



## IACUC Standard Operating Procedure – #1 Reporting of New Animals on Campus

**Effective Date:** June 21, 2021

### **A. Purpose**

To establish a standardize procedure for reporting new animals on campus.

### **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 must implement a standardized process to ensure the University is in compliance with federal rules and regulations.

CSUSM animal users obtain animals from a variety of sources throughout the year. To ensure IACUC is aware of vertebrate animal research activities on campus a process to report newly arrived animals will be established.

### **C. Procedure:**

1. Animal Users/Principle Investigators (PIs) must notify IACUC once animals have arrived on campus. This notification must take place within 5 business days of animals arriving on campus.
2. PIs must email the CSUSM IACUC indicating new animals have arrived on campus. Please put “REPORTING NEW ANIMALS ON CAMPUS” in the subject line of the email.
3. The email must include the following information:
  - protocol associated with the newly arrived animals
  - the total number of animals that have arrived on campus
  - the total number of animals used to date
  - the total number of animals approved in a 3-yr period for that protocol
4. IACUC will have a member of the committee inspect the animal facility to confirm the number of animals that have arrived on campus and the protocol associated with those animals.
5. Research activities must not be initiated prior to the IACUC inspection.
6. Failure to report newly arrived animals may result in disciplinary action that could restrict animal use activities.