

Version: 1.4 Effective Date: 12/1/2024	CHANGE IN ANIMAL OWNERSHIP for RESEARCH PURPOSES POLICY	Supersedes Document Dated: 10/1/2019
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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. Between UCB investigators and 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.
- C. Naïve animals – animals that have never undergone experimental procedures. Genotyping and animal identification are not considered experimental procedures.
- D. Collaboration – working jointly with another PI in an intellectual endeavor using animals in research, testing, or teaching where the interaction is supporting the aims and goals of the collaborating PIs. This includes joint research design and planning, data analysis, co-authored publications, and/or grant submission. The work must provide research benefits for both parties to qualify as a collaboration.

IV. Responsibilities

- A. Between UC Berkeley PIs for Research Purposes
 1. Any UCB PI may serve as a source of naïve animals for other PIs. Transfer of naïve animals does not need to be described in the protocol unless it is part of a research collaboration.
 2. Transfer of animals that is part of a research collaboration must be described in the Are You Using? section of both the sending and receiving

PIs' AUPs.

3. If animals will undergo experimental procedures prior to and/or after transfer, this must be described in the AUPs.
 - a) The sending PI must amend their protocol to add the transfer of animals to the 'Animal Disposition' section. If animals will also undergo experimental procedures under the receiving PI's AUP then those procedures must be described in the 'Procedure Relationships' section to capture the full experience of the animals. 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.
 - b) The receiving PI must amend their protocol to describe the experimental procedures that animals underwent prior to transfer. Those procedures must be described in the 'Procedure Relationships' section to capture the full experience of the animals.
4. A request for animal transfer should be submitted to OLAC and OLAC will check the recipient's protocol to ensure the species and numbers for transfer are approved.
5. OLAC is responsible for determining that the animal is healthy and documenting the transfer.

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

1. Any UCB PI may serve as a source of naïve animals for other PIs. Transfer of naïve animals does not need to be described in the protocol unless it is part of a research collaboration.
2. Transfer of animals that is part of a research collaboration must be described in the 'Are You Using?' section of the UCB PI's AUP.
 - a) If a UCB PI is sending animals that have undergone experimental procedures, they must amend their protocol to add the transfer of animals to the 'Animal Disposition' section. If animals will also undergo procedures after transfer, those procedures must be described in the in the UCB PI's AUP in the 'Procedure Relationships' section to capture the full experience of the animals. 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.
 - b) If the UCB PI is receiving animals that have already undergone experimental procedures, those procedures must be described in the UCB PI's AUP in the 'Procedure Relationships' section to capture the full experience of the animals.
3. A Memorandum of Understanding (MOU) may be necessary to facilitate this transfer and/or a Material Transfer Agreement (MTA) may be needed.

4. A request for animal import/export should be submitted to OLAC and must be placed at least three weeks before the shipping date.
5. OLAC is responsible for determining that the animal is healthy and documenting the transfer.
6. OLAC is responsible for arranging shipping and details of the transfer (e.g., exchange health information).

V. References

- A. Office of Laboratory Animal Welfare. (2002). *Public Health Service Policy on Humane Care and Use of Laboratory Animals*.
- B. Institute of Laboratory Animal Research (ILAR). National Research Council (2011). *Guide for the Care and Use of Laboratory Animals* (8th edition).
- C. OLAC Guide to Services.
<https://olac.berkeley.edu/sites/private/doc/OLAC%20Guide%20to%20Services.pdf>