

UNIVERSITY OF COLORADO DENVER | ANSCHUTZ MEDICAL CAMPUS

Subject: Animals and Expired IACUC Protocols

Source: Institutional Animal Care and Use Committee (IACUC)
Effective Date: 01/08/2024
Replaces: 01/11/2021
Applies to: Research or teaching studies involving animals
Reference: AWA; PHS Policy on Humane Care & Use of Laboratory Animals;
Guide for the Care & Use of Laboratory Animals



Introduction

The Institutional Animal Care and Use Committee (IACUC) maintains oversight review for federally mandated rules and regulations with regard to animal research, ethics, misconduct and biomedical research for the University of Colorado Denver | Anschutz Medical Campus (CU Denver | Anschutz).

Policy Statement

Federal regulations and our accrediting agency (AAALAC) require the university to report the number of animals used in research, teaching, and testing and to ensure that these numbers are consistent with current IACUC-approved protocols. OLAR determines animal usage at CU Denver | Anschutz through the animal ordering system. This deducts the number of animals received and housed from outside sources, as well as animals weaned from approved breeding colonies, from each approved protocol. Additionally, all animals on expired protocols must be accounted for. The following procedures facilitate an accurate animal count.

Procedures

- 1) Regulations do not permit a grace period for expired protocols. Per NIH Requirements, under no circumstances will the IACUC be able to grant an extension of the protocol past its 3-year life span.
- 2) Communication with Principal Investigators will be by e-mail from the IACUC office.
- 3) The IACUC Office will send rewrite notifications via e-mail to the Principal Investigator, starting approximately 120 days prior to the expiration date of the existing protocol as part of the normal protocol expiration notification. Even though regulations recognize the Principal Investigator as the responsible individual, an effort will be made to include a lab contact person on these communications.
- 4) The above notifications will include information about any existing animals housed under the soon-to-be-expired protocol, requesting that they be dealt with prior to protocol's expiration date, if the protocol is not to be renewed.
- 5) If a Principal Investigator has an appropriate, approved protocol to transfer the animals to, it is their responsibility to submit a transfer request to the IACUC and place new cage cards once the cages have been transferred.
 - a) If the PI or their staff does not place cage cards within 3 business days, OLAR will place the cards and charge a \$5 fee per card.
- 6) If the PI does not have an appropriate protocol the animals can be transferred to and the renewal is not approved by the time the protocol expires, the following steps will be taken:
 - a) No animals can be ordered under the expired protocol.
 - b) Access to animals on the expired protocol will be denied to lab staff. If investigator access cannot be simply revoked, animals may need to be moved to another housing room within the facility. Technician time at the current OLAR rate will be charged to move the animals to the new room, and once animals are transferred back to the PI protocol, to move the animals back to the regular housing room.
 - c) Animals will be transferred and deducted from the Animal Holding protocol. Double per diem rates start the day of transfer.
 - d) This action will be taken the morning of the first business day after the last day that the expiring protocol was active.
 - e) Breeding cages will be separated and breeding discontinued while animals are on the holding protocol. Any needed weaning of animals or separation of breeding cages will be performed by OLAR and charged as technician time at the current OLAR rate. Weaned animals will not be genotyped under the holding protocol.
 - f) Animals will be housed and cared for by OLAR staff.
- 7) The investigator will be given 60 days past the expiration date to put in place an IACUC approved protocol or amend an approved protocol that the animals can be transferred to. If there is no action by day 60, the IACUC will be notified by the IACUC Office and deliberation will occur at a convened meeting regarding the decision to continue the animals on the holding protocol. If the decision is to not continue

with animals on the holding protocol, the University Veterinarian, in conjunction with the IACUC, will determine the disposition of any animal remaining on the holding protocol.

- 8) If a protocol number change occurs, Principal Investigators are responsible for replacing old cage cards with new cage cards containing the new protocol number. The new cage cards will be available at the front desk in each facility. Old cage cards **must** be returned to the front desk administrative assistant. OLAR can assist with this process if written notification is given to the Facility Manager and the PI agrees to pay for technical time. If no notice is given, after 72 hours, OLAR will place the cage cards at a rate of \$5 per cage card.

The IACUC will consider any variance from this policy on a case-by-case basis. All communication between the Principal Investigator and the IACUC regarding requested variances to the policy will be delivered to the IACUC through the IACUC office.

Per regulatory requirements, failure to comply with this policy may result in notification of your funding agency (e.g. NIH) and regulatory agencies (e.g. USDA) that your research has violated federal and/or local policies regarding the humane use of animals. This notification may affect continuous funding of your animal-related research. Further, depending on the violation, you may be required to take additional training and/or your privilege to conduct animal research at CU Denver | Anschutz might be temporarily suspended or even completely revoked.