***UAA IACUC Policy & Procedures for Departing Principal Investigators with Open Animal Protocols***

1. A Principal Investigator (PI) who uses animals in teaching or research should notify the Institutional Official (IO), the Chair of the UAA Institutional Animal Care and Use Committee (IACUC), and the appropriate facility manager of his/her intent to leave the institution at least 90 days prior to his/her date of departure. This notification should include a plan for the management of the investigator’s colony before and after his/her departure. Research or teaching animals must be processed under one of the following three options: (1) be shipped to an approved research or teaching institution; (2) be transferred to the approved IACUC protocol of another UAA PI; (3) be euthanized following Research Protocol approved methods by the PI or their staff prior to the PI’s departure from UAA.

Federal regulations require that every research or teaching animal on any UAA campus be assigned to an approved UAA IACUC protocol and under the oversight of a UAA faculty member, student, or employee. At all times, it is essential that the PI, or their designated UAA faculty member, staff, or student, remain accessible to the Attending Veterinarian and the appropriate facility manager to make treatment and euthanasia decisions. It is the PI’s responsibility to ensure that the contact information for a person who is responsible for the research or teaching animals is made available to the Attending Veterinarian, facility manager, and IACUC Chair. All fees associated with the animals of a departing investigator, e.g. facility use, per diem, testing, transport, are the responsibility of the investigator and their department. Before leaving campus, the PI and department must also ensure that grant or other funds remain available to pay these fees for any animals that remain at UAA beyond the PI’s departure date. Any animals without a listed contact person or not on an approved UAA IACUC protocol may be immediately euthanatized under the authority of the Attending Veterinarian.

2. Animals remaining at UAA and being transferred to another UAA location or another protocol:

* If an animal(s) is transferred to another location on the UAA campus or to another protocol, once the PI has obtained approval from the IACUC, the appropriate facility manager will note this in the animal records and insure that all of the appropriate records accompany the animal(s). Depending on the original housing location of the animals and the destination location, the animals may require housing in a quarantine facility prior to movement into the final housing location. If quarantine is required, any fees associated with this service must be encumbered prior to the PI departing UAA.

3. Shipping animals to another institution: The PI must notify the Attending Veterinarian, the appropriate facility manager, and the IACUC Chair at least 90 days in advance if animals will be shipped to another institution. This 90-day window is REQUIRED in order to allow adequate time to complete the exportation documents (e.g., health reports, USDA forms, etc.) and coordinate the shipping schedules.

The transfer of animals to another institution may require additional institutional review and approval, as follows:

* Unique and/or proprietary animal models may require the execution of a Material Transfer Agreement (MTA) approved in advance by the UAA Office of Technology Commercialization and the transferee institution.
* Shipments of animals that involve radioactive or biohazardous materials, e.g. ABSL2, require review and approval by EHSRMS. Depending on the agent/material that renders the animals ABSL2, they may have to be packed by laboratory staff under the supervision of a person with training in Dangerous Goods Shipping. In addition, any animal shipment must be done under the terms and conditions approved under the Animal Welfare Act and Animal Welfare Regulations.

This additional institutional review and approval may add to the timeline required for transferring animals to another institution.

Procedures

* The PI must make a written request by email to the IO, copying the IACUC, appropriate facility manager, and Attending Veterinarian.
* Health reports will be submitted to the transferee institution by the Attending Veterinarian.
* Once the transferee institution approves the health reports and sends a formal written, electronic approval to receive the animals, the appropriate facility manager and Attending Veterinarian will process any required paperwork. If the receiving institution’s veterinarian requires additional testing, this will add to the timeline of the process.
* If the animals are to be exported to an institution outside the US, USDA paperwork may be required and this adds to the timeline required for the export. Because of the time sensitive nature of these documents, it is essential that the PI or the contact person listed on all of the required forms be accessible (on the UAA campus) to sign the USDA form before it is forwarded by the IO to the USDA veterinarian in Fort Collins, CO. It is also essential that the number of animals listed on the USDA-stamped form match the number of animals shipped. If the numbers do not match, the Customs officials or veterinarian at the point of entry may deny access to the destination country.
* The appropriate animal facility manager insures that animals are appropriately packed for shipping and arranges transportation with an approved courier at the PI’s expense.
* Any requested animal exports that occur after the PI and/or designated laboratory contact have left the institution are subject to delay or cancellation if the animals cannot be positively identified by the facility manager or staff.
* Once all animals have been transferred to the transferee or other designated institution, the PI should request that the IACUC protocol(s) be terminated.
	+ Prior to transfer, the PI should give the IACUC a specific date when protocol termination may occur.
	+ The IACUC protocol must remain active if animals remain at UAA for a brief period of time after the PI leaves (e.g. to allow for a project to reach its endpoint within a few weeks). At all times, the animals must be under the oversight of a UAA faculty member, student, or staff, as designated by the PI and communicated to the IACUC, appropriate facility manager, and Attending Veterinarian.
	+ The PI remains responsible for full compliance with federal animal welfare regulations, policies, and University guidelines while his/her animals remain at UAA.