**Introduction**

The Institutional Animal Care and Use Committee (IACUC) maintains oversight review for federally mandated rules and regulations with regard to animal research, ethics, misconduct and biomedical research for the University of Colorado Denver (UC Denver).

**Policy Statement**

Federal regulations and our accrediting agency (AAALAC) require the Office of Laboratory Animals Resources (OLAR) to report UC Denver animal usage to them and to ensure that animals are counted against current IACUC approved protocols. OLAR determines animal usage at UC Denver through the animal ordering system. This records, against investigator protocols, the number of animals received and housed from outside sources, as well as animals weaned from approved breeding colonies.

OLAR must count the number of animals on expired protocols against new, replacement protocols. OLAR therefore, must transfer the animals from the expired protocol to the new IACUC approved protocol. In order for OLAR to accurately record animals against current animal care and use protocols, the following will be put into effect.

**Procedures**

1) Regulations do not permit a grace period for expired protocols. Per NIH Requirements, under no circumstances will the IACUC be able to grant an extension of the protocol past its 3 year life span.

2) Communication with Principal Investigators will be by e-mail from the IACUC office and OLAR.

3) The IACUC Office will send at least two rewrite notifications via e-mail to the Principal Investigator, at 5, 2, and less than 1 months prior to the expiration date of the existing protocol as part of the normal protocol expiration notification. Even though regulations recognize the Principal Investigator as the responsible individual, an effort will be made to include a lab contact person on these communications. The IACUC Office will copy the animal facility managers and the designated OLAR administrator in the last email sent (<1 month).

4) Animals housed with cagecards bearing expired protocol numbers will be dealt with when the protocol expires.

5) OLAR will supply a list of affected cage card numbers by sending two notifications (at 90, 45, and 10 days prior to protocol expiration date) via e-mail to the Principal Investigator if animals are listed on cagecards bearing that protocol number.

6) If a Principal Investigator has an approved protocol to transfer the animals to, it is their responsibility to submit a transfer request to the IACUC to formally deduct the animals from the old protocol and obtain new cage cards.

7) If a PI has a new, approved replacement protocol but does not take any action to transfer animals from the expiring protocol to the replacement protocol prior to the expiration date of the old protocol the following steps will be taken:
   a) OLAR staff will secure the replacement protocol number from the IACUC Office
   b) OLAR staff will transfer the animals in Granite, print the cage cards, and replace the cagecards for a $10 fee per cage. (Old cagecards will remain on the cage but the bar code must be removed by tearing, blackening or cutting it from the card).
   c) This action will be taken the morning after the last day that the expiring protocol is active.

8) If the PI does not have a replacement protocol on file in the IACUC Office, the following steps will be taken:
   a) The Principal Investigator will not be able to order animals
   b) Access to animals currently housed will be denied to everyone associated with that protocol. Generally this is accomplished by moving the animals to a room where the investigator and their staff do not have access or, if there are no other active protocols for that PI, revoking badge access to the animal facility.

---

**Subject:** Animals and Expired IACUC Protocols  
**Source:** UC Denver Institutional Animal Care and Use Committee (IACUC) and Office of Laboratory Animal Resources (OLAR)  
**Effective Date:** 06/09/14  
**Replaces:** 10/11/12  
**Applies to:** Research or teaching studies involving animals  
**Reference:** AWA; PHS Policy on Humane Care & Use of Laboratory Animals; Guide for the Care & Use of Laboratory Animals
c) Animals will be transferred and deducted from the Animal Holding protocol. A $10 fee per cage will be charged for all of the transfer paperwork. Double per diem rates start the day of transfer. In addition, technician time will be charged to move the animals and separate any breeding pairs.

d) Breeding will be discontinued while animals are on the holding protocol. Pups born to breeders after the separation will be appropriately weaned, but will not be genotyped under the holding protocol.

e) Animals will be housed and cared for by the animal program staff and the investigator will be charged a surcharge equal to double the current daily per diem rate while they are on the Animal Holding Protocol.

f) This action will be taken the morning after the last day that the expiring protocol is active

9) The investigator will be given 60 days past the expiration date to actively pursue a replacement protocol approval. If there is no action by day 60, the IACUC will be notified by the Director of the IACUC and deliberation will occur at a convened meeting regarding the decision to continue the animals on the holding protocol. If the decision is to not continue with animals on the holding protocol, the University Veterinarian, in conjunction with the IACUC, will determine the disposition of any animal remaining on the holding protocol.

10) Principal Investigators are responsible for replacing old cagecards with new cagecards containing the new protocol number. The new cagecards will be available at front desk in each facility. Old cagecards must be returned to front desk administrative assistant. OLAR can assist with this process if written notification is given to the Facility Manager and the PI agrees to pay for technical time.

11) The IACUC will consider any variance from this policy on a case-by-case basis. All communication between the Principal Investigator and the IACUC regarding requested variances to the policy will be delivered to the IACUC through the IACUC office.