

<b>Institutional Animal Care &amp; Use Program - UTEP</b>	
<b>Title:</b> Animals Remaining on an Expired Protocol	
<b>Policy#:</b> 021	<b>Date in Effect:</b> 14 January 2015
<b>Version #:</b> D	<b>Rev Date:</b> 22 June 2020 21 November 2024 27 January 2025
<b>In Effect</b> <input checked="" type="checkbox"/> <b>Rescinded</b> <input type="checkbox"/>	<b>Date Rescinded:</b>

#### A) RESPONSIBILITIES

It is the responsibility of the Principal Investigator (PI) using animals at The University of Texas at El Paso (UTEP) and the Institutional Animal Care & Use Committee (IACUC) Office to abide by this policy. Exceptions to these policies must be approved by the IACUC before implementation.

#### B) APPLICATION

Federal requirements prohibit the IACUC from extending approval of a protocol that has expired. This policy applies to all expired protocols. At the time of expiration of a protocol, all research activity must cease and any animals remaining on the protocol will be transferred to the Laboratory Animal Resource Center (LARC) holding protocol. Continuation of research activity will be in violation of federal regulations and as such will have to be reported to the appropriate federal and funding agencies.

#### C) PROCEDURES

- 1) Email notifications from the IACUC Office and/or software system will be sent to the PI at 90, 60 and 30 days prior to the protocol's expiration date.
- 2) 30 days prior to the protocol expiration date, the IACUC Office will notify the PI about consequences if any animals remain on the expired protocol. The following will be copied on the email:
  - a) IACUC Chair
  - b) Attending Veterinarian (AV)
  - c) Laboratory Animal Resources Center (LARC)
  - d) Department Chair
- 3) When animals are transferred to the LARC holding protocol, the following steps

will be taken:

- a) The PI and/or designee will submit the LARC Holding Protocol Form to [iacuc@utep.edu](mailto:iacuc@utep.edu) for review and processing.
  - b) LARC staff will transfer the animals to the holding protocol on the day of expiration.
  - c) PI will be informed that the PI remains responsible for all per diem charges while animals remain on the LARC Holding Protocol. However, per grant policies, no external sources of funding may be used to pay per diem charges or other animal-related charges while animals remain on the Holding Protocol.
  - d) No further activities/experimental procedures may be performed on animals on an expired protocol. It will be noted on newly replaced cage cards;
    - (1) If permitted by the AV, limited breeding and essential procedures (e.g., for PCR to determine genotype, conducted by LARC staff) may continue to maintain essential strain/stock at the PIs expense, including per diem and personnel service fees.
  - e) Animal Facility Access will be removed for all personnel associated with the expired protocol.
- 4) If animals remain on the holding protocol for more than 60 days, a written extension application must be submitted by the PI to the IACUC Chair including full justification. If an extension application is not filled in by day 60, animals will be euthanized. Beyond 60 days, any extension must be approved by the IACUC and the IACUC will decide on the fate of the animals.
  - 5) Upon submission and approval of a new protocol from the PI within 60 days of expiration, animals will be conveyed from the LARC holding protocol back to the approved PI protocol.

<b>Review History</b>	
<b>Revision Version:</b>	<b>Revision Date:</b>
A	14 January 2015
B	22 June 2020
C	21 November 2024
D	27 January 2025