

## Standard Operating Procedure

SOP Number: **02-18-5809**  
Service: **Research**  
Operating Section: **IACUC**  
Unit: **LUC/HSD**  
Title: **Protocol Cancellation**

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**Purpose:**

Federal regulations require that all animals at an institution be registered to an approved IACUC protocol. If protocols are canceled or expire, appropriate actions must be taken concerning any pending animal order or any animals currently housed at the institution.

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**Procedure:**

- 1) In cases where research protocols are canceled or placed on an inactive status, investigators and the CMF staff will be notified in writing. A cancellation or inactivation request can be initiated:
  - a) by the investigator when the protocol is no longer used.
  - b) by the department when an investigator lacks funds or leaves the department.
  - c) by the IACUC when issues related to animal care and use are sufficiently problematic to require committee action.
- 2) When a protocol is canceled or placed on an inactive status, no animals can be ordered against that protocol number. The per diem charges for any remaining animals will be the responsibility of the principal investigator or his/her department. These animals must be placed on an approved protocol.

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**Comments:**

None.

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### APPROVALS

<b>Responsible Official Signature</b>		<b>Date</b>	
<b>QA Signature</b>		<b>Date</b>	
<b>Version</b> #2	<b>Effective Date</b>	<b>Supersedes</b> #1	<b>Original Date</b> 05/16/06