Policy #26: Holding Protocol Policy and Use of Holding Protocol

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 must be covered by an active, approved IACUC protocol. The IACUC has the responsibility to ensure all animals use activity meets federal law, Public Health Service policy, and accreditation expectations. This policy specifically addresses the holding of animals on a global animals holding protocol. This Holding Protocol (ASAF #5001) 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 any anticipated or ongoing animal use.
   - 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 Holding Protocol for the purpose of receipt of animals that would otherwise be euthanized or made unavailable for lack of an existing protocol.

D. Policy:
   1. Eligibility for Participation Under this Policy:
      Use of the Holding Protocol is intended to be temporary. Situations which may result in the use of this protocol might include:
      a. Animals ordered/acquired without an approved protocol (non-compliance situation).
      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 have the necessary approvals for transfer of animals to the new institution.

f. Animals being acquired from the wild or other institutions which have become available suddenly and provide an opportunity for research and study.

2. The PI (or his/her designee) requesting the use of the WSU-OCV Holding protocol must complete the “Animals Holding Protocol Request Form” and submit it to the OCV and/or IACUC office for prompt processing. IACUC coordinator can also process the forms when required.

3. Approval:

The Chair of the IACUC, the Director or Assistant Director of the OCV, Director ORA, or the IACUC Coordinator is authorized to transfer animals to the Holding Protocol. 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. Feeding and sanitation will be performed as appropriate for the species and in accordance with *The Guide for the Care and Use of Laboratory Animals*.

d. Environmental Enrichment may be provided to all animals under this holding protocol.

e. *Documentation of Animals Placed on the Holding Protocols*: 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).

f. *Personal protective equipment* is required: appropriate to the species and any treatments being given.

g. If euthanasia is required for the animals in Holding Protocol, member of OCV or their designee will perform it using appropriate methods.

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.
   b. Failure to submit an ASAF to the IACUC could result in the euthanasia of animals.

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

7. Fees: Per diems for animals on the Holding Protocols will be charged to the principal investigator.
Washington State University  
Temporary Transfer of Animals to the IACUC Holding Protocol  
Phone: (509)335-6246

Animal Holding Protocol Request Form  
(Please type form, handwritten forms will be returned)

Please Note:
- No animal experimental or instructional 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.
- 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 web site at [http://www.iacuc.wsu.edu/](http://www.iacuc.wsu.edu/)

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)

APPROVAL (to be signed by one of the following - IACUC Chair, OCV/ ORA Director or Assistant Director):
Signature: ____________________________
Name please print: ____________________________ Date: ____________________________

Copies: *IACUC Office (campus zip: 3005; 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).