

**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 are responsible for reporting 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 in the [Animal Operations \(AOPS\) Research Administration Portal \(RAP\) website](#) quarterly (Jan. 1, Apr. 1, July 1 and Oct. 1), using the [Reporting Non-Traditional Species tutorial](#).
2. The report must include:
  - a. Dates reporting (e.g. January 1-March 30, 20XX)
  - b. Species (e.g. tadpoles, fry, fish, birds, client-owned animals, etc.)
  - c. Method obtained
  - d. Number of animals

**Reporting Offspring for In-house Breeding Colonies**

Research staff are responsible for reporting offspring in RAP AOPS at least monthly and as outlined in the [Rodent Colony Management Guidelines](#).

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.

**Related Policies and Guidelines**

[Rodent Colony Management Guidelines](#)

[Reporting Offspring tutorial](#)

[Reporting Non-Traditional Species tutorial](#)

## **References**

1. Office of Laboratory Animal Welfare, National Institutes of Health, US Department of Health and Human Services. [Public Health Service Policy on Humane Care and Use of Laboratory Animals](#). 2015. Public Health Service, Bethesda, MD.