  
   
 **Agricultural Animal Care & Use Committee**

Utilization of Animals at Non-Standard Locations Policy

1. Purpose

This policy is relevant to individuals who intend to use animals owned or leased by MSU at off campus locations. Individuals must adhere to this policy prior to relocation of animals to off-campus locations.

1. Procedure
2. Individuals intending to utilize MSU-owned or leased animals at an off-campus location must submit an Animal Emergency Action Plan (insert link to DocuSign Form), which will be reviewed and approved by the following MSU personnel:
   * 1. Appropriate Facility Manager
     2. Appropriate Department Head
     3. Agricultural Animal Care and Use Committee (AACUC) Chair
     4. AACUC Program Veterinarian
3. Individuals intending to deviate from the above-mentioned Animal Emergency Action Plan must submit a proposed alternative Emergency Action Plan including reasons and justifications for deviations to the AACUC. The AACUC will review the proposed alternative Emergency Action plan. The requestor will be notified by the AACUC in writing (email) of the committee’s decision. Notification may include one of the following:

a.    Approved: The request is granted, and the requester may proceed with the planned use of MSU-owned or leased animals.

b. Request for Additional Information: If further clarification or additional details are required, the requestor will be informed of the specific information needed to secure approval.

c. Denied: If the request is denied, the reasons for denial will be communicated to the requestor.

1. Approval of an Animal Emergency Plan or an alternative Emergency Action Plan may be for a one-time event or a blanket approval for multiple days throughout the year. Blanket approvals can be requested for up to one year.

1. Appeal Process
   * 1. The requestor may make an appeal of the AACUC decision to the relevant Institutional Official (IO), advised by others as needed, whose decision shall be final. Appeals must be made within 30 days. The (IO) will have 7 days to review and respond to any appeal.