

Standard Operating Procedure

SOP Number: **02-18-5810**
Service: **Research**
Operating Section: **IACUC**
Unit: **LUC/HSD**
Title: **Animal Transfer Between Protocols**

Purpose:

As part of the IACUC mandate, the committee is responsible for assurances to various accrediting agencies that all animals purchased at the Institution are used in institutionally-approved research protocols. These research programs must meet strict federal guidelines.

Procedure:

- 1) Approval for the transfer of an animal from one protocol to another, is possible **only after** a written transfer request form is completed and approved by the IACUC and CMF.
- 2) Any animal transfer request must be completed and submitted to the CMF office **48 hours prior to the anticipated transfer date.**
- 3) The IACUC Director, in conjunction with the Administrative Assistant I, CMF, may authorize the transfer of animals from one approved protocol to another, pending review of appropriate animal numbers allowed on the receiving protocol.
- 4) For each transfer instance:
 - a) The IACUC Director is notified by the CMF office.
 - b) The IACUC Director will track these situations to assure compliance.

Comments:

None.

APPROVALS

Responsible Official Signature		Date	
QA Signature		Date	
Version #2	Effective Date	Supersedes #1	Original Date 06/07/04