

Procedure: IACUC-40
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**UC Davis
Institutional Animal Care and Use Committee (IACUC)**

Title: Animal Acquisition and the Animal Tracking System (ATS)

I. Purpose:

The purpose of this policy is to provide information on the requirements and procedures for acquiring animals and using the Animal Tracking System (ATS). Correct documentation of animals in the ATS is required to ensure that animal numbers do not exceed the number on an approved Animal Care and Use Protocol. The ATS is also used to obtain veterinary approval for any transfer of animals from one location to another location to ensure biosecurity, that animals are not simultaneously used on multiple projects, and that any use of animals on multiple IACUC protocols is appropriate.

II. Policy:

“Animal procurement must be in accordance with IACUC Guidelines on the acquisition of animals. Animals shall not be procured for, or transferred to, investigators who do not have an IACUC approved protocol” [\(PPM-290-30\)](#).

Any animal users with active Animal Care and Use protocols and/or all facility managers must use the ATS to document the number of animals acquired under each approved protocol. Documentation must occur within the time frame described below and must be a minimum of quarterly except for field studies in locations without internet access.

**Any exemptions must be approved by the IACUC Office or Attending Veterinarian.*

All animal movement must be requested and approved in the ATS before animals are moved from one IACUC protocol to another and/or from one location to another.

III. Procedures:

All animal purchases, transfers, imports, and exports must be submitted and approved through the ATS prior to animals being purchased, transferred, imported, or exported.

This includes:

- Purchases
- Protocol to protocol transfer to a different PI
- Protocol to protocol transfers under the same PI
- Location transfers

- Importing animals from non-approved vendors/institutions
- Exporting animals to other institutions

These transactions require approval from the facility manager, import/export manager, veterinary staff, and/or IACUC Office before the transactions can be processed and the animals moved/ordered.

A. Animal Purchases:

Animal purchases can only be submitted by “Approved Purchasers” using the Aggie Enterprise financial system. Individuals who need approval and access to the animal purchasing forms in Aggie Enterprise and the internal IACUC ATS system need to send an email to IACUCATS@UCDavis.edu requesting access. Upon approval, individuals requesting access will receive training on the steps and requirements to maintain compliance with both UC Davis policy and the campus Public Health Service (PHS) Assurance when making purchases.

Prior to submitting a purchase request in Aggie Enterprise, Approved Purchasers must verify in the system the *History* and *Balance Available* for the IACUC protocol that covers the animals to be purchased to ensure the transaction has been recorded and that the transaction does not exceed the *Balance Available*.

In some cases, the number of animals purchased/acquired may be different than the initiating ATS request. In the event of a discrepancy, a correction can be requested via the ATS. Corrections will be reviewed and approved by the Facility Manager or IACUC Staff.

In accordance with the campus PHS assurance these verifications serve as a control point to ensure an approved IACUC protocol is in place and that the balance on the protocol is sufficient for the order to be placed before a purchase is made.

Vendors that have been reviewed and approved by the veterinary staff can be selected from a drop-down menu in the *ATS Purchase Request* form. If *Other/not listed* is selected from the vendor list, the request will be routed to the veterinary staff for review and approval of the vendor before the order can be placed. To request updates to the dropdown menu to include an addition of a frequently used vendor, please email IACUCATS@ucdavis.edu.

B. Animal Transfers:

Animal transfer requests must* be used to obtain approval to move animals from one approved IACUC protocol to another approved IACUC protocol, from one location to another (i.e., room to room, building to building) or when animals will be taken to a laboratory site outside a vivarium and then returned back to the vivarium. Any location transfers will be reviewed by veterinary staff for biosecurity issues. IACUC Staff can address questions about location approval (i.e., if a new location is

under consideration for addition to an approved IACUC protocol) and protocol to protocol transfers of non-USDA species.

Protocol to protocol transfers of USDA covered species must have the USDA ID numbers included in the comments section. All protocol to protocol transfers of USDA covered species that will be used on the new approved IACUC protocol must be reviewed by a veterinarian.

Protocol to protocol transfers of USDA covered species *without use* may be reviewed and approved by IACUC staff. If IACUC Staff have any concerns about protocol to protocol transfers of USDA covered species *without use*, they will delegate the request to a veterinarian. Without use means that they have not been used for an experimental procedure.

Before a transfer can be approved, the approver (e.g., veterinarian or IACUC staff) will verify the content of *Section 17, Disposition* in the originating IACUC protocol (protocol from which the animals are proposed for transfer) and *Section 4. Species* of the receiving protocol to ensure that the plan aligns with the requested transfer.

Section 17. Disposition of the originating protocol must include the destination (i.e., another approved IACUC protocol) and the animals proposed for transfer. The description of animals must include whether they were used or not used experimentally on the protocol they are being transferred from, or the plan is for only breeding purposes, as examples. If the animals are proposed for use the specific use must be described and approved by the IACUC in the approved IACUC protocol.

Section 4. Species of the receiving protocol must include other approved IACUC protocols as a source for their animals. Animals transferred from breeding protocols are transferred “with use” as they have fulfilled the function of the breeding protocol by being born and transferred.

An amendment may need to be submitted and approved to request any necessary changes to the protocols prior to animal transfer.

C. Declare Acquisition:

The *Declare Acquisition* function should be used for true donations (donations are the surrendering of animals to the UC Davis Animal Care Program to be included in research or teaching), animals captured in the field under a Field Study protocol, and animals generated via parturition, hatching, or other propagative events. The *Declare Acquisition* function is also used to transfer animals from an expired IACUC protocol to a replacement protocol or other approved IACUC protocol. The cage card must be updated to match the new IACUC protocol.

D. Reporting Frequency:

- Animals used experimentally (including genotyping) should be declared in the ATS **before use**.
- Animals generated via parturition, hatching, or other propagative events should

be declared at least quarterly (every 3 months). ***If no animals have been produced on a breeding protocol, a quarterly acquisition should still be declared for "0" animals.***

- Animals captured on a field study should be declared quarterly or as soon as system access is attainable when in the field.
- Donated animals should be declared when they are received.

E. When to count animals:

- USDA covered mammalian species - once the animal has been assigned a USDA number (typically at weaning but may be earlier if assigned IDs before weaning)
- Non-USDA Agricultural animals - when they are born/weaned/hatched.
- Amphibians and Fish - when hatched and free feeding (the yolk sac is fully absorbed).
- Reptiles and Birds - when hatched.
- Rodents – When weaned or before experimental use, i.e. genotyped before weaning.

F. How to access the ATS

Facility managers will enter the ATS through the facility manager's page:

<http://iacuc.ucdavis.edu/iacuc/Vivaria/manager.cfm>

PI's and staff will enter the ATS through the IACUC online system:

<https://iacuc.ucdavis.edu/protocol/>

G. Acclimation

Newly received animals should be given an acclimation period for physiologic, psychological, and nutritional stabilization before their use. For specific information on acclimation times see SC-20-107- Acquisition and Acclimation

<https://research.ucdavis.edu/wp-content/uploads/SC-20-107.pdf>

IV. Resources:

1. ILAR, Guide for the Care and Use of Laboratory Animals
<http://nap.edu/12910>
2. OLAW Guidance NOT-OD-21-118
<https://grants.nih.gov/grants/guide/notice-files/NOT-OD-21-118.html>
3. UCD PPM-290-30 " Care and Use of Animals in Research and Teaching"
<https://ucdavispolicy.ellucid.com/documents/view/283/active/>
4. SC-20-107- Acclimation
<https://research.ucdavis.edu/wp-content/uploads/SC-20-107.pdf>
5. ATS Flow Chart
<https://research.ucdavis.edu/research-support/animal-care-use/iacuc/animal-tracking-system/>

6. Guide for the Care and Use of Agricultural Animals in Research and Teaching
https://www.asas.org/docs/default-source/default-document-library/agguide_4th.pdf?sfvrsn=56b44ed1_2