a. The approved IACUC protocol from which the animals are transferred from must indicate that the animals are being transferred to another protocol.

b. The approved IACUC protocol to which the animals are being transferred must indicate that the animals will be received from another specific protocol.

c. Investigators who will regularly transfer animals that have had certain previous procedures performed on them can submit an amendment to the protocol receiving the transfer to describe this recurring situation. If an amendment like this is approved by the IACUC, transfer forms wouldn’t need to be reviewed by Designated Member Review by the IACUC each time because a description of the prior procedures conducted on the animals is described in the approved protocol.

d. Even if a planned transfer is described in a protocol or amendment, an Animal Transfer Form must be submitted to the IACUC Office each time a planned transfer will occur and be approved by all necessary parties before any transfers are made. In some cases where the circumstances are the same each time, a Standing Transfer Form might be appropriate for a planned recurring transfer. Please contact the IACUC Office for further information.

Unplanned Transfers:

a. The Animal Transfer Form must be submitted to the IACUC Office and approved by all necessary parties before any transfers are made.

b. The IACUC Office and the Office of Animal Resources will administratively approve the transfer request in the following cases:
   i. Animals were not used at all on the protocol they are on (naïve). For example, extra animals that arrived with an animal order may be transferred to a different appropriate protocol if no experiments were conducted on them once they arrived.
   ii. Animals were only maintained in a breeding colony and no experiments were performed. Animals are still considered naïve if they have undergone genotyping procedures.
   iii. Lateral transfer in which all procedures conducted and planned on the original (donor) protocol are also listed on the approved protocol that the animals will be transferred to. This is in cases when one protocol may be closing, and a new protocol, other than a renewal, has been approved.
   iv. The Attending Veterinarian may approve the transfer of animals in accordance with the SOP on Significant and Administrative Changes as an administrative change with veterinary review. At any time, the Attending Veterinarian or another IACUC member may decide that this transfer form needs to be reviewed through a DMR or FCR.

Last approved by the IACUC on:
All other animal transfers except those described in I, II, III, and IV above will be considered on a case by case basis for suitability of transfer. Transfer request forms that are received describing experimental manipulations done in animals will be sent to Designated Member Review with the IACUC. Transfer forms sent to DMR will be held to the same 48 hour waiting period before approval, like amendments.

Transfer of USDA-Covered Species
The Institutional Official must submit a request to the USDA/APHIS and receive approval in order to allow a regulated animal to undergo multiple major survival surgical procedures in separate unrelated research protocols (USDA 1985, 1997a. APHIS Policy #14). This must be done prior to transferring these animals to the second protocol.

PERSONNEL RESPONSIBILITIES
Research Staff Responsibilities
1. Complete and sign the Animal Transfer Request form and submit to the IACUC Office at iacucoffice@colorado.edu. The form must be signed by both PIs involved.
2. Mark the cages that are to be transferred.
3. The recipient PI must ensure that the animal study protocol is approved for the requested strain and that there are sufficient animal numbers to complete the requested order.

IACUC Office Responsibilities
1. Ensure that both PIs have authorized the transfer.
2. Check that the species and strains for transfer are appropriately covered on valid protocols.
3. Ensure that the reason for the transfer is within animal research regulations.
4. Enter the animal numbers on the animal numbers tracker.
5. Upon approval, the IACUC Office will forward the signed Animal Transfer Request form to the Veterinarian for review.

Veterinarian Responsibilities
1. Provide risk assessment of potential pathogen transmission as animals transfer from one housing room to another.
2. Upon approval, the veterinarian will forward the signed Animal Transfer Request form to the appropriate facility manager(s) to transfer.

Facility Manager Responsibilities
1. The facility manager, or designee, will locate the animals to be transferred verifying that the strain, number and sex of animals and all other information is correct and transfer to the requested location.
2. The receiving facility manager shall create new cage cards to include the new protocol #, speed type, new location and other information as necessary.
3. Upon completion of the transfer, the facility manager will sign the Animal Transfer Request form and send to the OAR Administrative Office, OARoffice@colorado.edu

OAR Office Responsibilities
1. The OAR Office will notify all parties that the transfer has been completed.
2. Complete the transfer log.
3. File the Animal Transfer Request form.

FORM ROUTING
- Donor PI
- Recipient PI (if applicable)
- IACUC Office
- Veterinarian
- Facility Manager
- OAR Office

Version 1
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