



**Title:** Animal Acquisition and Disposition

**Policy Number:** 028

**Policy Intent:** The intent of this policy is to list the IACUC-approved methods of acquisition and final disposition of all animals involved in research, teaching or demonstration at Texas Tech University.

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### 1. Purpose

- A. To ensure animals used for research, teaching and demonstration at Texas Tech University are acquired from known sources to certify good health and well-being, and that they are disposed of in a manner that fits the end of their role at the university.

### 2. Background

- A. In accordance with our agreements involving AAALAC, International; United States Department of Agriculture (USDA) Animal Welfare division, and the Office of Laboratory Animal Welfare (OLAW), all vertebrate animals must be acquired lawfully, used judiciously and disposed of properly.

### 3. Policy

- A. To list the IACUC-approved methods of acquisition and final disposition of all animals involved in research, teaching or demonstration at Texas Tech University.

### 4. Acquisition

- A. No animals may be purchased, leased, accepted as donated, captured or otherwise acquired without prior IACUC approval of an Animal Care and Use Protocol describing the proposed use of those animals.
- B. Animal Care Services is the institutional entity responsible for the approval of the procurement of all animals unless that responsibility is delegated to another entity by the Director of ACS. ACS orders all laboratory animals or approves the PI- purchase of other species through TTU's TechBuy system. ACS must be notified of any procurement not acquired through the TechBuy system. Where applicable, all appropriate health documentation must accompany the animal upon arrival. The following is a list of acceptable methods of animal acquisitions:
  - 1) Approved commercial vendors should be used when possible for all animals, which includes laboratory animals, livestock, amphibians, fish, and birds.
    - a. These sources provide reliable health information and present a lower risk of contamination to other research animals on campus.
    - b. Animals from these sources may enter the vivaria or herd directly upon arrival.



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- 2) Other universities or vendors can be proposed, but they must provide a health report to be reviewed and accepted by the ACS veterinarians.
    - a. The veterinarian has the right to refuse any animals if their disease status poses a risk to the health of the current colony or herd.
    - b. Animals will be subjected to quarantine until their health status can be verified and proven negative.
      - i. Some but not all livestock may be quarantined upon arrival.
      - ii. See Policy 25: Agriculture Animal Procurement for stipulations on non-vendor source ag animals.
  - 3) In-house breeding colonies or herds.
    - a. IACUC approved breeding protocols or maintenance protocols are required and must be referenced when they are the source for experimental protocols.
  - 4) Donations from private-owners.
    - a. Health status and vet check of animals may be required and approved by the veterinarian before arrival.
  - 5) Leases or temporary transfer of ownership from private-owners.
    - a. Health status and vet check of animals may be required and approved by the veterinarian prior to arrival.
    - b. A written contract may be required between the university and owner.
  - 6) Animals may be transferred from other IACUC approved protocols.
    - a. The accepting protocol must be approved for the species and number of animals being transferred.
    - b. Any procedures conducted under the original protocol must not interfere with the procedures to be conducted under the receiving protocol.
  - 7) Wildlife captured and housed in captivity in an IACUC approved facility.
    - a. Appropriate state and federal wildlife regulations and collection permits must be obtained if applicable.
  - 8) Wildlife species that are captured and released on-site.
    - a. Appropriate state and federal wildlife regulations and collection permits must be obtained if applicable.
  - 9) Animals used for research or teaching but not housed by TTU (i.e. pets) remain the property of their owners, who maintain responsibility for their husbandry, housing, veterinary care or transportation.
- C. When bringing in new animals to an existing herd, supervised introduction must occur to ensure acceptance of the new animal.
  - D. To meet USDA record-keeping requirements, any acquisition of all dogs and cats must be processed through Animal Care Services.
  - E. Acclimation periods must be implemented and appropriate for the species and its prior experiences (as per IACUC Policy 08 Animal Acclimation/Stabilization).
  - F. Transporting laboratory animals across TTU vivaria must be facilitated through ACS. For non-laboratory animals, appropriate transportation must be used which includes climate-controlled vehicles or species-specific trailers/containers (as per IACUC approved SOP030 Animal Transportation).
  - G. All PIs must keep up with total number of animals used on the protocol and report the number annually. Should more animals be needed, an amendment should be submitted for IACUC approval. Up to 10% of the total number of animals can be approved administratively, anything after that must be approved by the IACUC committee.



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### 5. Disposition

- A. For all animals, the approved Animal Care and Use Protocol form must indicate the final disposition for the animals involved. The following list are acceptable dispositions:
- 1) Euthanasia in accordance to AVMA guidelines with method approved in the IACUC protocol.
  - 2) Transfer from one active protocol to another active protocol. This requires the use of the Transfer Form and approval from the facility manager and veterinarian.
    - a. The new protocol must be approved for the species and number of animals being transferred.
    - b. Any procedures conducted under the original protocol will not interfere with the procedures to be conducted under the receiving protocol.
    - c. A transfer form is not needed when transferring between a breeding protocol specifically designated for that experimental protocol.
  - 3) Returned to herd.
  - 4) Returned to privately- or research-owned care units if animals were originally donated or leased for research or teaching purposes.
  - 5) Sale or transfer of animals to a private-owner, auction, educational institutions, or for slaughter/human food use.
    - a. Appropriate withdrawal periods must be adhered to for any medications given to food animals.
    - b. The animals are healthy and disease free.
    - c. Appropriate health certificates must accompany the animals if sold across state-lines.
    - d. ACS must be in communication with and be the one to export or transfer laboratory animals to other educational institutions.
  - 6) Adopted by individuals, with a completed Adoption Form.

### 6. Adoption Form

- A. Adoption relinquishes the university of liability. Final approval will be granted by the Attending Veterinarian.
- 1) The animal is healthy and disease free.
  - 2) The animal's temperament does not pose a known risk to people or other animals.
  - 3) The person adopting the animal to be their personal pet and NOT an animal rights organization taking the animal for publicity purposes.
  - 4) Animals typically not eligible for adoption:
    - a. Transgenics
    - b. Animals that have undergone major experimental surgery
    - c. Animals with experimentally- induced diseases or conditions
    - d. Animals deemed unsuitable for adoption by a veterinarian
  - 5) All adoptions will be considered on a case-by-case basis.
  - 6) Laboratory animals may not be adopted to ACS or research staff or students that work with lab animals.
- B. Release of animals back into the wild.
- 1) The animals to be released must have been wild-caught and being returned to an appropriate habitat, preferably from the location of capture.



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- 2) Appropriate state and federal wildlife regulations and collection permits must be obtained if applicable.
- 3) The animals must be healthy and disease free.
- C. Released immediately after capture and processing (i.e. wildlife species) without being held in captivity.
- D. If animals have been exposed to infectious agents, pathogens, or parasites and a method of disposition other than euthanasia is to occur, the animals must have been shown to be free of the infection agents, pathogens, or parasites by appropriate examination or testing approved by the IBC, the IACUC and Attending Veterinarian.
- E. To meet USDA record-keeping requirements, any disposition of all dogs and cats must be processed through Animal Care Services.