

University of Louisville
Institutional Animal Care and Use Committee
Policies and Procedures

Animal Acquisition and Transfer

Policy: No vertebrate animal intended for research or teaching may be purchased, bred, or otherwise acquired by or for UofL faculty or staff without prior approval by the IACUC. The acquisition, husbandry, and disposition of all animals are managed by the Comparative Medicine Research Unit (CMRU).

Rationale: As stated in the Guide (2011), institutions are responsible for ensuring that animals are acquired lawfully and that appropriate holding and use facilities are available and that animals having experienced experimental manipulations are not transferred to an additional proposal(s) where additional manipulations occur without approval by the IACUC. Animal species and numbers should be verified with the IACUC. The health status of all animals must be ascertained to minimize risk to existing colonies and populations.

Procedures, Guidelines, and Exceptions:

1. Research staff wishing to acquire vertebrate animals must submit an eSirius animal order (for CMRU-approved vendor orders) or an import/export request form for non-commercial sources and/or non-approved vendors) to the CMRU Import/Export Coordinator and/or a CMRU veterinarian. Such requests contain specific information such as PI, species, strain, number of animals, IACUC *Proposal* number for which the animals will be used and contact information for the exporting source or vendor.
2. CMRU staff will verify with the IACUC that the *Proposal* contains the requested animal species and strain and that an adequate number remains available in the approval.
3. Animals will preferentially be acquired from CMRU-approved vendors. Requests for animals from non-approved vendors, e.g., genetically engineered rodents from collaborating institutions, will undergo a thorough and specific review prior to approval in accordance with CMRU Standard Operating Procedure, Importation of Rodent from Non-Commercial Sources. For non-rodent species, approval for acquisition can only occur after review by the CMRU Attending Veterinarian. Transport of animals to UofL must be in accordance with IACUC policy “Transportation of Research Animals.”
4. Animals *may* be transferred from one *Proposal* to another.
 - a. Animal transfers may be initiated by submitting a request form to the CMRU to ensure appropriate recordkeeping and animal usage information.
 - b. Transfer requests that indicate that the animals being transferred have been experimentally manipulated will require review by a CMRU veterinarian.
 - c. Physical transfer of animals (with or without *Proposal* transfer) or transportation of animals must be in accordance with IACUC policy “Transportation of Research Animals.”

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