

IACUC10 TITLE: Animal Transfer to DFCI Lab Spaces from Non-DFCI Animal Facilities

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IACUC approval is required any time animals will be transferred to a DFCI lab space for any length of time. For animals on DFCI animal protocols, securing IACUC approval for transfer to a DFCI lab space can be handled in a new protocol or 3-year rewrite and by amendment with [Amendment Form D](#).

In rare cases, investigators may wish to transfer animals from a non-DFCI animal facility to a DFCI lab space. In such cases, the following steps must be taken.

1. The investigator must email a copy of the approved animal protocol from the non-DFCI animal facility to the IACUC Office (dfci_iacuc@dfci.harvard.edu). If transfer to the DFCI lab space is not described on that protocol and will be added by amendment, the investigator must also email a copy of the pending amendment.
2. The IACUC Office will pre-review the protocol and/or amendment to confirm the following details are specified. If any of these details are not specified in the protocol and/or the amendment, the IACUC Office will contact the investigator to capture them.
 - The location of the DFCI lab space
 - The specific procedures performed in that lab space
 - The names of the investigators performing the procedures*
 - Each investigator's level of proficiency with the procedures
 - The length of time animals will be held in the lab
 - If the duration is <1 hour, no further information is required
 - If the duration is >1 hour and <12 hours, it must be clearly stated how adequate food and water will be provided
 - **Housing >12 hours is not permitted in DFCI lab spaces**

* The investigators performing the procedures **must** be listed on the animal protocol from the non-DFCI animal facility and have completed that facility's animal user training

3. After the IACUC Office reviews the protocol and/or amendment, the Attending Veterinarian (or, in the Attending Veterinarian's absence, a member of the IACUC designated by the IACUC Chair) will review the sections of the protocol and/or amendment that describe transport to the DFCI lab space. Also, the non-DFCI animal facility must provide the Attending Veterinarian with facility health reports as they become available. (The Attending Veterinarian will contact the veterinarian at the non-DFCI animal facility about these health reports.)

If there are no further concerns, the Attending Veterinarian (or designated reviewer) can then accept the non-DFCI animal facility's approval for transport to the DFCI lab space. This will be documented in a letter to the investigator.

If there are further concerns, the Attending Veterinarian (or designated reviewer) has the authority to escalate the matter to the IACUC for Full Committee Review (FCR).

Please contact the IACUC Office (dfci_iacuc@dfci.harvard.edu) with any questions about this policy.