

## Texas A&M University-Commerce

### IACUC Process for Pre-Sale, Pre-Adoption and Pre-Donation

#### **Disposition of Animals**

The process for Pre-Sale, Pre-Adoption and Pre-Donation applies to and is implemented on all approved IACUC protocols (Research, Teaching, or on any activity) in which animals are used. Depending on whether the animal is being sold, adopted or donated, documentation must be provided. This documentation includes the following forms:

- Animal Disposition Form
- Animal Sale Release and Owner Transfer Form
- Animal Adoption and Donation Release and Ownership Transfer form

Below is the process for implementing the process:

#### **Sale of Any Animal**

1. For the sale of any animal, the Principal Investigator (PI) will complete and sign the Animal Disposition Release form and submit it to the Research Compliance Office via email ([researchcompliance@tamuc.edu](mailto:researchcompliance@tamuc.edu))
2. The Research Compliance Administrator will review the AUP to determine if the sale of the animal(s) is listed on the protocol application under item: Disposition of Animals.
3. If the AUP allows for the sale of animals, the Research Compliance Office will submit the Animal Disposition form to the IACUC chair and Attending Veterinarian (AV) for review.
4. The IACUC Chair and the AV will review the Animal Disposition form and determine if the criteria has been met in order to release the animal(s) for sale. If the AV determines that additional information is needed, this matter may be sent to the IACUC committee for full review.
5. Once the form has been signed by both the IACUC Chair and AV, the Research Compliance Office will send a copy of the Animal Disposition form to the PI to continue with the sale of the animal(s).
6. The PI will complete the Animal Sale and Release and Ownership Transfer form. This form must be signed by the following persons before any sale proceeds:
  - Farm Manager or Vivarium Director
  - Principal Investigator (PI)
  - Procurement Officer
  - Receiving Individual
  - Witness
7. A copy of the completed Animal Disposition Release form must be sent to the Research Compliance Office via email to ([researchcompliance@tamuc.edu](mailto:researchcompliance@tamuc.edu))

### **Adoption or Donation of Any Animal**

1. For the adoption or donation of any animal, the Principal Investigator (PI) will complete and sign the Animal Adoption and Donation Release and Ownership Transfer form and submit it to the Research Compliance Office via email ([researchcompliance@tamuc.edu](mailto:researchcompliance@tamuc.edu))
2. The Research Compliance will review the AUP to determine if the adoption or donation of the animal(s) is listed on the protocol application under item: Disposition of Animals.
3. If the AUP allows for the adoption or donation of animals, the Research Compliance Office will submit the Animal Adoption and Donation Release and Ownership Transfer form to the IACUC chair and Attending Veterinarian (AV) for review.
4. The IACUC Chair and the AV will review the Animal Adoption and Donation Release and Ownership Transfer form and determine if the criteria has been met in order to release the animal(s) for adoption or donation. If AV determines that additional information is needed, this matter may be sent to the IACUC committee for full review.
5. Once the form has been signed by both the IACUC Chair and AV, the Research Compliance Office will send a copy of the Animal Disposition form to the PI to continue with the sale of the animal.
6. The PI will complete the Animal Adoption and Donation Release and Ownership Transfer form. This form must be signed by the following persons before any adoption or donation proceeds:
  - Farm Manager or Vivarium Director
  - Principal Investigator (PI)
  - Receiving Individual
  - Witness
7. A copy of the Animal Adoption and Donation Release and Ownership Transfer form must be sent to the Research Compliance Office via email to [researchcompliance@tamuc.edu](mailto:researchcompliance@tamuc.edu))