POLICY STATEMENT

Federal regulations and our current Animal Welfare Assurance with the Office of Laboratory Animal Welfare (OLAW) at the NIH require Principal Investigators (PIs) to report animal usage to the Office of Animals Resources (OAR) and the IACUC to ensure the counting of animals against currently approved IACUC protocols. The IACUC Office and OAR determine animal usage at CU Boulder through the animal ordering system, the numbers of animals received and housed from outside sources, as well as animals weaned from approved breeding colonies. The IACUC Office and OAR must count the number of animals on expired protocols against new replacement protocols and transfer the animals from the expired protocol to the new IACUC-approved protocol. The following procedures will enable OAR to accurately record animals against current animal care and use protocols.

PROCEDURES

1. NIH requirements prohibit the IACUC from granting an extension of protocol approval past its expiration date three years after approval.
2. If a protocol expires, research activities must cease and animals transferred to a holding protocol. IACUC therefore encourages researchers to submit renewal applications at least 60, and preferably 90 days before expiration.
3. Communication with PIs will be by e-mail from the IACUC Office and OAR.
4. The IACUC Office will send notifications via e-mail to the PI starting 4 months prior to the expiration date of the existing protocol as part of the normal protocol expiration notification. Even though regulations recognize the PI as the responsible individual, IACUC will make an effort to include a lab contact person on these communications. The PI should notify the IACUC Office of changes to key contacts for this correspondence.
5. Around 30 days prior to the expiration date, IACUC will notify researchers and provide a transfer form in case it is necessary to move the animals. OAR will be notified to be ready for a transfer. Animals housed with cage cards bearing expired protocol numbers will be officially transferred to a holding protocol or another appropriate research protocol through a transfer form when the protocol expires.
6. If a PI has an approved protocol to transfer their animals to, it is their responsibility to submit a transfer request to the IACUC Office to formally deduct the animals from the new protocol and obtain new cage cards.
7. If a PI has a new, approved replacement protocol but does not take any action to transfer animals to the replacement protocol prior to the expiration date of the old protocol the following steps will be taken:
   a. OAR staff will secure the replacement protocol number from the IACUC Office;
   b. OAR staff will transfer the animals, print the cage cards, and replace the cage cards. This will take place the morning after the last day that the expiring protocol is active.
8. If the PI does not have a replacement protocol on file in the IACUC Office, the following steps will be taken:
   a. The PI will be barred from ordering animals;
   b. Researchers will be denied access to animals on their protocol.
   c. Animals will be transferred to the OAR holding protocol.
   d. No scientific manipulations may be conducted on the OAR holding protocol. If breeding or genotyping must occur in order to preserve animal lineages, this would be an OAR exemption.
   e. Animals will be housed and cared for by the animal program staff and the PI will be charged a surcharge equal to double the current daily per diem rate while they are on the holding protocol.
   f. The above actions a-e will be taken the morning the protocol expires.

Version 1

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g. Once animals are housed in the OAR holding protocol, the PI will be given 60 days past the expiration date of their research protocol to actively pursue a replacement protocol approval. If there is no action by day 60, the Director of the IACUC Office will notify the IACUC and convene a meeting regarding the decision to continue the animals on the holding protocol. If the IACUC decides to discontinue animals on the holding protocol, the Veterinarian, in conjunction with the IACUC, will determine the disposition of any animal remaining on the holding protocol, attempting to find a researcher who can use these animals.

9. PIs are responsible for replacing old cagecards with new cagecards containing the new protocol number. The new cagecards will be available at the front desk in each facility. Old cagecards must be returned to the front desk administrative assistant. OAR can assist with this process if written notification is given to the Facility Manager and the PI agrees to pay for technical time.

10. The IACUC will consider variances from this policy on a case-by-case basis. All communication between the PI and the IACUC regarding requested variances to the policy will be delivered to the IACUC through the IACUC Office.