

**University of Cincinnati
Institutional Animal Care and Use Committee**

Transfer of Animals to LAMS Holding Protocol

Applicability

- **Expiring Protocols:** All animals at the University of Cincinnati used in research or teaching must be held or used under an approved protocol. If animals are in-house under an expiring protocol, and the PI fails to transfer them to the LAMS Holding Protocol, LAMS must transfer the animals to the LAMS Holding Protocol **five business days prior to expiration**. The IACUC has mandated this 5 day period to prevent federally reportable incidents associated with animals on an expired protocol.
- **Late Annual Progress Reports (APR):** IACUC protocols that involve USDA-regulated species are to undergo annual review through the Annual Progress Report. If the Annual Progress Report review is not conducted within one year of initial protocol approval, the protocol will be considered expired and animals must be transferred to the LAMS Holding Protocol until the Annual Progress Report is approved. (The procedure for transferring animals to/from the LAMS Holding Protocol is noted below.)
- **New Principal Investigators:** If a Principal Investigator is transferring to the University of Cincinnati from another institution, animals may be received at the University of Cincinnati prior to obtaining an approved IACUC protocol. These animals must be placed on the LAMS Holding Protocol until after the University of Cincinnati IACUC protocol is approved. (In this case, a requisition form must be utilized to bring the animals to the University of Cincinnati and a transfer form must be utilized to transfer the animals from LAMS Holding Protocol to the Principal Investigator's protocol.)

Expiring protocol/ Late APR Transfer Process

The following steps must be taken to ensure animals are properly transferred to the LAMS Holding Protocol prior the date of protocol expiration:

- The IACUC office will notify the Principal Investigator of the impending expiration of the protocol.
- The IACUC office will provide LAMS a list of expiring protocols and will notify LAMS promptly when re-approval occurs.
- The Principal Investigator will obtain LAMS Holding Protocol cage cards from LAMS.
- The Principal Investigator will ensure cages that were in use under the protocol are identified with LAMS Holding Protocol cage cards.
- The **PI has until noon five business days prior to the protocol expiration** to transfer the animals to the holding protocol. If the PI fails to transfer the animals in the allotted time, the animal must be transferred by LAMS. LAMS service

charges may apply. Exceptions may only be granted with approval of the IACUC at a convened meeting.

The following steps must be taken to ensure animals are properly transferred back to the Principal Investigator's Protocol after release from the LAMS Holding Protocol

- The IACUC office will notify the Principal Investor and LAMS that the protocol update is approved.
- The Principal Investigator will ensure LAMS Holding Protocol cage cards are removed within five business days of IACUC office notification.

New Investigator Transfer Process

Contact LAMS veterinary staff to arrange the transport and receipt of animals prior to your protocol approval.

Use limitations for animals held under the LAMS Holding Protocol:

- **Animals may not be used for experimental procedures.**
- Standard breeding and weaning may occur.
- Special feed and water , genotyping, and identification may be maintained by LAMS
- Other procedures may only be performed with IACUC approval.
- Animals may be euthanized by LAMS staff if the animals are no longer needed.
- **Animals may not be euthanized for research purposes.**
- No tissues may be utilized from animals euthanized without specific IACUC approval.