

**Institutional Animal Care and Use Committee (IACUC)  
Animal Holding Status Policy**

**Effective: 11/06/2013**  
**Responsibility: OIACP**

**Revised: 03/11/2019**

**Version: 2**  
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**Purpose:** To define the process and procedure for providing housing and routine animal care to animals not covered under an IACUC approved research (AR), pilot (AP), breeding (AB), or training (AT) protocol.

**Background**

Situations which may result in the use of this policy might include:

- A. **New faculty member is transferring an existing project from another institution** - Animals transferred from another institution if the new Principal Investigator has submitted a new protocol for UTHSCSA IACUC approval.
- B. **An expired protocol** - A previously approved protocol that has not been re-approved prior to the IACUC expiration date.
- C. **An inactivated or terminated protocol waiting disposition of the animals** - A previously approved protocol that has been inactivated by the PI or terminated by the IACUC or Institutional Official (IO) and the animals are waiting transfer to another protocol, institution or some other disposition.
- D. **A suspended protocol** - An approved protocol that has been temporarily suspended by the Attending Veterinarian (AV), IACUC, or IO pending inquiry into regulatory issues or where the welfare or well-being of the animals is in question.

**Key Regulatory Issues**

Scenario	DLAR Animal Status	IACUC Protocol Status <sup>1</sup>	PeopleSoft Funding Status <sup>2</sup>
A New Faculty Protocol/Transfer	Hold	New/ per diem authorized	<ul style="list-style-type: none"> <li>• Per diem charges authorized including PHS or other federal or private sponsored awards as long as the award is being transferred to UTHSCSA or a sub-award is being developed.</li> <li>• New animal purchases not authorized</li> </ul>
B Expired IACUC Approval	Hold	Expired	<ul style="list-style-type: none"> <li>• Per diem charges authorized <b>except for PHS or other federal or private sponsored awards</b></li> <li>• New animal purchases not authorized</li> </ul>
C Inactivated IACUC Approval	Hold	Inactivated	<ul style="list-style-type: none"> <li>• Per diem charges authorized <b>except for PHS or other federal or private sponsored awards</b></li> <li>• New animal purchases not authorized</li> </ul>
D Terminated IACUC Approval	Hold	Terminated	<ul style="list-style-type: none"> <li>• Per diem charges authorized <b>except for PHS or other federal or private sponsored awards</b></li> <li>• New animal purchases not authorized</li> </ul>
E Temporary Suspension of IACUC Approval	Hold	Suspended	<ul style="list-style-type: none"> <li>• Per diem charges authorized <b>except for PHS or other federal or private sponsored awards</b></li> <li>• New animal purchases not authorized</li> </ul>

**1** – Animals may only be used for research, pilot or training when the protocol is in an “Approved” IACUC status.

**2** – Except where a grant is being transferred to UTHSCSA, animal related expenses may only be billed to PHS, other federal sponsored grants if the protocol is in an “Approved” IACUC status.

**Policy**

Animal Holding Status is intended to be a temporary solution to provide for the continued housing and care of animals pending resolution of the issue related to IACUC approval (i.e., approval of a new protocol, re-approval of an expired study, transfer or euthanasia of animals from inactivated/terminated protocols or outcome of the IACUC inquiry into regulatory/animal welfare concerns).

Animals placed on holding status:

- Will continue to be housed and cared for (i.e., feeding, sanitation, and environmental enrichment) under the direction of the AV and where appropriate according to the provisions in the IACUC protocol.
- May not be used for research or training (e.g., no research procedures may be performed).
- May continue to breed solely for the purpose of maintaining the viability of specific lines. However, breeding for the purpose of expanding the colony in preparation for future research use is not authorized. Department of Laboratory Animal Resources (DLAR) will perform all procedures necessary to maintain colony viability.

**DLAR Procedures:**

1. Management of Animal Holding Status:

- a. The Animal Holding Status cages will be tagged with an identifying mark/card indicating “HOLD” so that all staff will recognize the unique status of the animals. Animals may be moved to a separate housing area if deemed necessary to avoid inadvertent research use/regulatory noncompliance during the holding period.

2. DLAR will consult with the PI to determine whether any pre-existing conditions exist prior to placing the animals in a Holding Status and are placed under the care of the AV and DLAR staff. Examples include but are not limited to:

- a. Existing surgical implants
- b. Zoonotic disease
- c. Special dietary needs
- d. Past surgical history
- e. Viral vectors
- f. Poor fecundity

**Key Steps & Reporting**

For all the scenarios above, the initial step toward placing animals in a holding status starts with an IACUC action. The following table summarizes the key steps and reporting responsibilities:

Scenario	Office of the IACP	DLAR	PI
A New Faculty Protocol/Transfer	- Initiate pre-review process in ORCA. - IACP Analyst will contact VPR IT to trigger “per diem authorized.”	- Authorize shipping, receiving and housing once triggered in ORCA. - Label animals with appropriate “Hold Status”	- Submit IACUC Application in ORCA to initiate process – generate IACUC Protocol tracking number. - Coordinate shipping with DLAR. - Designate funding source for per diem charges.
B Expired IACUC Approval	- Schedule IACUC review prior to expiration date. <sup>1</sup> - ORCA will change <i>protocol status</i> to “Expired”. - Execute IACUC action plan to address expired protocol. -ORCA will notify PI, DLAR, and OSP	- Label animals with appropriate “Hold Status” - Ensure no charges to PHS or other federal or private sponsored awards when expired. - In all cases, new animal purchases are not authorized.	- Notify AV or IACUC Chair if suspension of research activities/procedures may result in harm to the animal. - Submit Progress Report in ORCA for IACUC approval to continue research. - If PHS or other federal or private sponsored awards, designate

			another funding source for per diem charges
C Inactivated IACUC Approval	<ul style="list-style-type: none"> <li>- Based on IACUC decision, IACP analyst will change <i>protocol status</i> to “inactivated” in ORCA.</li> <li>- ORCA will notify PI, DLAR, and OSP</li> <li>- IACP will notify external agencies in accordance with IACUC policies. <sup>2</sup></li> </ul>	<ul style="list-style-type: none"> <li>- Label animals with appropriate “Hold Status”</li> <li>- Ensure no charges to PHS or other federal or private sponsored awards accounts once inactivated.</li> <li>- In all cases, new animal purchases are not authorized</li> </ul>	<ul style="list-style-type: none"> <li>- If PHS or other federal or private sponsored awards, designate another funding source for per diem charges.</li> <li>- Assist DLAR with coordinating final disposition (if applicable)</li> </ul>
D Terminated IACUC Approval	<ul style="list-style-type: none"> <li>Based on IACUC decision, change protocol status to “terminated” in ORCA.</li> <li>- IACP will notify PI, DLAR, and OSP</li> <li>- IACP will notify external agencies in accordance with IACUC policies. <sup>2</sup></li> </ul>	<ul style="list-style-type: none"> <li>- Label animals with appropriate “Hold Status”</li> <li>- Ensure no charges to PHS or other federal or private sponsored awards accounts when terminated.</li> <li>- In all cases, new animal purchases are not authorized</li> </ul>	<ul style="list-style-type: none"> <li>- If PHS or other federal or private sponsored awards, designate another funding source for per diem charges.</li> <li>- Assist DLAR with coordinating final disposition (if applicable)</li> </ul>
E Temporary Suspension of IACUC Approval	<ul style="list-style-type: none"> <li>- Based on AV, IACUC, or IO decision, change <i>protocol status</i> “suspended” in ORCA.</li> <li>- IACP will notify PI, DLAR, and OSP</li> <li>- IACP will notify external agencies in accordance with IACUC policies. <sup>2</sup></li> </ul>	<ul style="list-style-type: none"> <li>- Label animals with appropriate “Hold Status”</li> <li>- Ensure no charges to PHS funding accounts during suspension. - - In all cases, new animal purchases are not authorized</li> </ul>	<ul style="list-style-type: none"> <li>- Notify AV or IACUC Chair if suspension of research activities/procedures may result in harm to the animal.</li> </ul>

<sup>1</sup> – See IACUC policy on “Expired Protocols”

<sup>2</sup> – See IACUC policy on “Categorizing Significant Deficiencies”