1. Purpose:

The intent of this Animal Care and Use Procedure (ACUP) is to describe the pre-clearance procedures for the sale, adoption or donation of any Texas A&M University-Commerce animals. Any deviation must be approved by the IACUC prior to its implementation.

2. Scope:

This ACUP is intended to initiate a pre-clearance review by the Principal Investigator of the approved AUP and the Attending Veterinarian (AV) before the sale, adoption or donation of any animals owned by Texas A&M University – Commerce.

3. Responsibilities:

A. The University is responsible for ensuring that animals participating in the University Animal Care and Use Program are used and treated in an ethical fashion, and that animals which have participated in IACUC-Approved AUPs are free from any potential distress, suffering, pain or other untoward effects of those University activities prior to any transfer of the animal(s)’ ownership and / or oversight from the University to a third party.

B. The IACUC is responsible for oversight of all animal care and use in A&M Commerce Programs and Facilities.

C. The PI is responsible for and oversees the activities and disposition of animals listed on the IACUC-approved AUP. Sale, adoption and donation are potential dispositions from an IACUC-approved AUP.

D. The AV oversees all aspects of animal health and how it is affected by participation in IACUC-approved AUPs. The AV is assisted by program faculty and staff. The AV verifies via physical examination and testing, sometimes utilizing designees for clinical examination or tests, that animals sold, adopted or donated from University programs are healthy and sound, and that there are no remaining conditions or effects of use from participation in IACUC-approved AUPs. Any residual conditions or effects of AUP participation must be resolved prior to sale, adoption or donation.

E. The individual departments (including departmental personnel such as the ACF Manager, the Farm Manager or the Equine Supervisor, etc) will route requests for sale, adoption or donation to the PI and Research Compliance Office for pre-clearance action, and will not proceed with sale, adoption or donation of any animals until the fully authorized Animal Release form is received back from the Research Compliance Office to the PI and finally Department Head/ Director.

F. The Procurement Office will proceed to finalize sale, donation or adoption requests after receiving documentation from the Department Head/ Director.
4. Procedures:

A. The PI (or PIs, if there are multiple PIs and multiple AUPs covering the animal) must agree to, and request IACUC approval for the sale, adoption or donation of any animals listed on an IACUC-approved AUP(s).

B. Under the “Disposition” section of the AUP(s), it must state that animals can be sold, adopted or donated.

C. The animals to be sold, adopted or donated must be listed on the AUP by name or other IACUC-accepted identifying information.

D. If any animal(s) is not listed, the PI (s) must file an amendment(s) giving the names or other identifying information of the animal(s) to be sold, adopted or donated.

E. The IACUC must have provided an approval for the AUP stating the applicable conditions and dispositions.

F. The AV (or his designee) must conduct a pre-clearance health evaluation to potentially include a physical examination, diagnostic testing, consultation with the PI or consultation with veterinary specialists of any animals before they are to be sold, adopted or donated and thereby removed from University ownership and oversight.

G. In order to begin the process of sale, adoption, or donation, the PI files the Animal Release Request with the Research Compliance office. The Research Compliance Officer will then arrange for the AUP to be checked for authorization, the AV to be notified to begin pre-clearance physical exam and testing (as indicated) procedures.

H. After the pre-sale/ donation/ adoption health check, the AV and IACUC Chair or Compliance Officer must approve the sale, and will provide that approval by signing and dating the Animal Release form in the designated locations.

I. Once the Animal Release form is completed and the animals are fully cleared, a copy of the form will be returned to the PI for the PI to request departmental sale of the animals involved.

General Considerations

Any animals owned by Texas A&M University- Commerce cannot be sold, donated or adopted until the procedures listed above have been completed.

In the event that the AV finds conditions or effects that are, in the AV’s professional opinion, the result of the animal(s) having participated in AUP activities, the AV may determine that the affected animal(s) are not appropriate for sale, adoption or donation dispositions. In these cases, the AV and IACUC may require that the University provide adequate long-term veterinary care to the animal(s) involved; however, that care must extend beyond the duration of the AUP-associated health effects, and there must be an agreed mechanism for long-term care oversight and reporting that is approved by the AV and the IACUC prior to sale, adoption or donation of the animal(s) so affected.
The AV may find that some animal(s)’ clinical condition is a contraindication to sale, donation or adoption of the animal, but that the clinical problem is unrelated to the animal’s participation on an AUP. In these cases, the AV may determine that it is appropriate for the prospective owner to be adequately notified of the animal(s)’ clinical condition, and for the prospective owner to sign a release and affidavit that he/she will seek and provide adequate veterinary care for the animal from the prospective owner’s veterinarian of choice. For these cases, the Animal Release form as approved by the IACUC and University counsel may be completed by the AV for use by the University’s agent and the prospective owner as part of the sale / donation / adoption transaction. A fully completed signed copy of this form will be retained in the University’s veterinary record for that animal upon completion of the ownership transfer.

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Author: Wesley Taylor, Glenda Denton, Petra Collyer