

## IACUC POLICY AND PROCEDURE STATEMENT

**Policy/Procedure:** Non-Approved Vendor Animal Transfer Policy

**Policy/Procedure ID:** 04-03-002

**Effective:** March 18, 2004

**Revised:** April 18, 2011

### A. Background

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

A “**Non-Approved Vendor**” is defined as an academic institution, research enterprise, or individual, that does not sell animals commercially but that is willing to transfer animals in their possession to another institution for the purposes of research or teaching.

### B. Policy

Prior to transfer of animals, Non-Approved Vendor suppliers of animals must provide the following to BGSU:

1. A current statement of examination with pathogen screening information <sup>\*\*</sup> signed by the veterinarian at the originating facility. In the case of academic institutions or research enterprises this must be the attending veterinarian. In the case of individuals, this may be either the veterinarian used by the individual to provide primary care for the animals, or the BGSU Attending Veterinarian.
2. A report to the Director of the University Animal Facilities on any husbandry concern specific to the animals that are to be transferred.
3. If the animals to be transferred have an Intellectual Property value to the supplying institution (transgenic or otherwise uniquely altered species created at the Non-Approved Vendor institution), a Materials Transfer Agreement (MTA) must be executed by both parties (Non-Approved Vendor and BGSU) prior to transfer of animals. 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 Principle Investigator (PI) requesting the transfer of animals from a Non-Approved Vendor understands the following:

1. The PI must have an active IACUC-approved protocol that covers the animals to be transferred. The PI should also provide assurances to the University Animal Facility Director that the transferred animals will be supported through either grant or departmental funds.
2. The PI must notify the University Animal Facilities Director of the transfer of Non-Approved Vendor animals at least three (3) business days in advance of the arrival of transferred animals.
3. The PI must make acceptable arrangements for transfer of animals from the Non-Approved Vendor facility directly to the BGSU University Animal Facilities in a manner that complies with the BGSU IACUC Policy and Procedure Statement on Transportation of Animals.
4. University Animal Facilities is **NOT** obligated to accept any animals transferred from a Non-Approved Vendor source in the absence of a current statement of examination with pathogen screening information signed by the veterinarian at the originating facility or by the BGSU Attending Veterinarian. In addition, University Animal Facilities is **NOT** obligated to accept animals transferred without notification of the UAF Director or UAF Animal Care Staff three (3) business days in advance of the arrival of the transferred animals<sup>†</sup>.

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In the case of animals with known pathogen contamination, acceptance of contaminated animals will be a joint decision between the BGSU Attending Veterinarian, the University Animal Facilities Director, and the Principal Investigator. The principle investigator will assume ALL FINANCIAL RESPONSIBILITY for treatment of medical conditions (such as pathogen contamination) that exist at the time of transfer to BGSU. All new animals will be quarantined as a safety precaution based on recommendations of the BGSU Attending Veterinarian.

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In the event that animals are transferred in the absence of health certification or without 3 business days prior notification, as described above, depending on the method of shipping and the condition of animals at the time of receipt, animals may either be returned to the place of origin or euthanized on site at the discretion of the BGSU Attending Veterinarian and the University Animal Facilities Director.