



Institutional Animal Care and Use Committee (IACUC) Office of Research Compliance (ORC)

Animal Procurement Policy for Campus Core Facilities

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Web Address
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Effective: *November 30, 2010*

Last Updated: --

Responsible University Officer:

Fred H. Cate
Vice President for Research

Policy Owner:

Bloomington Institutional Animal Care and Use Committee

Policy Contact:

IACUC Administrator

Policy Statement

Procurement of all animals housed in the core animal facilities:

Procurement of all animals that are to be housed in the core animal facilities must be approved by Laboratory Animal Resources (LAR). Obtaining animals from any one of the sources below requires LAR approval via the Procurement Request form, before animals can be purchased, captured or transferred. (Locate the form at:

<https://research.iu.edu/policies/bloomington-animal-care-and-use.html>

- a. Commercial vendors
- b. Another institution
- c. Captured from the field

When animals are captured in the field, the Procurement Request form can be submitted to LAR after the animals are brought to the Principal Investigator (PI) maintained facility.

Procurement of all animals housed in PI maintained animal facilities:

Animals housed in PI maintained facilities that are procured from the sources mentioned below will also need LAR approval via Procurement Request form, before animals can be purchased, captured or transferred. (Locate the form at: <https://research.iu.edu/policies/bloomington-animal-care-and-use.html>)

- a. Commercial vendors
- b. Another institution
- c. Captured from the field

When animals are captured in the field, the Procurement Request form can be submitted to LAR after the animals are brought to the PI maintained facility.

Procurement of animals from on campus breeding colonies:

Procurement request forms are NOT required when animals are transferred from campus breeding colony protocols, when there is IACUC approval for this activity. Procurement of animals from core facility breeding colonies will be entered by the research staff on the Animal Production Logs, which are maintained in the breeding colony rooms. These logs will be submitted monthly to the LAR office by Animal Care Staff. For PI maintained breeding colonies, the Investigator will maintain animal production and transfer logs, then submit these records to the LAR office monthly.

Transfer of animals across research protocols:

Procurement request forms are NOT required when animals are transferred between campus research protocols, when there is IACUC approval for this activity. However, the PI is required to send an email notification to LAR prior to any transfer so that LAR staff is aware of this activity.

Reason for Policy

- 1) The veterinary medical care of laboratory research animals is federally mandated. This policy addresses that: ***All animals must be acquired lawfully, and the receiving institution should make reasonable attempts to ensure that all transactions involving animal procurement are conducted in a lawful manner.*** (The *Guide*, 8th edition, p. 106.)

- 2) LAR staff is to be aware of the number and status of animals being procured, to ensure the availability of space, to prepare for quarantine, address special housing conditions, etc., as applicable.
- 3) Procurement of animals is permitted after the appropriate IACUC protocol has been approved, when sufficient animal numbers are available, and when the vendor/supplier has been previously approved.
- 4) Additionally, animal numbers are updated and tracked on a constant basis for reports required by federal and accreditation agencies as well as for internal and external audits.

Procedures

Investigator:

Research staff complete appropriate sections of the Animal Procurement Request and submit this to LAR, either directly or through the Unit's purchasing department. Following approval, notification will be sent to the PI and the Animal Care Staff. The purchasing department and the transferring institution will also be informed, as appropriate.

When animals are distributed from the core breeding colony facility to IACUC approved protocols, PIs are to inform LAR staff of these transfers. Animal Care Staff will record offspring produced in campus breeding colonies and record transfers to approved protocols on Animal Production Logs, at the time of transfer. Investigators, or their research staff, will record offspring produced in Investigator maintained breeding colonies and record transfers to IACUC approved protocols on Animal Production Logs at the time of transfer. LAR staff (core facilities) or research staff (Investigator-maintained facilities) will submit Animal Production Logs to LAR monthly.

LAR Responsibilities:

LAR staff members will receive Procurement/Transfer Request Forms, verifying the IACUC approved protocol, adequate numbers of animals, and approved vendors. LAR will enter the quantity of animals transferred to a protocol in the Animal Usage database. When Animal Production Logs are received by LAR, staff will enter the number of animals transferred to approved animal use protocols from breeding colonies each month, in the animal usage database. For each protocol, LAR will establish an 80% threshold, indicating that this percentage of animals has been used during the 3-year approval period. Once this number has been reached, the LAR office staff will email a notification to the Principal Investigator.

IACUC Responsibilities:

Members of the Institutional Animal Care and Use Committee (IACUC) must evaluate protocols for the appropriate justification of species and numbers of animals requested, requiring statistical justification, when possible. (Refer to the 8th edition of the *Guide*, p. 25-26.)

The IACUC will notify Principal Investigators of this Policy, noting their responsibility to request all animals via the approved procurement procedure and to provide numbers that accurately reflect the use of research animals, with all methods of procurement approved by the LAR.

When animals are captured from the field, the PI will submit a Procurement Request form to LAR after the animals are brought to the PI maintained facility.

Sanctions

Failure to comply with IACUC policies may result in noncompliance reports to the Institutional Official, the Office of Laboratory Animal Welfare (OLAW), the U.S. Department of Agriculture (USDA), and/or the suspension of animal use privileges. In addition, the availability of sponsored research funds may be affected when an Investigator is found to be in violation of these policies.

Forms

Obtain a LAR animal request form at:

<http://lar.indiana.edu/forms>

Contacts

Subject	Contact	Phone	Email
Animal housing	LAR Facility Manager	855-2356	lar@indiana.edu
Policy	BIACUC Administrator	855-5138	biacuc@indiana.edu

Web Address for this Policy

<https://research.iu.edu/policies/bloomington-animal-care-and-use.html>

Related Information

- *Stabilization of Newly Arrived Research and Teaching Animals*
<https://research.iu.edu/doc/compliance/animal-care/bloomington/iub-biacuc-stabilization-of-research-animals.pdf>