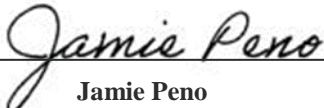
 DIVISION OF RESEARCH & INNOVATION Research Integrity & Compliance		Institutional Animal Care and Use Committee Standard Operating Procedures	
Title: Animal Transfers Between Approved Protocols			
Effective Date:	December 22, 2020	Document Number:	IACUC-SOP-02-07.00
Approval/Date: <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;">  <hr style="width: 100%;"/> Jamie Peno Director, Research Integrity and Compliance </div> <div style="text-align: center;"> <hr style="width: 100%;"/> 12/22/2020 Date </div> </div>			
REVISION HISTORY			
Date	Section	Author	

PURPOSE

When appropriate, investigators are encouraged to make available unneeded animals or animal tissue to other projects within The University of North Texas. In order to ensure that appropriate practices of acquisition, use, and disposition of animals are followed, the IACUC must be informed of any animal transfers that are arranged between Investigators.

SCOPE

It is the responsibility of the Principal Investigators to follow the procedures outlined in this document and to retain documentation of such transfers.
 It is the responsibility of the Principal Investigators to receive approval for transfers as appropriate, prior to initiation.

DEFINITIONS AND ABBREVIATIONS

UNT- University of North Texas, Denton
 IACUC- Institutional Animal Care and Use Committee
 SOP/SOP's- Standard Operating Procedure(s)
 PI- Principal Investigator
 LAF- Laboratory Animal Facility

PROCEDURES

- I. Transfer of Live Animals between Approved Animal Use Protocols
 - A. If the animals are alive at the time of transfer or if euthanasia is performed by personnel receiving the animals, an active IACUC protocol is required. Any use of live

animals must be approved by the IACUC prior to transfer.

- B.** Animals acquired in a transfer will be counted against the animal numbers approved by the IACUC in the protocol(s) they are used under.
 - 1. If the transfer will cause the animal number to exceed that approved by the IACUC, an amendment will be required before the transfer is approved.
 - 2. If the species and/or strain is not listed on the protocol, an amendment will be required before the transfer is approved.
- C.** Transfers should be submitted by completing and emailing the most recent version of the IACUC Form 12- Animal Transfers between Approve Protocols to untiacuc@unt.edu. Both the transferring and receiving Principal Investigators must sign this form.
 - 1. Transfer of Un-used Live Animals
 - a) Live Animals that have not undergone any procedures or manipulations such as animals that are transferred from holding and breeding protocols can be considered un-used and do not require Veterinary approval.
 - 2. Used Live Animals
 - a) To ensure animals are not over-used and that any previous procedures, manipulations, medications, etc. will not affect the appropriateness of further intended use, Veterinarian approval of the transfer will be required.
 - b) It should be indicated in the transfer request form, any and all Animal Use Protocol #s the animal(s) has been used under as well as what procedures or manipulations were undergone. The Veterinarian may request further information and/or for specific animal record information if needed.
 - c) Sufficient Animal History records should be maintained with the animal after transfer. Investigators transferring used animals to another Investigator should retain copies of the animal's history records up to the period they were transferred.

II. Transfer of Animal Tissues

- 1. Transferring of Animals or their tissues taken post euthanasia do not need to be documented or submitted on the Live Animal Transfer form as long as they are listed as a tissue source on the associated, approved Animal Tissue Use protocol. Sources not listed should be added via an amendment to the Tissue Protocol.

REFERENCES

- 1. IACUC Form 12- Animal Transfers Between Approve Protocols

APPENDICES

IACUC Standard Operating Procedures