

STANDARD OPERATING PROCEDURES
DIVISION OF COMPARATIVE MEDICINE
UNIVERSITY OF SOUTH FLORIDA

SOP #026.1

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TITLE:	Laboratory Animal Adoption Program
SCOPE:	All Animal Program Personnel
RESPONSIBILITY:	Veterinary Staff, Facility Manager, All Animal Personnel, Research Staff
PURPOSE:	To Outline the Procedures for the Adoption of Laboratory Animals

I. PURPOSE

1. To delineate the procedures by which laboratory animals may be adopted from the Division of Comparative Medicine. See also ***Laboratory Animal Adoption Program Policy and Procedures*** (CMDC #093).

II. RESPONSIBILITIES

1. The Veterinarians maintain oversight and responsibility for the adoption program. Facility Managers and administrative personnel ensure implementation of all required procedures for completion of the adoption process. Principal Investigators are required to follow these guidelines when they make available research animals for adoption.

III. PROCEDURES

1. The Principal Investigator (PI) must first indicate to the Division of Comparative Medicine that an animal is no longer needed for research purposes for which it was originally described. A ***Request To Reassign Research Animals*** (see CMDC #096) must be completed by the PI, temporarily reassigning the animal to the Division of Comparative Medicine. For dogs and cats, Animal and Plant Health Inspection Service (APHIS) Form 7006 ("*Record of Disposition of Dogs and Cats*") must also be completed. For other U.S. Department of Agriculture (USDA) regulated species, APHIS Form 7020 ("*Record of Acquisition, Disposition, or Transport of Animals [Other than Dogs and Cats]*") must be completed.
2. If the PI is aware of any condition that may have an impact on the animal's suitability as a pet, this must be indicated in writing as an attachment to the ***Request To Reassign Research Animals***.
3. If an individual indicates an interest in adopting an animal, a Comparative Medicine veterinarian will review the completed ***Request To Reassign Research Animals*** and the animal's medical record, and if the animal is deemed eligible for adoption, will meet with the requesting individual to conduct an interview, and complete the ***Questionnaire for Animal Adoption*** (see CMDC # 091).

4. Upon successful completion of the **Questionnaire for Animal Adoption**, the veterinarian conducts a physical examination of the animal, and may elect to further evaluate the animal, conduct additional clinical pathology tests, and administer vaccinations or treatments as indicated to contribute to good animal health.
5. Elective medical and surgical procedures that may improve the suitability of the animal as a pet are not performed by University veterinarians, must be performed by a Florida-licensed practicing veterinarian off campus, and are at the discretion of the new owner.
6. The veterinarian will review the animal's medical record, including the findings of any additional evaluations or tests, and all treatments with the prospective owner. All original records must remain with Comparative Medicine. A separate summary of the animal's health history can be written by the veterinarian and provided to the prospective owner upon request. Complete research animal medical records are not transferable to the prospective owner.
7. Upon successful completion of the physical examination and/or treatments, and review of records, a date is set for adoption and transfer to the new owner.
8. On the date of adoption, the requesting individual must complete an **Animal Adoption Agreement** (see CMDC # 092), the original of which is retained by Comparative Medicine, and a copy of which is given to the prospective owner, as well as a copy of **Laboratory Animal Adoption Program Policy and Procedures** (CMDC # 093).
9. All permanent identification (e.g., ear tag, collar) is removed on the day the animal is removed from the facilities of Comparative Medicine.
10. On the date the **Animal Adoption Agreement** is signed the animal must be removed from the facilities of Comparative Medicine. Once the animal leaves the facilities, it is the possession and responsibility of its new owner. The University is not responsible or liable for the animal or its actions or use.
11. Additional medical and surgical procedures (e.g., spaying, neutering, de-clawing) must be performed by a Florida-licensed practicing veterinarian off campus at the discretion of the owner.

Approved:

Date: