A. Performance Standard

To provide a mechanism for holding animals not assigned to an active WSU-IACUC approved protocol.

B. Background/Purpose

All animals maintained by Washington State University for teaching or research purposes must be covered by an active, approved IACUC protocol. The IACUC has the responsibility to ensure all animals teaching and research activity meets federal law, Public Health Service policy, and accreditation expectations. This policy specifically addresses the holding of animals on a global animal holding protocol. This Holding Protocol does not expire and does not require Annual Renewal.

C. Roles

- **Researcher/Principal Investigator:** The investigator should work with the IACUC to ensure that protocols are active and current and will remain so for duration of the research or teaching activity.
- **IACUC:** Provide a mechanism for rapid transfer of animals in cases where it is necessary to protect the wellbeing, welfare, or prevent the wastage of the animals.
- **Attending Veterinarian or designee:** Will maintain a WSU-OCV Holding Protocol for the purpose of temporarily holding and maintaining animals that are not covered by an existing protocol.

D. Policy

1. **Eligibility for Participation Under this Policy:**
   Use of the Holding Protocol is intended to be temporary. **Permission must be obtained**
from the Attending Veterinarian or AWP Assistant Director prior to use of the Holding Protocol. Situations which may result in the use of this protocol might include:

a. Animals ordered/acquired without an approved protocol (potential non-compliance situation). Please view WSU IACUC Policy #5: Animal Acquisition and Disposition for more information.
b. Animals originating from inactivated (or terminated) protocols.
c. Animals on a protocol under investigation for potential issues of non-compliance where the welfare or well-being of the animals is in question.
d. Investigators without an approved WSU protocol having animals that may require immediate housing at WSU.
e. Investigators that are leaving WSU and do not yet have the necessary approvals for transfer of animals to the new institution.

2. The PI (or his/her designee) requesting the use of the WSU-OCV Holding Protocol must complete the “Animals Holding Protocol Request Form”.

3. Approval:
   Only the Attending Veterinarian and AWP Assistant Director are authorized to approve the transfer of animals to the Holding Protocol. Once approval has been received, the completed Holding Protocol form may be emailed to the AWP office at iacuc@wsu.edu and/or OCV at or.ocv.alert@wsu.edu for processing. All actions involving the Holding Protocol will be reported to the IACUC at the next regularly scheduled meeting.

4. Management of Animals on the Holding Protocol:
   a. No animal experimental or instructional procedures are allowed on animals maintained on the Holding Protocol.
b. Breeding to maintain viability of specific lines may occur under this protocol. Expansion colony breeding is not authorized.
c. Selected procedures or specialized husbandry condition may continue at the discretion of the Attending Veterinarian or their designees in order to ensure animal health (e.g. Maintenance on a special diet, care of chronically implanted catheters or enhanced monitoring).
d. Any associated safety procedures including use of personal protective equipment will be maintained as appropriate and in accordance to the Institutional Biosafety Committee approvals as necessary.
e. Feeding, sanitation and environmental enrichment will be maintained as appropriate for the species and conditions and in accordance with Animal Welfare Regulation and The Guide for the Care and Use of Laboratory Animals.
f. **Documentation of Animals Placed on the Holding Protocol:** When animals are placed on the holding protocol, there will be a note to document animal placement on this holding protocol made in the My Research database. The actual counting/tracking of the animals will only be done on the research/teaching protocol these animals were actually acquired for (this prevents double counting of the animals).

g. If euthanasia is required for the animals in Holding Protocol, members of OCV or their designee will perform it using appropriate methods as described in [WSU IACUC Policy #28](https://www.wsu.edu/icuc/).

h. Other methods of disposition, as appropriate, may also be pursued to ensure the welfare of the animals.

5. **Time limit:**
   
a. Animals should be removed from the Holding Protocols as soon as possible. The maximum time for an animal to stay on the Holding Protocol is 2 months.
   
b. Failure to submit an ASAF to the IACUC in a timely manner may result in a noncompliance and IACUC action.

6. **OCV must be notified** of any pre-existing conditions of note for all animals transferred onto the Holding Protocol. Examples include but are not limited to:
   
a. Existing surgical implants.
   
b. Zoonotic and/or infectious disease potential including viral vectors.
   
c. Chemical or radiation hazard potential.
   
d. Special dietary and care needs.
   
e. Past surgical history.
   
f. Genetic anomalies that affect that appearance, health, and normal behavior of the animal.
   
g. Poor fecundity.

7. **Fees:** Per diems for animals on the Holding Protocols will be charged to the principal investigator.
Animal Holding Protocol Request Form
(Please type form, handwritten forms will be returned)

Please Note:
• No experimental or instructional animal procedures are allowed while animals are on the WSU Holding Protocol.
• Animal housing Per Diem is still charged to the principal investigator’s funding code while on the WSU/OCV Holding Protocol.
• Permission must be obtained from the Attending Veterinarian or AWP Assistant Director prior to placement of animals onto the Holding Protocol.
• The PI (or his/her designee) must complete this form.
• For more information, refer to the “Use of the OCV Holding Protocol” policy posted on the WSU-IACUC website at https://iacuc.wsu.edu/policies/

PLEASE COMPLETE ALL OF THE INFORMATION BELOW

Date Submitted: ____________________________
Investigator: ____________________________ Current Protocol #: ____________________________
Submitted by: ____________________________ Phone: ____________________________
Department: ____________________________ email: ____________________________
Budget Code to be Charged: ____________________________
Signature Authority to Charge Budget: ____________________________

Anticipated Length of time on Temporary Holding Protocol: ____________________________ (2 months maximum)

Reason for Request (check all that apply):
[ ] Expired/Lapsed Protocol
[ ] IACUC requirement
[ ] PI leaving WSU or Study Ending
[ ] Newly Arrived PI to WSU
[ ] Other (please explain):

__________________________________________
__________________________________________

ANIMAL INFORMATION

Species: ____________________________ Strain and/or Breed: ____________________________
WSU Animal Facility to Provide Housing: ____________________________
Animal I.D(s) (if applicable): ____________________________
Total # of animals (not cages) to be transferred & held: ____________________________

Are there any pre-existing conditions of note (i.e. surgical implants or impairments, special diet requirements, poor fecundity, zoonotic or infectious disease potential, viral vectors, past survival surgery, genetic anomalies, etc.): ____________________________

(attach additional pages if necessary for completeness)

Copies: *AWP Office (campus zip: 3143; fax: 335-6410; email: iacuc@wsu.edu); *OCV Office (campus zip: 1165; fax: 335-3162); *Animal Facility Manager (where the animals are to be housed).