

Institutional Animal Care and Use Committee		UNTHSC
Title: Animal Transfer Procedures		
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A. BACKGROUND INFORMATION

- a. During the course of animal research, it may become appropriate for investigators to transfer animals or animal tissue to another approved protocol within the university.
- b. In order to ensure that appropriate practices of acquisition, use, and disposition of animals are followed (including counting animals towards the protocol), and for the safety of personnel, the IACUC and DLAM must be informed of any animal transfers that are arranged. DLAM will provide the IACUC Office a copy of the transfer request.
- c. Prior to all animal and animal tissue transfer proper documentation must be completed and submitted for approval.
- d. Details of prearranged transfers are to be included in the approved IACUC protocol. The animal transfer form must be completed regardless if the transfer is prearranged in the IACUC protocol or not.

B. RESPONSIBILITIES

- a. It is the responsibility of the Principal Investigator to follow the procedures outlined in this document.
- b. It is the responsibility of DLAM personnel to properly document animal transfers.

C. PROCEDURES

- a. Live animal transfers
 - i. An active IACUC protocol is required for all live animal transfers, meaning that animals are alive at the time of transfer or euthanized by personnel receiving the animals. Any use of live animals must be approved by the IACUC prior to transfer.
 - ii. Animals acquired in a transfer will be counted against the animal numbers approved by the IACUC in the protocol. If the transfer will cause the animal number to exceed that approved by the IACUC, an amendment to increase the animal numbers will be required and approved before the transfer is approved. If the species and/or strain is not listed on the protocol, an amendment will be required before the transfer is approved.
 - iii. Types of live animal transfers include:
 - 1. Transfers of live animals to another investigator.
 - 2. Transfers of live animals between an investigator's own protocols.
 - 3. Transfers of live animals to or from the holding protocol.
 - 4. Transfers of in-house bred animals to another protocol.

- iv. A transfer request should be initiated via ilab software. This request must be turned in at least 1 full business day BEFORE any procedure or handling is performed. To register for an ilab account please visit: <https://unthsc.ilab.agilent.com>. Instructions are located on the online form, DLAM will provide the IACUC Office a copy of the transfer request.
 - 1. If a procedure was performed on the animals before the transfer, this must be included on the online transfer form, describing the procedure (drug injection, surgery, etc.). Any procedure done before the animal is transferred to the new protocol must be described and approved in the second protocol application. All procedures done on one animal must be approved by the IACUC. Multiple survival surgeries are discouraged and may not be permitted. NOTE: If the transferred animal will be used for procedures after euthanized, the procedures done on that animal do not need to be described in the protocol. Documentation is only needed on the transfer form. The Veterinarian will need to sign off on any transfer that involved Category D or E procedures.
 - 2. If no procedures were done on the animals before the transfer, and the animals were not bred in-house, the numbers will be added back to the original protocol. If any procedures were done before the transfer or the animals were bred in-house, the animals will count on both protocols.
 - 3. USDA-covered species cannot be transferred if any procedures were done on the animal.
- v. New cage cards will be printed by DLAM for the transferred animals to reflect the current protocol they are listed on.

D. ATTACHMENT

- a. [Animal Transfer Request](#)