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## 9.0105 Policy for Transfer of Animals between Protocols

*Policy 9.0105*

*Volume 9 Research*

*Chapter 0105 Policy for Transfer of Animals between Protocols*

*Responsible Office: Laboratory Animal Services*

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### **Policy Statement**

Research animals can be transferred from one protocol to another under the conditions set forth in this policy.

### **Reason For Policy**

The Division of Laboratory Animal Services (LAS) encourages the sharing of animal tissues and the animals themselves. In this spirit of conserving animals, it is reasonable and appropriate for one Principal Investigator (PI) to transfer unused or extra animals to another PI rather than euthanizing such animals. In addition, it is appropriate for an investigator to transfer animals from one of his/her protocols to another. However, it is necessary that animal numbers be properly tracked and likewise, animals should not be over-utilized. This policy describes the conditions under which this transfer may occur and the procedures to be followed.

### **Entities Affected By This Policy**

This policy applies to all faculty, staff, students, post-doctoral fellows, research assistants and associates, and any other personnel involved with using animals in research.

### Who Should Read This Policy

Faculty, staff, students, post-doctoral fellows, research assistants and associates, and any other personnel involved with using animals in research should know and observe this policy.

### Contacts

Contact	Phone	e-mail/URL
Director, Laboratory Animal Services	706-721-3421	<a href="http://www.georgiahealth.edu/research/animal/">http://www.georgiahealth.edu/research/animal/</a>
Clinical Veterinarians	706-721-8575 or 706-721-0111	

### Overview

Animals can be transferred from one research protocol to another or from one investigator to another if certain conditions are met, as described below. Both investigators must agree to the transfer and sign the Animal Transfer Form.

### Process/Procedures

1. A. Animals can be transferred from one investigator's protocol to another investigator's protocol **with no restrictions** if the animals to be transferred are surplus animals from an existing project and have not been manipulated surgically or experimentally.
- B. If the animals to be transferred have had a surgical procedure done, the receiving investigator can only use the animals for terminal surgical procedures (i.e., tissue harvest) or non-surgical procedures (e.g., injections, blood draws, behavior analysis).
- C. In order for a transfer to take place, an Animal Transfer Form must be completed by the original investigator, signed by both investigators, and approved by the veterinarian, Director, or Assistant Director.
- D. Until the transfer is completed, *per diem* charges will be charged to the original investigator. The number of animals transferred will be subtracted from the total number of animals that have been approved and added to the protocol of the accepting investigator.

E. Animals can only be transferred to another protocol **one time**. If extenuating circumstances arise where an animal needs to be transferred to more than one protocol, IACUC approval must be sought before the transfer can occur.

### Responsibilities

The responsibilities each party has in connection with Academic, Research, and Student Affairs Policy 9.0105, Policy for Transfer of Animals between Protocols, are:

Original PI who is donating the animals	Must agree to the transfer, and fill out and sign the Animal Transfer Form
PI who is receiving the animals	Must agree to the transfer and sign the Animal Transfer Form

### Forms

Animal Transfer Form: see Appendix I

### Appendix I

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