TITLE: Protocol Expiration with Animals Present on the Protocol

PURPOSE: To standardize the procedure if protocols approach their expiration date with animals still active on the protocol.

DATE OF LAST REVISION: 08/15/2016

PROCEDURE:

1. Approximately three months prior to the protocol expiration date an email will be sent to the Principal Investigator (PI), co-PI and protocol contact(s) outlining the consequences of protocol expiration.

2. Approximately two months prior to the protocol expiration date the email will be resent if no action has been taken to either renew the protocol or close the protocol at expiration.

3. Approximately one month prior to the protocol expiration date, PIs will be emailed about the consequences of protocol expiration with active animals. The email will be copied to the:
   a. IACUC chair
   b. Attending Veterinarian and their designee(s), as appropriate
   c. PI’s administrative head

4. In the event that animals remain on the protocol, the IACUC Office will do the following one week prior to the protocol’s expiration date:
   a. Notify individuals (as stated above) that:
      i. The animals will be transferred to a holding protocol at the PI’s expense prior to protocol expiration.
      ii. All husbandry activities will be performed by University Animal Care staff at PI expense, regardless of where the animals are housed.
      iii. While on the holding protocol, no breeding, handling or work with the animals may be performed.
      iv. If the PI is currently breeding animals on the expired protocol, University Animal Care will separate all breeding pairs, also at the PIs expense.
      v. The investigator and all staff listed on the expired protocol exclusively (not listed on any other active protocol) are denied access to the University Animal Care animal facilities as of the protocol expiration date.
      vi. For those cases where a renewal protocol is not submitted prior to the expiration date, all animals will be euthanized within 30 days of the animals moving to the holding protocol.
   b. Notify the Institutional Official and the Associate Dean for Research (for College of Medicine PIs) of action taken by the IACUC.

5. Upon approval of the new protocol, the animals are transferred from the holding protocol to the new protocol at PI expense. Research activities may commence at this time.