

<b>Institutional Animal Care &amp; Use Program - UTEP</b>	
<b>Title:</b> Animals Remaining on an Expired Protocol	
<b>Policy#:</b> 021	<b>Date in Effect:</b> 14 January 2015
<b>Version #:</b> A	<b>Rev Date:</b>
<b>In Effect</b> <input checked="" type="checkbox"/> <b>Rescinded</b> <input type="checkbox"/>	<b>Date Rescinded:</b>

#### A) RESPONSIBILITIES

It is the responsibility of the Principal Investigator (PI) using animals at UTEP and the IACUC Office to abide by this policy. Exceptions to these policies must be approved by the IACUC before implementation.

#### B) APPLICATION

Federal requirements prohibit the IACUC to extend approval of a protocol that has expired. This policy applies to all expired protocols. At the time of expiration of a protocol, all research activity must cease and any animals remaining on the protocol will be transferred to the Veterinary Services holding protocol. Continuation of research activity will be in violation of federal regulations and as such will have to be reported to the appropriate federal and funding agencies.

#### C) PROCEDURES

- 1) Courtesy email notifications from the IACUC Office will be sent to the PI 90, 60 and 30 days prior to the date of expiration on a protocol.
- 2) 30 days prior to the protocol expiration date, the IACUC Office will notify the PI about consequences if any animals remain on the expired protocol. The following will be copied on the email:
  - a) IACUC Chair
  - b) Attending Veterinarian (AV)
  - c) Animal Facility Manager (AFM)
  - d) Department Chair
- 3) When animals are transferred to the Veterinary Services holding protocol, the following steps will be taken:
  - a) The Animal Facility Manager will transfer the animals to the holding protocol on the day of expiration.

- b) No further activities/experimental procedures may be done to animals on an expired protocol. It will be noted on newly replaced cage cards.
    - (1) If permitted by the AV, breeding and essential procedures (e.g., for PCR to determine genotype) may continue to maintain essential strain/stock at the PIs expense, including per diem and personnel service fees.
  - c) Animal Facility Access will be restricted from within working hours M-F for all personnel associated with the expired protocol.
- 4) If animals remain on the holding protocol after three months, a written extension must be provided by the PI to the IACUC Chair with justification, or animals will be euthanized. Beyond three months, any extension must be approved by full committee or the committee will decide on the fate of the animals.
  - 5) Upon approval of a renewal for the protocol or approval of a new protocol, animals will be conveyed from the Veterinary Services holding protocol to the PI protocol.