	<p>Research Office Institutional Animal Care and Use Committee</p>	<p>Animal Placement Program for Small Animal Species SOP</p>	<p>Approved: October 2021</p>
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[Oregon law](#) requires research facilities that use dogs or cats for laboratory research to offer dogs or cats no longer used for research for adoption prior to euthanasia.

Adoption of Oregon State University owned dogs and cats and small exotic species is through the Oregon Humane Society (OHS), a qualifying 501c non-profit organization.

Animals may be transferred to the OHS at the completion of use. The transfer of the animal or group of animals must be described in the IACUC-approved Protocol. At the end of a study, the Attending Veterinarian (AV) or designee determines if an animal or group is appropriate for transfer. If approved, the AV prepares the appropriate APHIS health documents.

The Principal Investigator (PI):

- Submits the Animal Placement Program Submission form to the AV at least two weeks prior to transport
- is responsible for all animal per diem and care charges until the transfer to OHS is completed
- must use an AV approved transfer vehicle
- is responsible for the OHS Animal Processing Fee

A copy of all forms and photos is retained by OSU Property Management, the AV, and the PI.

<p>Surrender Conditions</p> <p>OSU affirms that OSU is the owner/authorized agent of surrendered animals. OSU relinquishes all rights of ownership of animals surrendered to OHS. Unless otherwise noted, OSU understands that the disposition can include either adoption or humane euthanasia. OSU understands that there is no guarantee that OHS will place surrendered animals into homes. OSU certifies that the surrendered animals have not bitten a person in the ten (10) days prior to release.</p>

Post Office Box 11364
1067 N.E. Columbia Boulevard
Portland, Oregon 97211



Phone: 503.285.7722
Fax: 503.285.0838
www.oregonhumane.org

Second Chance Transfer Release Form

This Agreement is between the State of Oregon acting by and through the State Board of Higher Education on behalf of Oregon State University, and its Surplus Property department ("OSU") and the Oregon Humane Society ("OHS").

The purpose of this agreement is for OSU to surrender animals to OHS.

OSU understands and agrees that OHS makes every attempt to place animals for adoption but euthanasia may be deemed necessary in the event of a serious health condition and/or a temperament threatening the safety of people and/or other animals.

OSU understands and agrees that animals surrendered by OSU to OHS are not part of an open investigation case and that OHS will not hold/house animals as evidence for other agencies/shelters.

OSU releases custody of surrendered animals and guardianship becomes the responsibility of OHS.

OSU agrees to provide OHS an animal inventory list of all animals surrendered, at the time of surrender.

OSU agrees to pay OHS \$50 per animal for animals surrendered to OHS.

Surrender Conditions:

OSU agrees by the signature below that:

OSU is the owner/authorized agent of surrendered animals. OSU relinquishes all rights of ownership of animals surrendered to OHS. Unless otherwise noted, OSU understands that the disposition can include either adoption or humane euthanasia. OSU understands that there is no guarantee that OHS will place surrendered animals into a home. OSU certifies that the surrendered animals have not bitten a person in the past 10 days.

OSU declines the OHS Call Back Service and understands that OSU will not be notified in the event surrendered animals are deemed unsuitable for adoption.

This agreement is effective on the date of last signature below and will remain in effect for three (3) years unless sooner terminated by the mutual written agreement of the parties.

OSU Representative

Date

OHS Representative

Date




Multiple campus colleges and disciplines use OSU-owned animals in some aspect of teaching, research, testing and production.

Periodically, animals remain at the end of a project or class that can no longer be maintained by the university and could be placed in private homes. The OSU Animal Placement Program provides mechanisms for ownership transfer of OSU animals to a private individual. This program is managed by the Institutional Animal Care and Use Committee and is compliant with Oregon Administrative Rules.

The Animal Placement Program includes three components: Placement for Small Animals, Large Animals and a disposition mechanism for campus-owned animals bred and raised for food and fiber.

1. Placement for Small Animals coordinates disposition of university-owned small pet animals, primarily dogs and cats, through agreement between OSU and the Oregon Humane Society (OHS) in Portland. Using the OHS Second Chance Transfer program, OSU surrenders ownership of small pet animals to OHS. OHS makes every attempt to place animals into private homes.
2. Placement for Large Animals is an internally managed program designed to identify homes for large animals, primarily horses, llamas, and alpacas. This program utilizes an online application and bidding process. Animal transfer is coordinated by OSU Surplus Property.
3. Campus-owned animals bred and raised as commodity, for food and/or fiber, are sold at auction through an agreement between OSU Surplus Property and the College of Agriculture or other appropriate units. These animals may include, but are not limited to swine, poultry, cattle, sheep and goats.

For more information about the Animal Placement Program contact the IACUC at IACUC@oregonstate.edu or the LARC at LARC@oregonstate.edu.

	<p>Institutional Animal Care and Use Committee</p>	<p>Animal Placement Program for Large Animal Species SOP</p>	<p>IACUC Approved: October 2021</p>
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Purpose: This program allows the placement of healthy OSU-owned large animals, horses, llamas, alpacas, and agricultural animals with private individuals.

Procedure:

An animal is identified for placement.

- a. Animals with known serious acute or chronic existing health or behavioral problems shall not be placed.
- b. The campus Attending Veterinarian (AV) makes the ultimate decision of whether an animal is appropriate for placement.
- c. The Principal Investigator or department remains responsible for daily animal husbandry and care until the animal is transferred to the new owner.

Submission:

To place an animal, complete and submit the OSU Animal Placement Program Submission Form. The form is found at, <http://surplus.oregonstate.edu/surplus/public-sales/animal-placement-program>, under the heading, *Departments needing to place an animal*.

Adoption:

Individuals interested in adopting an animal must submit an OSU Animal Placement Adoption Application. The form is at the URL above, under the heading, *Applying for ownership of an animal*. Applicants must be at least eighteen years old.

Once the posting for the animal closes, the adoption application packets are sent to an IACUC appointed Animal Placement Subcommittee (APS). The APS includes, at minimum, the campus Attending Veterinarian, Chair of the IACUC or faculty designee, and a Rural Veterinary Practice (RVP) clinician.

Review criteria includes the potential new owner’s ability to appropriately feed, house and care for the animal and acceptance of the ownership criteria.

Applicants are notified of the decision and the animal transfer is arranged by OSU Property Management. Once notified of placement the new owner has seven-days to pick up the animal.

The Acceptance of Ownership (AoO) form must be signed in the presence of OSU Surplus Property personnel at time of payment. The bill of sale and a copy of the completed AoO form must be presented before the animal can be removed from OSU property.

OSU INTERNAL USE ONLY

Oregon State University Animal Placement Program Submission Form

This is an Animal Placement Program for healthy horses, llamas, alpacas and other animals as determined by the campus Institutional Animal Care and Use Committee (IACUC) that remain at the end of a campus approved project or program. Using this process an animal can be placed with a private individual.

Complete all sections. Print out, complete, and send form to OSU Surplus Property. Application must include a time-dated photo of the animal.

Protocol #:	OSU USDA #92-R-0041	OSU PHS Assurance #A3229-01
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Section A: Description of Animal and History: to be completed by university personnel familiar with the animal, i.e., the Veterinary Teaching Hospital (VTH) Director or large animal clinician, Principal Investigator of the associated Animal Care and Use Protocol, or the manager of the facility where the animal is housed.

Note: Animals with known serious acute or chronic existing health or behavioral problems/issues shall not be placed. Animals likely to develop such serious problems subsequent to leaving the university shall not be subject to placement.

Animal's Name:	Age:	Species:	Breed:
Sex:	Neutered: Yes / No	Color/Markings:	
Size:	Temperament:	Training:	
Tattoo/brand/identifying marks (including location of same):			
Identification #:			
Significant medical history, behavioral information, characteristics, research/training usage, etc.			
Reason for Transfer:			

Section B: Veterinary Physical Examination and Medical Authorization to Release Animal: To be completed and signed by an Oregon State University veterinarian with expertise in the species. Make a statement on the desirability of release to the public (e.g. behavior, health, and medical conditions present):

Physical Examination of Animal(s) Performed on: (Date) _____
Print Name/Title: _____
Signature of Veterinarian: _____ Date: _____

Section C: Authorization of Animal Release

Signatures required for animal's participation in Animal Placement Program.

Department Chair: _____ Date: _____

Principal Investigator: _____ Date: _____

Chair, Institutional Animal Care and Use Committee: _____ Date: _____

Campus Attending Veterinarian: _____ Date: _____

Section D: Date-Stamped Photos

Attach recent date-stamped color photos of the animal. The photos must include head, body (both sides), feet, any distinguishing/unique marks, scars, color patterns.

Section E: Estimated Value of the Animal(s): _____

Section F: Submitters Contact Information

Name/Title/Department:	Email:	Phone Number(s):
Location of Animal:	Index # / Activity Code: _____	

_____*Internal Use Only*_____

Section G: Bid

Minimum bid for the animal(s): _____

Oregon State University Animal Placement Program Submission Form

Complete all sections. Submit completed form to OSU Surplus. Application must include a time-dated photo of the animal.

ACUP #:	OSU USDA #: 92-R-0041	OSU PHS Assurance #: A3229-01
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Section A: Description of Animal and History. To be completed by university personnel familiar with the animal, i.e., the Veterinary Teaching Hospital (VTH) Director or large animal clinician, Principal Investigator of the associated Animal Care and Use Protocol, or the manager of the facility where the animal is housed.

Note: Animals with known serious acute or chronic existing health or behavioral problems/issues shall not be placed. Animals likely to develop such serious problems subsequent to leaving the university shall not be subject to placement.

Animal's Name:	Age:	Species:	Breed:
Sex:	Neutered: Yes / No	Color/Markings:	
Size:	Temperament:	Training:	
Tattoo/brand/identifying marks (including location of same):			
Identification #:			
Significant medical history, behavioral information, characteristics, research/training usage, etc.			
Reason for Transfer:			

Section B: Veterinary Physical Examination and Medical Authorization to Release Animal. To be completed and signed by an Oregon State University veterinarian NOT associated with the study or

class. Make a statement on the desirability of release to the public (e.g. behavior, health, and medical conditions present):

Physical Examination of Animal(s) Performed on: (Date) _____

Print Name/Title: _____

Signature of Veterinarian: _____ Date: _____

Section C: Authorization of Animal Release

Signatures required for animal's participation in Animal Placement Program.

For CVM-owned Animals:

Director, Veterinary Teaching Hospital: _____ Date: _____

Campus Attending Veterinarian: _____ Date: _____

For Campus Research/Teaching Animals:

Chair, Institutional Animal Care and Use Committee: _____ Date: _____

Campus Attending Veterinarian: _____ Date: _____

Section D: Date-Stamped Photos

Attach recent date-stamped color photos of the animal. The photos must include head, body (both sides), feet, any distinguishing/unique marks, scars, color patterns.

Section E: Estimated Value of the Animal(s): _____

Section F: Submitters Contact Information

Name/Title/Department:	Email:	Phone Number(s):
Location of Animal:	Index # / Activity Code: _____	

_____*Internal Use Only*_____

Section G: Bid

Minimum bid for the animal(s): _____

Oregon State University Animal Placement Adoption Application

Prospective new owners must complete all four sections of this application. Completed applications must be submitted before 5pm on the bid close date. *The new owner must be at least eighteen years old.*

Section 1: Prospective New Owner Information	
New Owner:	
Address:	
Telephone number: Home/Cell ()	Work: ()
Email address:	
Planned housing, food source and care for the animal:	

Section 2: Method of Animal Transportation
Planned method of transportation of animal from OSU campus. _____
Name of vehicle owner if privately owned vehicle will be used for transport, OR _____
Name of commercial carrier or intermediate handler. _____
Vehicle License No. _____

Section 3: My bid for this animal is: \$ _____

Section 4: I have read and understand the OSU Animal Placement Program: Acceptance of Ownership Document, below. <input type="checkbox"/> Yes

Acceptance of Ownership

I certify that I accept full ownership of and responsibility (including responsibility for all subsequent veterinary care, other care, and/or other expense or damage) for the above-described animal. I am fully aware of the animal's condition as known and as described in the veterinary examination report. I recognize that the animal may have behavioral or medical issues of which Oregon State University is not aware including but not limited to behavioral and medical issues that will develop with time from whatever cause or origin. I understand that no representation is made as to any training of the animal or its trainability. Horses are not trained for riding or otherwise. I recognize that the animal may have or is likely to have some medical and/or behavioral issues. These include problems that could pose risk of damage to persons including me or others' property and/or could result in significant veterinary or other expense.

OSU makes no representation of merchantability, suitability/fitness for a particular purpose or otherwise as to the animal and disclaims any and all implied warranties as to the animal. There are no express warranties as to the animal. I take the animal with all faults.

Nonetheless, I agree to assume upon the date of transfer all cost associated with the animal from whatever cause. Further, I assume all risk associated with transfer of ownership of the animal and acceptance of the animal, and I release, hold harmless, and agree to indemnify the state of Oregon Board of Higher Education, its officers, its employees, and its agents from any claim or cause of action arising from or connected with this transaction. Upon taking possession of the animal, I agree to assume all risk associated with the animal and to release, hold harmless and indemnify OSU from any claim or cause of action related to the animal or its behavior.

I am aware that the animal is transferred to me without registration papers and that OSU shall not make registration papers available or assist in obtaining registration papers for the animal. I certify that I have no intent to transfer or sell the animal. I accept this animal for my own personal use. I understand that no more than two animals can be transferred to me from the OSU Animal Placement Program in one calendar year.

I understand that the animal herein described cannot be returned to OSU or any other institution to be used in further research, testing and/or teaching.

Applicant's Signature: _____ Date: _____

Selection of the new owner is determined by the applicant's satisfactory responses to certain criteria: indicated ability to appropriately house, feed and care for the animal, ability to appropriately transport the animal, agreement with the Acceptance of Ownership document and the bid amount.

All applicants will be notified of outcome. If the applicant's bid is accepted he/she has seven days to finalize the bill of sale and pick up the animal.

Acceptance of the bid is contingent on the accuracy of the information provided in this application.