IACUC Policy 12: Procurement, Housing and Accountability for the Use of Live Vertebrate Animals

1. Procurement
   The following procedure must be followed regardless of the funding source used for procurement.
   A. Live vertebrate animals ("live animals") used for teaching or research, under the auspices of TTUHSC, may be ordered only if an approved IACUC protocol exists for that purpose.
   B. All orders for live animals must be processed through the appropriate TTUHSC LARC.
   C. All live animals ordered must be delivered to the appropriate TTUHSC LARC.
   D. Upon arrival the animals must be checked by the LARC for the correctness of the order and for the animals' health status. The LARC will notify the principal investigator (PI) of the animals' status, and the animals will be housed in the LARC.
   E. The live animals ordered by the LARC or transferred onto a protocol must not exceed the number approved under the IACUC protocol.

2. Housing
   A. All animals must be housed within the appropriate TTUHSC LARC except when specified in the approved IACUC protocol.
   B. USDA-regulated animals (which include all warm-blooded vertebrates except rats of the genus Rattus, mice of the genus Mus and birds) must not be held outside the LARC for more than 12 hours unless specified in the IACUC-approved protocol.
   C. No other vertebrate animals are to be held outside of the LARC for more than 24 hours unless specified in the IACUC-approved protocol.
   D. Any site where animals are held for times exceeding those specified under sections 2.B. and 2.C. is, by law, considered an animal housing facility and must comply with the regulations outlined within "The Guide for the Care and Use of Laboratory Animals" (published by the National Academy of Sciences), and the U.S. Department of Agriculture (USDA, [1]) and the National Institutes of Health, Office of Laboratory Welfare (OLAW, [2]). When animals are to be housed in a laboratory, the PI will be responsible for following the regulations governing housing facilities, maintaining the laboratory in a manner that complies with those regulations, and maintaining appropriate records as defined by the regulations.
   E. The LARC staff will make every effort to house animals according to the PI's specifications. However, the LARC must comply with TTUHSC policies, rules from "The Guide", and federal laws and regulations governing the sizes of cages and numbers of animals per cage, which shall supersede a PI's specifications.
   F. All animal rooms must be maintained by LARC personnel unless otherwise authorized by the Institutional Veterinarian or designee. If a PI's study involves the use of special diets or has other requirements, his/her technicians may implement those husbandry requirements with the approval of the Institutional Veterinarian or his/her designee.

3. Accountability
   Animals must be recorded as “used on protocol” when issued to the requesting PI.
   A. Rodents: The language of the approved protocol will determine how rodent mothers, pups, litters, etc. are counted against the protocol census.
      1. If a PI plans to perform experiments on unweaned pups, one mother with pups will be counted as one litter. All weaned pups from those litters will be counted against the protocol census.
      2. In a breeding colony, unweaned pups are not counted against the protocol census. Once pups are weaned, they must either become part of the breeding colony, transferred to a research or training protocol, or euthanized.
   B. Non-Rodents: Zebrafish offspring from breeding colonies that are used in studies must be included in the protocol census. All other offspring are to either become part of the breeding colony or euthanized.

References
2. OLAW regulations on housing facilities: http://grants.nih.gov/grants/olaw/olaw.htm