

<b>Version:</b> 1.2 <b>Effective Date:</b> 10/15/2015	<b>CHANGE IN ANIMAL OWNERSHIP POLICY</b>	<b>Supercedes Document Dated:</b> <i>October 10, 2012</i>
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I. Background

The *Guide for the Care and Use of Laboratory Animals* states that any proposal for animal use should consider the “euthanasia or disposition of animals, including planning for care of long-lived species after study completion” (Chapter 2; p. 26). In addition, the *Guide* discourages and the Animal Welfare Act prohibits, except for unique situations, “the conduct of multiple major surgeries...on a single animal used in separate protocols” (Chapter 2; p. 30).

II. Policy

Laboratory animals are the property of UC Berkeley and, by extension, the Regents of the University of California. Hence, their disposition must conform to institutional policy regarding University property. This policy provides procedural information to Principal Investigators (PIs) and assists the Office for Laboratory Animal Care (OLAC) in arranging the transfer of animals:

1. Between campus investigators;
2. From campus investigators to other institutions for research purposes, or;
3. To individuals or organizations for non-research purposes.

III. Definitions

- A. Animal Welfare Assurance (Assurance) – The documentation from an institution assuring institutional compliance with the Public Health Service (PHS) Policy.
- B. Transfer of animals – A change in ownership of and responsibility for the animals.

IV. Responsibilities

A. Between UC Berkeley PIs for Research Purposes

1. If it is not already in the sending PI's AUP, the sender must amend his/her protocol to include transfers to other investigators.
2. OLAC checks the recipient's protocol to ensure the species and numbers are approved. If there is a problem or if more specific information is needed, OLAC contacts the Office for Animal Care and Use (OACU) for clarification.
3. OLAC determines whether a previous major survival surgery has been performed. If so, animals cannot be transferred to a recipient who plans to perform another major survival surgery, unless an exception is granted by the ACUC.
4. OLAC determines that the animal is healthy.
5. Once approved, the transfer is documented in OLAC's records.

- B. Between UC Berkeley PIs and Non-UC Berkeley PIs for Research or Exhibition Purposes
1. If the recipient institution has an Office of Laboratory Animal Welfare (OLAW) Assurance:
    - a) If it is not already in the sending PI's AUP, the PI must amend their protocol to include transfers to outside institutions.
    - b) The PI provides OLAC with the recipient PI's name, approved protocol number and the recipient institution's OLAW assurance number.
    - c) OLAC determines that the animal is healthy.
    - d) OLAC approves shipping and arranges details of transfer (e.g., exchange health information).
    - e) Transfer is documented in OLAC records and in the sending PI's protocol.
  2. If the recipient institution does not have an OLAW Assurance:
    - a) If it is not already in the sending PI's animal use protocol, the PI must amend their protocol to include transfers to outside institutions and this must be approved by the ACUC.
    - b) American Zoological Association (AZA) accreditation may be accepted in lieu of an OLAW Assurance.
    - c) If the institution does not have AZA accreditation, the institution should be evaluated on the following AZA criteria: 1) husbandry staff or keeper training, 2) safety procedures, 3) educational programs, 4) veterinary programs, and 5) financial review. OLAC will evaluate these places on a case-by-case basis. If veterinary concerns are met, the AV will present the evaluation to the ACUC for approval.
    - d) Transfer is documented in OLAC's records and in the sending PI's protocol.
- C. Between UC Berkeley PIs and Organizations or Individuals for Non-Research Purposes
1. If it is not already in the sending PI's animal use protocol, the PI must amend their protocol to include transfers to organizations or individuals for non-research purposes.
  2. When the PI, the Attending Veterinarian and the ACUC Chair agree that an animal is a suitable candidate for placement outside of the University, the AV or designee and the ACUC Chair will evaluate the suitability of potential placements. Animals may be transferred to organizations or individuals capable of ensuring that the animal will be cared for in a humane and appropriate manner, provided such a transfer is in accordance with applicable state and federal regulations.
  3. The Attending Veterinarian will supervise the transfer of animals to any approved organization or individual. As needed, the ACUC Chair may solicit

input from the ACUC members. The ACUC Chair will inform the committee of transfers on an as-needed basis.

4. Transfer is documented on the Animal Adoption Form (see Appendix 1), which is filed with the OLAC and retained for a period of three years post-adoption.

V. References

- A. Office for Laboratory Animal Welfare. Domestic Institutions with a PHS Approved Animal Welfare Assurance. Found at:  
<http://grants.nih.gov/grants/olaw/assurance/300index.htm>
- B. Office of Laboratory Animal Welfare. (2002). *Public Health Service Policy on Humane Care and Use of Laboratory Animals*.
- C. Office for Laboratory Animal Welfare. Foreign Institutions with a PHS Approved Animal Welfare Assurance. Found at:  
<http://grants.nih.gov/grants/olaw/assurance/500index.htm>

Appendix 1

**Animal Adoption Form**

1. I accept the adoption of the animal described below from The University of California, Berkeley (UCB). I agree with UCB's assessment that the animal is in good health. I understand that there are no expressed or implied guarantees relative to the health or temperament of the animal.
2. I accept responsibility for the care of this animal and will make all reasonable attempts to care for this animal in a manner generally considered appropriate for this species.
3. This animal is to be a pet for me/my immediate family. I understand that it is not to be sold or otherwise released from my care unless extreme circumstances require the same. If this animal must be released from my care, I will make every attempt to secure a satisfactory home for it.
4. I assume responsibility and agree to hold harmless from liability UCB or its agents, for any claim that may arise from the adoption of this animal.
5. I have read and understand the foregoing and voluntarily sign this Animal Adoption Form with full knowledge of its significance.

Species \_\_\_\_\_ Breed or Type \_\_\_\_\_

Identifying Marks/ Color \_\_\_\_\_

Sex \_\_\_\_\_ Age \_\_\_\_\_ Weight \_\_\_\_\_

Vaccination History of Animal:

Medical/Behavioral Information:

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Person Adopting Animal (Print) \_\_\_\_\_

Signature \_\_\_\_\_ Date of Acquisition \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_

Approval:

\_\_\_\_\_  
Director, Office of Laboratory Animal Care Date

\_\_\_\_\_  
Chair, Animal Care and Use Committee Date