



IACUC POLICY AND PROCEDURE STATEMENT

Policy/Procedure: Non-Vendor Animal Transfer Policy

Policy/Procedure ID: 04-03-002

Effective: March 18, 2004

A. Background

A **Vendor** is defined as a company with the appropriate USDA licensing (where applicable) that sells animals commercially to Universities and other commercial or non-profit research institutions. This definition is based on AWA regulations for warm-blooded animals.

A **Non-Vendor** is defined as another Academic Institution or Research Enterprise that does not sell animals commercially, but may be willing to transfer animals they do have to another Institution.

B. Policy

Before any animals are shipped Non-Vendor suppliers of animals will provide to BGSU:

1. Health papers signed by the veterinarian at the originating institution for animals to be shipped with current pathogen screening information. The acceptance of known contaminated animals will be a joint decision between the Animal Research Facility Office and the Principal Investigator where the impact and acceptability of the contamination must be explored and discussed. All new animals will be quarantined as a safety precaution based on recommendations of the Consulting Veterinarian.
2. A report to the Director of the University Animal Facilities on any husbandry concern specific to the animals that are to be shipped.
3. If the animals being acquired have an Intellectual Property value to the supplying institution (transgenic or otherwise uniquely altered species created at the Non-Vendor institution), a Materials Transfer Agreement (MTA) must be executed by both parties (Non-Vendor and BGSU) prior to shipment. MTAs are developed in conjunction with the Office of Sponsored Programs and Research (SPAR) and should be sent directly to SPAR. Since MTAs are contracts that are legally binding, they may take several weeks to negotiate.

The investigator requesting the delivery of animals from a Non-Vendor understands the following:

1. The investigator at BGSU must have a current IACUC approved protocol that covers the new animals. The investigator should also provide assurances to the Animal Facility

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Office that the newly arriving animals can be supported through either grant or departmental funds.

2. The investigator at BGSU must be aware that any special considerations, i.e., specific caging that the Animal Facility does not possess, custom food items or diets, special husbandry care or extra record keeping, will have to be supplied by the individual requesting the animals through funding and/or staffing.

3. Prior approval from the University Animal Facility Office will be required to assess the risk to the general population (animal and human) of the University Animal Facilities before an animal can be brought into any facility.