



IACUC Standard Operating Procedure – #2 Transfer of Animals Between Animal Use Protocols

Effective Date: June 21, 2021

A. Purpose

To establish a standardize procedure for the transfer of animals between animal use protocols.

B. Background Information:

CSUSM animal use areas are spread throughout campus and there is currently no centralized animal care technician that monitors animal use protocols and procedures. Therefore, IACUC has developed a standardized process to transfer animals between approved animal use protocols to ensure the University is in compliance with federal rules and regulations. The following standard operating procedure (SOP) will ensure the committee is aware of all animal use activities on campus and help maintain communication pathways between the IACUC and CSUSM animal users.

C. Procedure:

1. Animal Users/Principle Investigators (PIs) that wish to transfer animals between protocols must submit a request to the CSUSM IACUC email prior to animal transfer.
 - NOTE: Animals may only be transferred from one approved protocol to another approved protocol.
2. To request a transfer, the PI must complete the “CSUSM IACUC Animal Transfer Request Form”.
3. Email the completed form to the CSUSM IACUC (iacuc@csusm.edu) with “ANIMAL TRANSFER REQUEST” in the subject line of the email.
4. IACUC will review the transfer request and provide feedback within 5 business days.
5. Animals may not be transferred between protocols or used for any experimentation on the new protocol until IACUC has approved the transfer request.
6. Failure to request animal transfers may result in disciplinary action that could restrict animal use activities.