

<p>NOTIFICATION OF CHANGE OF OPERATION</p>	<p>A research facility must notify the appropriate Animal Care Regional Office of any change of operation. [2.30]</p>
<p>Criteria</p>	<p>Changes in operation include, but are not limited to:</p> <ul style="list-style-type: none"> • a change of : [2.30(c)(1)] <ul style="list-style-type: none"> ▶ name ▶ address ▶ ownership (see below) ▶ headquarters site (see page 3.9.2) • any change affecting status as a research facility, such as: <ul style="list-style-type: none"> ▶ no longer conducting research ▶ no longer using regulated species <p>The AC Regional Office must be notified: [2.30(c)(1)]</p> <ul style="list-style-type: none"> • by certified mail • within 10 days of the change <p>The Regional Office will inform the field inspector of any change in a research facility's operation.</p>
<p>Change of Ownership</p>	<p>If a non-registered institution, organization or person acquires or purchases a registered research facility, the new owner must, before conducting any regulated activities:</p> <ul style="list-style-type: none"> • properly complete an Application for Registration (APHIS Form 7011) • file the Application with the appropriate AC Regional Director <p>The previous owner of the registered research facility must:</p> <ul style="list-style-type: none"> • inform the appropriate Animal Care Regional Office of the sale or disposition • in writing • by certified mail • within 10 days of the change

**Change of
Headquarters Site**

- 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
 - R** in writing
 - R** by certified mail
 - R** 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
 - R** in writing
 - R** by certified mail
 - R** 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

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 may be inspected at your (the inspector) discretion.</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

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