

WASHINGTON STATE UNIVERSITY

Institutional Animal Care and Use Committee

ANIMAL ACQUISITION AND DISPOSITION POLICY & GUIDELINES

Purpose:

To clarify how animals may be acquired for use in research, testing and teaching at Washington State University and how animals are disposed after completing an approved protocol. Specific procedures and requirements for animal acquisition and disposition are described below.

This policy also advises researchers and staff to be aware that there are numerous important considerations involved in the acquisition and disposal of research animals. Research animals purchased by WSU are state property and must be managed as such. When federal grants are involved, investigators should contact the Sponsored Programs Accounting Office for guidance to ensure that charges are not in violation of granting agency. Lastly, animals used for biomedical research often come under public scrutiny.

Policy:

1. In accordance with USDA, and the Office of Laboratory Animal Welfare (OLAW), all vertebrate animals must be justified for their use, acquired lawfully, used judiciously, and disposed of properly. Both animal acquisition and disposition must be consistent with local, state and federal regulations and with specific project-associated legal agreements such as a Material Transfer Agreement (MTA) or Memorandum of Understanding (MOU) between WSU and other entities.
2. No animals can be purchased, leased, donated, transferred, captured or otherwise acquired for research or teaching without prior IACUC approval of an Animal Subject's Approval Form. The Animal Subjects Approval Form (ASAF) must indicate the source of animal acquisition. If multiple sources, all should be described in the ASAF. On arrival, all animals are to be provided the minimum acclimation period described in the WSU IACUC policy #12. The acclimation & stabilization policy is available at http://www.iacuc.wsu.edu/documents/forms/pdf/Policy_12.pdf.
3. Unanticipated animals that become available through wildlife capture, private donation, birth or other means without prior IACUC approval must still be acquired legally and may be placed & housed temporarily on the Animal Holding Protocol until project approval is completed. Refer to the Holding Protocol Policy at http://www.iacuc.wsu.edu/documents/Forms/pdf/Policy_26.pdf for information.
4. Animal transport requirements for either acquisition, disposition or transfer between WSU facilities is described in the WSU IACUC policy #33. Animal transport should be compliant with policy #33 as well as federal and state Department of Transportation (DOT) and International Air Transport

Association (IATA) requirements.

5. Financial transactions involved in animal acquisition and disposition should be compatible with WSU business policies and procedures. Contact WSU purchasing for more information.
6. Final disposition of animals used must be described in the approved Animal Subject's Approval Form. If multiple means of disposition are used, then all should be described in the ASAF. Final disposition may include, as appropriate: euthanasia, slaughter, transfer to a private individual, sale at public livestock auction, transfer to other protocol, transfer to other institution and release to natural habitat.. The Euthanasia for Research and Testing Animals policy can be found at http://www.iacuc.wsu.edu/documents/Forms/pdf/Policy_28.pdf
7. IACUC approval does not assure or imply that the described acquisition and disposition meets all local, state and federal laws and policy requirements. Individual investigators are responsible for assuring that all requirements are met.

8. Specific Dispositions

1. **Euthanasia:** The method of euthanasia must be described on an IACUC approved protocol. Unless justified in an IACUC approved protocol, euthanasia must be consistent with the current AVMA Guidelines for the Euthanasia of Animals. Carcass disposal must be consistent with Institutional Biosafety Committee requirements and other regulations. Please refer to policy #28 http://www.iacuc.wsu.edu/documents/Forms/pdf/Policy_28.pdf
2. **Transfer to Private Ownership:** On a case-by-case basis, and in accordance with WSU Purchasing Policy and Procedures, animals may be transferred to private ownership provided the animals are healthy and suitable for placement and this route of disposition is included on an IACUC approved protocol. Before release, all animals must have a completed Animal Disposition form (available at <http://www.iacuc.wsu.edu/forms.asp>) signed by the attending veterinarian or his/her OCV designee. All dogs and cats must be spayed or neutered prior to transfer. Specific departments or colleges may have additional requirements for release of an animal into private ownership.
3. **Transfer of excess stock rodents to other investigators:** The transfer of excess stock animals from WSU rodent colonies is acceptable without prior IACUC approval if the following conditions are met
 1. The animals are only rats of the genus *Rattus* and mice of the genus *Mus*
 2. Animals for transfer have not had any research manipulations other than tissue collection for genotyping or breeding
 3. The transfer does not violate any material transfer agreements or memorandums of

understanding associated with those animals.

4. Receiving investigator should have IACUC approval for the species and the number of animals received.

**Questions can be directed to the IACUC office or the Office of the Campus Veterinarian staff.*

Guidelines for Lawful Animal Acquisition & Disposition by Animal Category:

Definitions:

1. **Animal:** Includes live animals, embryos, oocytes and sperm, embryonic stem cells and DNA or RNA constructs used to create genetically altered animal strains.
2. **Agricultural Animal:** Any animal from which meat, eggs, or milk may be processed for human or animal food. This includes cattle, swine, sheep, goats, poultry, salmon, trout, tilapia, catfish and other commercial fish species. Rabbits, cervids and ratites may also be raised for consumption.
3. **Genetically Altered Animal:** Any animal or offspring whose genetic material has been altered using genetic engineering techniques such as mutation, insertion, deletion or editing of genes. Transfer of genetically altered materials between WSU and other entities is subject to technology transfer agreements.
4. **Materials Transfer Agreement (MTA):** a MTA is a contract that governs the transfer of tangible research materials between two organizations, when the recipient intends to use it for his or her own research purposes. The MTA defines the rights of the provider and the recipient with respect to the materials and any derivatives. The acquisition or transfer of genetically modified animals usually requires a MTA between WSU and the other entity.
5. **Memorandum of Understanding (MoU):** a MoU describes a bilateral or multilateral agreement between two or more parties. The WSU IACUC may require a MOU with a collaborating entity.

A. Animal Categories

1. **Genetically altered animals, embryos, oocytes, sperm, & stem cells/genetic materials**
 - a. Conditions: Genetically altered materials may be subject to a MTA if transferred to or from another institution or to Terms of Sale if from a commercial vendor. Investigators are required to abide by the conditions of the MTA or Terms of Sale when using or transferring those materials. Species which may fall in this category include but is not limited to mice, rats, zebrafish, swine and cattle.
 - b. The Office of Research Support and Operations (ORSO) coordinates the review and approval of MTAs for materials imported into WSU (incoming materials) Refer to <http://orso.or.wsu.edu/>
 - c. The Office of Commercialization (OC) coordinates the review and approval of MTAs for materials exported from WSU (outgoing materials) Refer to <https://commercialization.wsu.edu/Researchers/MTAs.html>
 - d. Genetically altered animals are regulated under the Food and Drug Administration (FDA) as investigational new animal drugs (INAD). If the genetically modified animal is also an

agricultural animal, no meat, eggs, or milk from those animals may be processed for human food without prior FDA approval. By law, acquisition and disposition of all genetically modified agricultural animals must be done in accordance to the INAD regulations.

- e. Genetically altered materials and organisms are also regulated under NIH guidelines and as such fall under the Institutional Biosafety Committee (IBC) oversight. This includes animals experimentally treated with genetically altered agents, materials or cell lines. Acquisition and disposal of these materials must be consistent with an approved biosafety protocol.

2. Specific Pathogen-Free (SPF) Rodents & Fish

- a. Entry and quarantine requirements for the acquisition of SPF rodents from other than approved sources is described in the WSU IACUC Policy #14 of Rodent Colony Health Monitoring at http://www.iacuc.wsu.edu/documents/forms/pdf/Policy_14.pdf
- b. Most SPF animals are also genetically altered so the transfer requires an MTA and subsequent coordination with ORSO and OC
- c. Refer to the **Animal Ordering Guide: Alternate Source for SPF Rodents** for directions on acquiring rodents from non-commercial sources including other universities, colleges and institutes.

3. Agricultural Animals: The transfer of agricultural animals is regulated primarily by state department(s) of agriculture (see above if also genetically altered). Requirements vary from state to state and change frequently. Investigators must contact their state agriculture department (WSDA) or OCV for updated transport/transfer requirements for acquisition or disposition. These may include:

- a. Brand Inspection: mandated for any ownership change of cattle and for interstate transport of cattle and horses.
- b. International or Interstate Certificate of Veterinary Inspection and accompanying Entry Permits (aka health certificates): mandated for interstate transfer & transport of cattle, horses, goats, sheep, swine, camelids, wildlife and poultry.
- c. Testing: testing for animal diseases may be required prior to ownership or interstate transfer (for example: tuberculosis, brucellosis, EIA).
- d. Agricultural animals used in veterinary or medical education, if transferred from institutions require use of APHIS form 7020 <http://www.aphis.usda.gov/library/forms/pdf/aph7020.pdf>
- e. Requirements for Disposition by Slaughter or with Potential for Slaughter/Human Food (livestock auction, private sale or transfer into agricultural production) are as follows:

- i. Suitability for consumption: the FDA and USDA regulates the suitability of animals for food use. Sending adulterated animals to market can result in institutional and individual liability, fines and criminal charges.
 - ii. Ill & injured animals should be euthanized or held and treated until the medical condition is resolved and all drug withdrawal periods are met and should never be released for food use.
 - iii. Animals with experimental manipulations such as exteriorization of the spleen, and indwelling fistulas, implants, cannulas or catheters may be healthy but may be unsuitable for private use.
 - iv. Genetically altered agricultural animals must have prior FDA approval before transfer to any other location, public or private. Animals inoculated with unapproved genetically modified materials/organisms are subject to NIH regulations and Institutional Biosafety Committee requirements and cannot be marketed.
 - v. Animals exposed to or with contagious, infectious or communicable disease by either deliberate or natural means are subject to Washington code **RCW 16.36.082** as well as Institutional Biosafety Committee requirements as indicated. In addition, they may fall under the Washington Administrative Code requirements for handling biomedical waste **WAC 480-70-041 and WAC 173-300-020**. Please contact IBC for clarification.
 - vi. Animals treated with any drugs, chemicals or biologics are also subject to FDA restrictions.
 - i. New or experimental drugs, chemicals or biologics: no meat, eggs, or milk from those animals may be processed for human or animal food.
 - ii. Labeled drug use and off-label drug use that qualifies under the Animal Medicinal Drug Use Clarification Act (AMDUCA) requires a waiting period for drug residues. Animals should not be sold or transferred from WSU until drug withdrawal periods are met.
 - iii. Animals given unapproved drugs or off-label drugs for purely research purposes do not qualify under AMDUCA and are not suitable for human consumption as per FDA regulation.
- 4. Dogs, cats, ferrets and other USDA-covered species (rabbits, guinea pig, hamster, other)**
- a. Client-owned animals transported by clients in client-owned vehicles with ownership retained by the client do not require additional documentation
 - b. Washington state law requires that all dogs, cats and ferrets be vaccinated against rabies following veterinary and vaccine manufacturer instructions.

- c. Animals purchased or transported by WSU require the following:
- i. **Domestic rabbits and rodents** other than rats of the genus *Rattus* and mice of the genus *Mus*
 - OCV veterinary approval if from other than an unapproved vendor (see above in section 2 and WSU IACUC policy #14)
 - APHIS form 7020 <http://www.aphis.usda.gov/library/forms/pdf/aph7020.pdf> if transferring between institutions
 - Interstate certificate of veterinary inspection if transporting across state lines
 - Entrance physical examination for rabbits
 - ii. **Ferrets:** If ownership transfer to WSU
 - APHIS form 7020 <http://www.aphis.usda.gov/library/forms/pdf/aph7020.pdf> if transferring between institutions
 - Interstate certificate of veterinary inspection if transporting across state lines
 - Entrance physical examination
 - iii. **Dogs & Cats:** If ownership transfer to WSU
 - APHIS form 7006 http://www.aphis.usda.gov/library/forms/pdf/aph7006_new.pdf if transferred between institutions
 - Interstate certificate of veterinary inspection if transporting across state lines.
 - Entrance physical examination
 - And one of the following certifications:
 - a. *Breeder certification* – a written statement as specified in the Washington State Pet Protection Act.
 - b. *True owner certification* - a written statement certifying that the animal being transferred is owned by the person signing the certification, and that the person signing the certification either (i) has no personal knowledge or reason to believe that the animal is a pet animal, or (ii) consents to having the animal used for research at a research institution. The certification shall also state the date that the owner obtained the animal, and the person or other source for whom it was obtained. The certification shall also include an identifying number for the person signing the certification, such as a drivers' license number or business license number. Certifications signed by or on behalf of a humane society, animal control agency, or shelter shall state that the animal has been in the possession of the society, agency, or shelter for the minimum period required by law that entitles it to legally dispose of the animal. Please refer to

the Animal Disposition Form

http://www.iacuc.wsu.edu/documents/Forms/doc/HoldingProtocol_Ver3.doc

5. **Wildlife, native fish, and amphibians:** The transfer of native and non-native wildlife species, native fish, reptiles and amphibians is regulated by state department(s) of fish & wildlife and the state department(s) of agriculture and the US Fish and Wildlife Service (international and endangered species). Requirements vary from state to state and change frequently. Investigators must contact their state agriculture department, state fish and wildlife department or OCV for updated transport/transfer requirements for acquisition or disposition. These include:
- a. Scientific collection and transport permits from the state fish and wildlife department
 - b. International or Interstate Certificate of Veterinary Inspection and accompanying Entry Permits (aka health certificates) if transporting across state lines
 - c. Testing for animal diseases may be required prior to ownership or interstate transfer (example: tuberculosis, brucellosis, hantavirus).
 - d. Wildlife species covered by the Animal Welfare Act (all warm-blooded animals other than *Mus* and *Rattus* species) transferred between institutions require APHIS form 7020 <http://www.aphis.usda.gov/library/forms/pdf/aph7020.pdf>
 - e. State fish permits are required for all live fin fish, embryos, eggs or gametes with the exception of tropical aquarium fish that would not be released into natural habitats. Information regarding fish transport can be found at <http://wdfw.wa.gov/about/contact/>

Contacts:

1. **Office of the Campus Veterinarian or OCV** (interstate or international health certificates, health status review, brand inspection for cattle and horses, physical examination of newly arrived animals, SPF shipment approval) 509-335-6246 or or.ocv.alert@wsu.edu
2. **WSU IACUC** (MoU, PHS assurance, ASAF status): 509-335-7951 or iacuc@wsu.edu
3. **Office of Research Support and Operations or ORSO** (incoming MTA) :Contacts available at <http://orso.or.wsu.edu/>
4. **Office of Commercialization:** 509-335-5526 or commercialization@wsu.edu

Animal Ordering Guide: Alternate Source for SPF Rodents

Office of the Campus Veterinarian, or.ocv.alert@wsu.edu, (509) 335-6246

IACUC Office, iacuc@wsu.edu, (509) 335-7951

Step 1: Investigator completes the Animal Request Form: Alternate Source for SPF Rodents and sends to the facility manager and or.ocv.alert@wsu.edu

Step 2: Investigator contacts ORSO to initiate or verify any associated Material Transfer Agreements. ORSO contacts for each campus are available at <http://orso.or.wsu.edu/>

Step 3: Investigator contacts the IACUC office at iacuc@wsu.edu to verify IACUC approval, initiate any required MOUs and to coordinate placement on the holding protocol if required.

Step 4: OCV completes the following

- a. Contacts animal source & requests health reports for veterinary review. Reports should cover the last 12 months of health surveillance plus description of biosecurity practices and management of any recent outbreaks.
- b. Contacts WSU IACUC office to
 - verify IACUC approval of species, source and planned procedures
 - place animals on holding protocol if necessary
 - clarify or create any necessary Memorandums of Understanding between WSU & non-approved source
- c. Contacts ORSO to verify MTA completion

Step 5: Health reports are reviewed by OCV and facility manager and a quarantine/testing/treatment and housing plan is generated in collaboration with the investigator. The health status of the incoming animals, health status of the facility and project specific needs are considered in the generation of a quarantine plan.

Step 6: After OCV has received approval from ORSO and the IACUC office, a veterinary shipping approval will be sent to the animal source.

Step 7: The animal shipping will be coordinated between the source and the WSU facility manager or designee. The facility manager or designee will notify OCV and the investigator with the expected arrival date.

Step 8: The quarantine plan will vary between shipments depending on risk and proposed use. In general, incoming animals will be tested by OCV and released from quarantine by OCV for investigator use after negative testing, treatment or embryo transfer re-derivation as determined in the quarantine plan.