

Version: 1.3 Effective Date: 10/1/2019	CHANGE IN ANIMAL OWNERSHIP for RESEARCH PURPOSES POLICY	Supersedes Document Dated: <i>10/15/2015</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). Investigators may offer suitable animals for adoption after participation in one or more research studies. Please refer to the Animal Adoption Policy for more information.

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 information to Principal Investigators (PIs) and assists the Office for Laboratory Animal Care (OLAC) in arranging the transfer of animals:

1. Between UCB investigators; or,
2. From UCB investigators to other investigators or institutions for 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 and describe what - if any – procedures will be done on the animals under the sending PI’s AUP.
2. The receiving PI must amend his/her protocol to add the receipt (i.e. source) of said animals and describe what procedures will be done under the recipient’s AUP. If a major survival surgery has been performed on the animals, the animals cannot be transferred to a recipient who plans to perform another major survival surgery, unless an exception is granted by the ACUC.
3. OLAC determines that the animal is healthy.
4. A request for animal transfer is submitted to OLAC and OLAC checks the recipient's protocol to ensure the species and numbers are approved.

5. Once approved by ACUC and verified by OACU, the transfer is permitted and documented in OLAC's records.

B. Between UC Berkeley PIs and Non-UC Berkeley PIs for Research

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 OACU with the recipient PI's name, approved protocol number and the recipient institution's OLAW Assurance number. A Memorandum of Understanding may be necessary to facilitate this transfer or a Material Transfer Agreement may be needed.
 - 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. Other documentation based on the species involved will be provided to accompany the animals as may be needed.
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 an OLAW Assurance or AZA accreditation, the institution will 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.
 - d) The PI provides OACU with the recipient PI's name and an approved protocol number along with information on how the animal is to be used at the new institution. A Memorandum of Understanding may be necessary to facilitate this transfer or a Material Transfer Agreement may be needed.
 - e) OLAC determines that the animal is healthy.
 - f) If veterinary concerns are met, the AV will present the evaluation to the ACUC for approval.
 - g) OLAC approves shipping and arranges details of transfer (e.g., exchange health information).
 - h) Transfer is documented in OLAC's records.

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>