

**UNIVERSITY OF WINDSOR**

**ANIMAL CARE COMMITTEE**

**Standard Operating Procedure:** **AD19** **Date Revised:** June 2019

  **Revised:** June 2022

**Animal Transfer Protocol**

**Purpose:** In order to prepare annual animal use regulatory reports-Animal Use Data Forms (AUDF) for the Canadian Council of Animal Care (CCAC) and the Ontario Ministry of Food and Rural Affairs (OMAFRA), it is necessary to accurately account for animal use by ensuring all animals are assigned to a specific Animal Utilization Project Proposal (AUPP). Animal Transfers are in accordance with the CCAC- 3 R’s tenet to replace, reduce and refine the use of animals in science. Animal transfers reduce the number of animals used.

**Responsibility:** It is the responsibility of the Principal Investigators or Designee to submit the Animal Transfer Form and obtain approval from the Animal Care Committee Chair or designate prior to transfer.

**Procedure:** Please complete the Animal Transfer form and submit it to the Animal Care Coordinator by email, at acc@uwindsor.ca. The Animal Transfer form can be found at the end of this document or on the Animal Care Committee’s website [www.uwindsor.ca/acc](http://www.uwindsor.ca/acc) under forms.

Once approved by the ACC’s office, coordinate the transfer with the Central Animal Care Facility’s Operations Manager, Aquatic Technician(s) or Primary Investigator (PI) or PI designee-Freshwater Restoration Ecology Centre (FREC) and Great Lakes Institue for Environmental Research (GLIER). Please remember to fill out the room census at the room level in the binders and online as well for the transfer as well as the new cage/tank card(s). If transporting animals to another room or the University of Windsor Animal Facility, please follow the procedures listed in the standard operating procedure ACC SOP MA18 Animal Transportation.



Research Rat

When completing the AUDF for the CCAC and OMAFRA the CCAC defines reuse as any time an animal is transferred from one protocol to another within the same calendar year. If animals are reused within the same calendar year, the original protocol number must be entered into the column next to the number of animals that were reused. This information enables the CCAC to ensure that these reused animals are not double-counted when reporting the annual number of animals.

Refer to <https://www.ccac.ca/Documents/Assessment/AUDF_Instructions.pdf> for more information regarding the AUDF and examples.

**References**:

Canadian Council on Animal Care (CCAC) (2005-2022) Three Rs and Ethics. <https://3rs.ccac.ca/>

Canadian Council on Animal Care (CCAC) (2018) Instructions for Completion of the CCAC Animal Use Data Form. <https://www.ccac.ca/Documents/Assessment/AUDF_Instructions.pdf>

Images retrieved from Google Images (2022)



**ANIMAL TRANSFER FORM**

Please submit the completed form to transfer animals from one Animal Utilization Project Proposal (AUPP) to another protocol.

|  |  |
| --- | --- |
| Original AUPP | New AUPP |
| PI: | PI: |
| AUPP# | AUPP# |
| Present Housing Location: Facility: Room: | New Housing location: Facility: Room: |
| Species: Strain: |  |
| Sex: # of Animals: Cage/Tank #:  |  |
| Rack #: Date of Birth/Arrival: I.D: |  |
| Type of study used in:Acute/Terminal OChronic/Survival OBreeding Colony O | Type of study to be used in:Acute/Terminal OChronic/Survival OBreeding Colony O |
| Current Category of Invasiveness (COI): | COI: |
| Animals’s History (describe any procedures that have occurred to this animal(s): | Animal’s Future (describe any procedures that the animal(s) will participate in: |
| Comments: | Comments: |

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Signature of Principal Investigator/Designee Signature of Principal Investigator/Designee

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Date Date

**ACC office only**

Approved by:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_