

**NOTIFICATION
OF CHANGE OF
OPERATION**

A research facility must notify the appropriate Animal Care Regional Office of any change of operation. [2.30]

Criteria

Changes in operation include, but are not limited to:

- a change of : [2.30(c)(1)]
 - ▶ name
 - ▶ address
 - ▶ ownership (see below)
 - ▶ headquarters site (see page 3.9.2)
- any change affecting status as a research facility, such as:
 - ▶ no longer conducting research
 - ▶ no longer using regulated species

The AC Regional Office must be notified: [2.30(c)(1)]

- by certified mail
- within 10 days of the change

The Regional Office will inform the field inspector of any change in a research facility's operation.

Change of Ownership

If a non-registered institution, organization or person acquires or purchases a registered research facility, the new owner must, before conducting any regulated activities:

- properly complete an Application for Registration (APHIS Form 7011)
- file the Application with the appropriate AC Regional Director

The previous owner of the registered research facility must:

- inform the appropriate Animal Care Regional Office of the sale or disposition
- in writing
- by certified mail
- within 10 days of the change

- If two or more registered research facilities merge, and:
- a completely new research facility is formed, the new research facility must:
 - ▶ inform the appropriate AC Regional Office
 - in writing
 - by certified mail
 - within 10 days of the change
 - ▶ have the merged research facilities cancel their registrations
 - ▶ complete a new Application for Registration
 - one registered research facility absorbs the other one(s), the research facility must:
 - ▶ inform the appropriate AC Regional Office
 - in writing
 - by certified mail
 - within 10 days of the change
 - ▶ have the absorbed research facility(s) cancel its registration
 - ▶ submit a list of the absorbed research facility's sites or locations which are to be added to the existing registration
 - ▶ complete a new Application for Registration (APHIS Form 7011) ONLY if the Institutional Official, partners, or principal officers change

**Change of
Headquarters Site**

Within the same State:

If the research facility moves its headquarters to another site or to another location within a site:

- the research facility must notify the appropriate Animal Care Regional Office:
 - ▶ in writing
 - ▶ by certified mail
 - ▶ within 10 days of the move

To a different State:

If the research facility moves its headquarters to another State or territory of the U.S., the research facility must:

- notify the appropriate Animal Care Regional Office:
 - ▶ in writing

	<ul style="list-style-type: none">▶ by certified mail▶ within 10 days of the move• complete a new Application for Registration (APHIS Form 7011), and• submit the new Application to the Animal Care Regional Office
Inactive Status	<p>A research facility may request being placed in an inactive status, if for at least 2 years, it has not: [2.30(c)(2)]</p> <ul style="list-style-type: none">• used, or• handled, or• transported regulated animals <p>The inactivation request must be:</p> <ul style="list-style-type: none">• in writing• submitted to the appropriate AC Regional Office [2.30(c)(2)] <p>After inactivation, the research facility must: [2.30(c)(2)]</p> <ul style="list-style-type: none">• file an annual report of its status, i.e., inactive or active• notify the appropriate AC Regional Office at least 10 days prior to restarting any regulated research activities <p>NOTE: An inactive research facility should be inspected at least once a year (see Section 8.5).</p>
Cancellation	<p>A research facility may cancel its registration, if it: [2.30(c)(3)]</p> <ul style="list-style-type: none">• goes out of business, or• ceases to function as a research facility, and• does not plan to:<ul style="list-style-type: none">▶ use, or▶ handle, or▶ transport regulated animals <p>The cancellation request must: [2.30(c)(3)]</p> <ul style="list-style-type: none">• be in writing (Voluntary Cancellation of License/ Registration sheet may be used-see page 5.4.37)• be submitted to the appropriate AC Regional Office

The research facility must obtain a new registration if it starts conducting covered activities after its registration has been canceled. [2.30(c)(3)]
