 <b>DEPAUL UNIVERSITY</b>		SOP Number: 40-001 Title: Adoption Policy	
Version No: 01	Issue Date: May 3, 2021	Next Review Date: May 3, 2024	Pages: 2
Author / Signature / Date Janine Kirin / May 3, 2021			

**PURPOSE:** To specify the procedures to be followed for the adoption of laboratory animals.

**RESPONSIBILIY:** This SOP applies to all personnel working in the RSF facility at DePaul and outlines the basic best practices to which we will conform.


**POLICY:** It is the Research Support Facility (RSF) policy to meet all federal, state and local regulations and guidelines and to comply with all institutional policies and procedures as they apply to the use of animals in research. Personnel must attend any applicable training in animal care and use, occupational health and safety, equipment operation, and Standard Operating Procedures prior to performing activities outlined in this SOP, or work under the direct supervision of the Facility Director, trained investigator staff, or Institutional Veterinarian.

**DEFINITIONS:**

- **Adoption Policy** – An official DePaul University document which establishes the policy for the adoption of research animals from DePaul University.
- **PI** – Principal Investigator

**PROCEDURE:**

- The PI must confirm that the animal fulfills all requirements of the Adoption Policy.
- The PI must first indicate that the animal is not needed for his or her own research and must reach out to other Investigators to confirm that the animals cannot be used for research on another Animal Use protocol.
- The PI will then contact the RSF Director via email to advise that there is a potential for animal adoption. The PI must include the following information: species, genotype, sex, date of birth and cage card number.
- The RSF Director will contact the veterinarian to confirm the health and adoptability of the animal.
- If an individual indicates an interest in adopting an animal, RSF Director will meet with that individual and conduct an interview. The DePaul University Adoption Agreement will be filled out to determine the person's willingness and ability to provide for the animal's welfare.
- The individual desiring to adopt the animal should complete and sign the DePaul University Animal Adoption Agreement. The original copy of this agreement will be retained by the

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RSF Director and copies will be given to the original PI and to the new owner as proof of ownership transfer.

- On the day the DePaul Adoption Agreement is signed, the animal will be transferred from the Research Support Facility to the new owner. Once the animal leaves the facility, it is the possession of its new owner and DePaul University will no longer be responsible for the animal or its care.

**REVISION HISTORY:**

<u>Revision</u>	<u>Author</u>	<u>Revisions Made</u>	<u>Written Date</u>