A. PURPOSE
To define eligibility for coverage under the Animal Loss Insurance (ALI) program.

B. GUIDELINES

The Office of the Vice President for Research has approved an insurance program for University Animal Care (UAC) animal users. A special account has been established for this purpose, with funding provided by a surcharge levied upon all animal purchases and per diems. Therefore, users of any animal species are eligible to apply for reimbursement of costs to replace animals, which have died or been destroyed because of a spontaneous infection, equipment malfunction, or other cause, which is not research-related. Reimbursement from approved source vendors for animal loss due to infectious disease, illness or death is generally provided by the vendor and must be reported to UAC within seven (7) days of arrival of the animals into the facility. After this period, most vendors will not provide replacements, and ALI goes into effect.

Claims due to infectious disease
- The researcher must have contacted a UAC veterinarian to notify them of the disease at the time of the recognition of signs of infection or other abnormal condition, such as an unexpected change in research results. The disease may also be identified by UAC personnel, with notification to the researcher. In the former case, UAC must participate in the process of disease identification through appropriate diagnostic methods performed on affected animals. Once the disease is confirmed by UAC, if animals die spontaneously, must be destroyed due to potential spread of infection, or are euthanized because the effects of the organism will render the animals useless for the particular research project, the researcher can apply for compensation. In some cases, a definitive diagnosis may not be possible, and if so, the facts of the case will be presented to the Institutional Animal Care and Use Committee (IACUC) for their decision. In situations where a disease epizootic has occurred, UAC veterinarians will determine which animals must be euthanized due to infection or potential infection. Investigators may voluntarily choose to euthanize additional animals; however, these animals will not be covered by this insurance program since the action was not mandated by UAC.

Claims due to accidental injury or death
- To be eligible for reimbursement for non-disease-related loss, UAC personnel must be informed in time to be able to directly investigate and/or verify the cause of the loss or injury of the animals. If the animals have died or have been injured or stressed to an extent that they are useless for the particular research project and must be destroyed, and the cause is determined to be from an event or accident unrelated to the research protocol or related activities, the researcher may apply for compensation. In some cases, these claims may fall under the State Risk Management Insurance, and such claims will be filed first with Risk Management. UAC will assist with this process. Should the claim not be paid by Risk Management, it may be considered for payment through ALI.

Claim Process
- The process is initiated by the Principal Investigator (PI) through completion of the Animal Loss Insurance Application Form at https://uac.arizona.edu/forms
• Application forms must be submitted to UAC within 9 months after the initial animal loss to be eligible for reimbursement.
• A single form should be used for all animals lost due to a single episode of infectious disease or accidental injury/death. For example, reimbursement requests for all animals euthanized and/or rederived due to a single infectious disease epizootic should be compiled into one claim on a single form.
• The PI is responsible for providing documentation (i.e. invoices provided by their local account manager or downloaded from eSirius) that verify the amount of reimbursement requested. Failure to provide documentation may result in rejection of undocumented portions of the claim.
• The UAC Director will verify the accuracy of the claim (cause of loss, relevant dates, amount reimbursement requested) in consultation with UAC veterinarians and the UAC Business Manager. The UAC Director will append a UAC response to the claim and send the claim to the IACUC.
• The IACUC will then review the claim at the next regularly scheduled meeting to determine whether compensation is appropriate, and if so, the amount to be reimbursed to the PI.

Costs eligible for reimbursement

• The intent of ALI is to subsidize replacement costs of animals directly lost to infectious disease eradication or accidental injury or death unrelated to research, and to pay for costs for procedures directly associated with eradication of infectious disease (e.g. rodent rederivation). Reimbursable costs include:
  o Animal purchase and shipping costs for direct replacement of dead or euthanized animals,
  o Animal purchase and shipping costs for animals used directly for infectious disease eradication procedures (e.g. mice used for rederivation), and
  o Procedure costs directly related to infectious disease eradication (e.g. GEMM Core and UAC Pathology fees).
• A maximum replacement cost of $2000 per rodent strain is allowed when a rodent breeding colony must be re-established due to disease contamination or accidental loss.
• If the insurance fund does not contain adequate monies to compensate each loss at full value, the IACUC will appropriate the funds in an equitable manner to investigators whose losses were approved for compensation.
• Reimbursement of other costs related to the loss, such as per diem, research time lost, research supply costs, and projected breeding colony production are not eligible for reimbursement.