

DePaul University Animal Care and Use Committee SOP		
Holding Protocol Procedures		
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**Purpose:** The purpose of this SOP is to detail the procedures that will be followed when animals will be held utilizing the IACUC-approved holding protocol.

**Scope:** All investigators conducting research, research training, teaching, experimentation, biological testing, exhibition, and related activities using live vertebrate animals at DePaul University.

**Background:** In accordance with *PHS Policy on Humane Care and Use of Laboratory Animals (PHS Policy)*, all activities with live vertebrate animals, as described in the *PHS Policy*, must be covered under an active approval by the IACUC. Continuing animal-related activities after the expiration date of approval or without initial IACUC approval would be considered noncompliance with the *PHS Policy* and DePaul policy pertaining to animal-related activities.

There may be instances when it becomes necessary to hold animals in the Research Support Facility (RSF) at DePaul or a satellite facility when an active IACUC approval is not in place. This document outlines the procedures to be followed when there is no approved IACUC protocol for animals housed within the RSF or a satellite facility.

**Procedures:** The holding protocol is an IACUC-approved protocol that allows for standard animal daily care and feeding, as appropriate to the species, in accordance with the performance standards outlined in the *Guide* and DePaul RSF Policy and Procedure Manual. Animals may be transferred to the holding protocol in the event that animals are housed in the RSF or satellite facility due to one or more of the following reasons:

- A protocol approval has expired or is due to expire prior to securing IACUC approval
- A protocol has been suspended by the IACUC
- Animals arrive in the facility prior to the investigator receiving final IACUC approval of an initial protocol, annual report, or triennial review after being asked for modifications.
- Animals are held pending transfer to another institution in the event of the investigator leaving DePaul for any reason
- The investigator exceeds the approved animal numbers on a protocol
- Animals are on a protocol which is under investigation by the IACUC for potential non-compliance where the welfare or well-being of the animals is in question

The holding protocol is meant to be a temporary measure to maintain the animals in a standard fashion, including allowing for veterinary care, when applicable. Animals may be held on the holding protocol no longer than 60 days. If IACUC approval is not obtained after 60 days, the animals must be euthanized or transferred to another IACUC approved protocol. When animals

are transferred to the holding protocol no experimental manipulations or activities (i.e. surgery, special diets, procedures, data collection, sample collection, administering test substances, etc.), testing, or teaching may continue, and active breeding (i.e., putting new mating pairs together or keeping mating pairs together) must be discontinued unless the IACUC or veterinarian specifically approves the manipulation or activity to continue. In some cases breeding to maintain the viability of specific lines may occur as approved by the IACUC, but expansion colony breeding is prohibited.

Investigators will be disbarred from working with or having access to the animals once the animals are transferred to the holding protocol. Animal cage cards and rooms (when applicable) will be clearly marked with a note on the cage card including the holding protocol number and room or door notices will also note that animals within the room are housed on the holding protocol, noting the protocol number. Any use of animals not approved by the holding protocol will be considered serious noncompliance.

When animals are transferred to the holding protocol, the RSF Director will be notified of the transfer of the animals to the holding protocol and will be asked to revise signage to reflect this change. When protocols are reinstated or receive final approval, the RSF Director will be notified of the transfer of the animals from the holding protocol to the IACUC–approved investigator protocol and all signage will be revised by the RSF Director or designee.

In the case of pending expiration of an IACUC approved protocol, animals will be transferred to the holding protocol in the afternoon of the day before the expiration of the protocol or sooner, if appropriate. In the event that animals are transferred to the holding protocol due to a suspension of approval, the animals will be transferred to the holding protocol on the day the IACUC suspends the protocol. In the event that animals arrive before final approval is obtained, the animals will be assigned to the holding protocol upon arrival at the RSF.

No Federal funds may be utilized to support the animals held on the holding protocol due to noncompliance or failure to obtain IACUC approval (initial or ongoing).

**Responsibilities:** 1) Principal Investigator (PI) - The PI is responsible for obtaining and maintaining IACUC approval. In the event that animals may arrive in the RSF prior to final IACUC approval being issued for a protocol, the PI is responsible for notifying the RSF Director and the IACUC of the need to house the animals under the holding protocol. In any instance where animals must be housed under the holding protocol, the PI must notify the IACUC and the veterinarian of any known pre-existing conditions (i.e., surgical implants, zoonotic or infectious diseases, special dietary needs, surgical history, genetic anomalies, viral vectors, poor fecundity) prior to the transfer or placing of the animals to the holding protocol.

2) The Institutional Veterinarian –The veterinarian is responsible for ensuring the health and welfare of the animals housed on the holding protocol and at DePaul. The animals must be assessed for what may be in their best interest especially when the parent protocol involves

special diets or manipulations and short term changes to the animal's diet or care may result in potential harm to the animal.

3) The IACUC – The IACUC Chair on behalf of the IACUC will make the decision to transfer animals to the holding protocol. If the IACUC Chair is unavailable, the veterinarian or RSF Director may make the decision to transfer the animals to the holding protocol. The IACUC must send written notification to the PI indicating the decision to transfer animals to the holding protocol, particularly when a protocol has been suspended. When the decision is made to move animals to the holding protocol, all members of the IACUC will be notified via Email by the person making that decision (e.g., Chair, veterinarian, RSF Director). The action will be discussed with the IACUC at the next convened meeting.