

**University of Cincinnati
Animal Care and Use Program**

**Reporting Animal Numbers
(Offspring and Non-Traditional Procurement)**

PHS Policy requires that institutions establish mechanisms to monitor and document the number of animals acquired/produced and used in approved activities, including any unwanted genotypes or sex (cull) animals.

Non-traditional procurement

Research staff must notify the IACUC office of animals obtained through non-traditional methods (e.g., field capture, in-house breeding or purchase of ectotherms and birds or client owned animals).

1. A report of the number of animals used/received is required to be submitted to the [IACUC Office](#) via email quarterly (Jan. 1, Apr. 1, July 1 and Oct. 1) and include:
 - a. PI name
 - b. Protocol number
 - c. Dates reporting (e.g. April 1-June 30, 20XX)
 - d. Species (e.g. tadpoles, fry, fish, birds, client-owned animals, etc.)
 - e. Method obtained
 - f. Number of animals

Reporting animal numbers for in-house breeding colonies

A report of the number of animals produced /received is required to be submitted via [Research Administration Portal - AOPS](#).

Categories of offspring that must be reported include:

1. Any offspring used in experimental procedures and/or manipulations regardless of age
 - a. Examples – drug administration, behavioral tests, euthanasia for tissue collection
2. Any offspring that are weaned
3. Any offspring that are culled

Consequences of Not Reporting Animal Numbers

1. If animal numbers have not been received according to the reporting requirements listed, the PI will be sent an email reminder.
2. If animal numbers are not received after the first reminder, subsequent notice(s) may be sent and the PI's Department Chair will be copied.
3. If the IACUC office has not received the animal numbers 30 days beyond the date of the first notice, the incident will be reported to the IACUC as noncompliance and may jeopardize the status of the protocol.