

LAB ANIMAL RESEARCH CORE (LARC) – ANIMAL HOLDING PROTOCOL (AHP) POLICY

Background:

All animals maintained at the University of Missouri- Kansas City (UMKC) must be covered by an approved IACUC protocol. The IACUC has the responsibility to ensure all animal use activity meets Federal law, The *Guide for the Care and Use of Laboratory Animals*, National Institutes of Health Office of Animal Welfare (NIH OLAW), Public Health Service Policy on *Humane Care and Use of Laboratory Animals*, United States Department of Agriculture's *Animal Welfare Act and Animal Welfare regulations*, and Association for the Assessment and Accreditation of Laboratory Animal Care International (AAALAC) accreditation expectations. Federal requirements state that administrative extensions cannot be made on protocol expiration dates (<https://olaw.nih.gov/faqs#/guidance/faqs>). As such, in certain circumstances the IACUC may approve a protocol in which the Attending Veterinarian is the principal investigator; for temporary care of the animals, through a global animal holding protocol as outlined in this policy.

Purpose:

The UMKC Animal Holding Protocol is a mechanism for holding animals not on a study or assigned to a current approved UMKC protocol. The use of the animal holding protocol is limited to housing and colony maintenance and may include quarantine procedures. The LARC will provide husbandry and veterinary medical care for all animals housed on the holding protocol, as appropriate.

Animals transferred from an IACUC protocol to and/or housed under the animal holding protocol cannot be accessed or used by Principal Investigators (PIs) or their laboratory personnel.

No experimental manipulation or data collection will be performed on these animals while they are assigned to the holding protocol. Breeding colonies may be maintained, and litters weaned. Genotyping will be allowed only if necessary to prevent losing a breeding line(s). Tissues will be collected by the LARC manager or Attending Vet for the PI to perform approved genotype testing. No new breeding programs will be established unless it is determined by the LARC Manager or Attending Veterinarian that breeding is necessary to maintain the line(s). If a renewal protocol has been submitted, the animals may remain on the AHP for up to three months from the expiration date of the prior protocol while awaiting IACUC review and approval.

Investigators will be responsible for all expenses (**See NOTE 1 under Fees Section**) incurred in providing care for animals on the holding protocol, including expenses associated with transferring animals to protocols of other investigators or their final disposition.

Procedures:

Eligibility for Participation under this Policy

Created: September 2014
Revised: September 2017
Revised: November 2020
Revised: December 2023

1. Use of the Holding Protocol is intended to be temporary. Investigators will be given a deadline in which to resolve the situation that caused the animals to be placed on the holding protocol. The deadline will be determined by the Attending Veterinarian, Compliance Officer, and IACUC Chair. If investigators do not resolve the situation by the deadline, the animals will be euthanized.
2. Situations which may result in the use of the Holding Protocol might include:
 - a. Animals originating from expired or terminated protocols.
 - b. Animals on a protocol under investigation for potential issues of non-compliance where the welfare or well-being of the animals is in question.
 - c. Investigators without an approved UMKC protocol having animals that may require immediate housing at UMKC.
 - d. Investigators that have left UMKC and do not have the necessary approvals for transfer to the new institution.
 - e. New Investigators that have animals at UMKC but do not have an approved protocol.
3. Requests to place animals on the LARC Holding protocol can be initiated by the Principal Investigator (PI), the IACUC Chair, the IACUC Vice Chair, the Attending Veterinarian, the IACUC, the Director of Research Compliance, Institutional Official (IO), or Research Compliance Staff.

Transfer Required Due to Termination of Approved Protocol:

Authorized transfers from expiring protocols will be generated through the IACUC Compliance Office via email. These emails will be generated and sent to the LARC within 2 business days of the protocol expiration date. This report is the authorizing source document for LARC staff to transfer animals to the LARC Holding Protocol.

Transfer Required Due to Non-Compliance /Adverse Events

Authorized transfers due to non-compliance/adverse events will be generated through the IACUC Compliance Office via email. These emails will be generated and sent to the LARC within 2 business days of the non-compliance/ adverse event. These reports are the authorizing source documents for LARC staff to transfer animals to the LARC Holding Protocol.

Management of Animals on the Holding Protocol:

- Animals will be held under routine housing conditions according to the species. No experimental procedures may occur.
 - Breeding performed to maintain the viability of specific lines may occur. However, expansion colony breeding is not authorized. LARC staff will perform all procedures necessary to maintain colony viability. Animals in quarantine housed on the Holding Protocol are the exception and colony expansion is allowed if authorized by the Attending Veterinarian

Fees:

1. Per Diem, or the fees for support of the animals on the Holding Protocol will be charged to the investigator (or department) while their animals are on the Holding Protocol.
2. The Per Diem fee for the Holding Protocol will be upcharged:
 - a. Day 1-30: 1.5 times regular per diem costs
 - b. Day 31-60: 2.0 times regular per diem costs
 - c. Day 61-90: 2.5 times regular per diem costs
 - i. After 90 days the animals will be euthanized or transferred to other PIs with approved protocols.
 - ii. Animals in quarantine are exempt from the 90-day term limit.

NOTE 1: Federal grant funds may NOT be used for support of any animals on a holding protocol due to non-compliance or failure to obtain appropriate IACUC protocol approval.

NOTE 2: New faculty transfers to UMKC may use start up funds for support of animals on a holding protocol, until such time that a protocol is approved.

Applicable To:

All personnel involved in the care or use of animals owned by the UMKC, or in UMKC facilities.

Policy Approval:

The UMKC IACUC has reviewed and approved this policy as documented in the applicable IACUC meeting minutes.

References

Association for the Assessment and Accreditation of Laboratory Animal Care International, Accreditation program: <https://www.aaalac.org/>

Guide for the Care and Use of Laboratory Animals: <http://grants.nih.gov/grants/olaw/Guide-for-the-care-and-use-of-laboratory-animals.pdf>

National Institutes of Health, Office of Animal Welfare, Public Health Service Policy on the Care and Use of Laboratory Animals: <http://grants.nih.gov/grants/olaw/references/phspol.htm>

United States Department of Agriculture, Animal Welfare Act: <http://www.aphis.usda.gov/wps/portal/aphis/ourfocus/animalwelfare>

Appendix A: Animal Holding Protocol Researcher Agreement

I, _____, have read and understand the LARC Animal Holding Protocol SOP. My signature confirms my agreement to the conditions described/defined below.

- I understand that my animals are currently being housed under this protocol due to one of the following situations;
 - Animals originating from expired or terminated protocols.
 - Animals on a protocol under investigation for potential issues of non-compliance where the welfare or well-being of the animals is in question.
 - Investigators without an approved UMKC protocol having animals that may require immediate housing at UMKC.
- I understand that my animals can only be housed under this protocol temporarily, not to exceed 90 days from the date of transfer.
- I understand that there will be additional per diem costs associated with housing animals on this protocol:
 - Day1-30: 1.5 regular per diem costs
 - Day 31-60: 2.0 regular per diem costs
 - Day 61-90: 2.5 regular per diem costs
 - After 90 days the animals will be euthanized or transferred to other PI's with approved protocols.
- I understand that grant funds cannot be used to pay the per diem or any associated fees and I must make arrangements to cover these costs from departmental or other funds.
- I understand that animals will be held under routine housing conditions according to the species. No experimental procedures may occur.
- I understand that breeding is allowed to maintain the viability of specific lines. However, expansion colony breeding is not authorized. LARC staff will perform all breeding and procedures necessary to maintain colony viability.
- I understand that a copy of this policy and signature page will be sent to my department chair, and he/she will be included in all correspondence as necessary.

PI Signature

Date

Protocol number: _____

I am an authorized participant on the above-mentioned protocol. I have read and understand the Holding Protocol SOP and will comply with the conditions of this SOP.

Name

Date

Name

Date

Name

Date

Name

Date

Name

Date

Name

Date