Policy #1: Holding Protocol Policy and Use of Holding Protocol

A. Performance Standard:
To provide a mechanism for holding animals not assigned to an active Villanova University-IACUC approved protocol.

B. Background/Purpose:
All Institutional Animal Care and Use (IACUC) protocols are within federal guidelines and meet all institutional standards and expectations. All animals maintained by Villanova University must be covered by an active, approved IACUC protocol. The IACUC has the responsibility to ensure all animals use activity meets federal law and Public Health Service policy. This policy specifically addresses the holding of animals under the Holding Protocol. This Holding Protocol (#2018) 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.
- ORP Director/ Attending Veterinarian or designee: Will maintain a Holding Protocol for 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 VU protocol having animals that may require immediate housing at VU.
e. Investigators that are leaving VU and do not have the necessary approvals for transfer of animals to the new institution.

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

3. Approval:
The IACUC Chair, the Veterinarian, the Director ORP 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 animal numbers database. The
actual counting/tracking of the animals will only be done on the research/teaching protocol these animals were 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 IACUC, Veterinarian/ Vet-tech will perform it using appropriate methods.

5. **Time limit:**
   a. Animals should be removed from the Holding Protocols as soon as possible.
   b. Failure to submit a protocol to the IACUC could result in the euthanasia of animals.

6. **ORP or the Vet 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 effect that appearance, health, and normal behavior of the animal.
   f. Viral vectors.
   g. Poor fecundity.

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VU IACUC Policy Approved May 15, 2018
Temporary Transfer of Animals to the IACUC Holding Protocol
Phone: 610-519-4250

Animal Holding Protocol Request Form

Please Note:
- No animal experimental or instructional procedures are allowed while animals are on the VU Holding Protocol
- The PI (or his/her designee) must complete this form.

PLEASE COMPLETE ALL OF THE INFORMATION BELOW

Date Submitted: ____________________
Investigator: ________________________ Current Protocol #: __________
Submitted by: ________________________ Phone: ______________________
Department: ________________________ email: ________________________
Anticipated Length of time on Temporary Holding Protocol: ________________ (3 months maximum)

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

ANIMAL INFORMATION

Species: ____________________________ Strain and/or Breed: ________________________
Animal Facility to Provide Housing: ________________________________
Total # of animals (not cages) to be transferred & held: __________________________

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

APPROVAL (to be signed by one of the following - IACUC Chair, Campus Vet, ORP Director):

Signature: __________________________
Name please print: __________________________ Date: ________________

email: iacuc@villanova.edu; *copies to IACUC Chair, ORP Director, Animal Facility Manager (where the animals are to be housed).