

Check List for IACUC Protocol Submission for PIs
UH IACUC Approved 1/19/17

*All *Policies and Procedures* can be found on the Office of Research Compliance website
<https://www.hawaii.edu/researchcompliance/iacuc-policies-and-guidelines>

Please use 12th grade high school lay language and avoid cutting and pasting from your grant application.

Administration

- Can this revision be handled administratively? The protocol amendment needs to be submitted but it may not need to go through full committee. See *IACUC Policy for Dealing with Specific Significant Changes to Animal Activities Previously Approved by the UH IACUC*

Personnel Qualifications

- Are CITI trainings out of date? Please have the most up to date certification listed. Please contact Animal Welfare Compliance Office at deniseye@hawaii.edu if date is unknown. See *IACUC Policy 13.1 Requirements for Personnel Training*
- Make sure that your staff has hands on training documented before working independently. See *IACUC Policy on Documentation of Training in Biomedical Research Techniques*
- Be sure personnel qualifications are described.

Project Objectives

- Address harm versus benefit here. Describe how your study will benefit humans and/or animals.

Literature/Anesthesia/Analgesia

- If anesthetics/analgesics are used, is animal in correct category (category D if pain and/or distress are controlled, or Category E if pain and/or distress are still not controlled with analgesia and/or anesthesia) and is literature a search completed?
- If animals are in Pain category E, make sure there is adequate justification for not using analgesics or anesthetics. Monitoring at least 2X/day should occur during critical periods. E.g. cancer studies, challenge studies

Animals/Housing

- Be sure offspring of breeding rodents are accounted for. See *IACUC Policy 21.0 Vivarium Rodent Count Requirements for IACUC Protocols Policy and Standard Operating Procedure*
- Special husbandry requirements must match the description given in the experimental design (biohazards, chemical, adequate environmental enrichment) See *Special Husbandry Requirements for IACUC Protocols*
 - Singly housed rodents, must have an IACUC exemption. List singly housing rodents in the special husbandry section and include adequate reason for exemption request. Ensure that environmental enrichment can be added to the cage, otherwise include adequate reason for exemption for environmental enrichment. See *UH IACUC Policy on Social Housing for Biomedical and Neurobehavioral Studies in AVS-Operated Vivaria*
 - Attach any Special husbandry SOPs

Rationale (3 R's)

- A harm versus benefit statement must be addressed here or in problem/objective sections

- Be sure reduction is adequately justified. Include a statistical test or power of analysis or justify numbers on previous experiments or reference materials.

Activities outside of vivarium

- Be sure this section is completed if movement of animals is described in the experimental design. Please describe a plan to deal with potential escape of animals in these areas. You may modify the *AVS Escaped Rodent SOP*.

Experimental Design

- Place the experimental design in a chronological sequence of events.
- Check that substances administered or blood draws appear in appropriate tables. Make sure volume of blood removed is within acceptable limits.
- Use of anesthetics/analgesics described appear in appropriate tables See *IACUC Policy on Rodent and Rabbit Anesthesia and Analgesia*
- If using non-pharmaceutical grade compounds, a justification must be listed. Also if using Tribromoethanol (Avertin) please attach SOP for TBE. See *UH IACUC Policy on the Dilution of Pharmaceutical Grade Drugs and Use of Nonpharmaceutical Grade Drugs/Agents in Research Animals*
- If genotyping rodents via tail biopsy after 21 days of age analgesics/anesthetics must be used. See *IACUC Policy on Genotyping Mice and Rats*
- Toe clipping, if IACUC approved, must occur in mice up to 7 days of age. See *IACUC Policy on Rodent Toe Clipping*
- If rodents have to be weaned at an age beyond 21 days of age, please request an IACUC exemption and list the new age of weaning. Place in special husbandry section
- If retro-orbital bleeding or injections occur in mice please see the *UH IACUC Policy on Retro-orbital Sinus Plexus Sample Collection or Injections in Mice*
- Herd/flock/breeding section – be sure offspring numbers are addressed. See *IACUC Policy 21.0 Vivarium Rodent Count Requirements for IACUC Protocols Policy and Standard Operating Procedure*
- If using the Faxitron refer to the IACUC Guidelines for Faxitron CP-160 Use. See guidelines at <https://drive.google.com/file/d/0B8s-CpRof36BeHJ6WEZ0d3FDM0U>
- If using Ultrasound refer to IACUC Guidelines for Non-standard Ultrasound Use. See guidelines at <https://drive.google.com/file/d/0B8s-CpRof36BTGwxT3BqSVpBVnc>
- For procedures requiring anesthesia, describe detail on what vital signs will be monitored during the procedure. Note if you will be using telemetry.

Anesthesia/Analgesia

- Are the doses correct? See *IACUC Policy on Rodent and Rabbit Anesthesia and Analgesia*
- Is the proper drug used for this application? See *IACUC Policy on Rodent and Rabbit Anesthesia and Analgesia*
- If it is a pain category E protocol, and you justify why analgesics cannot be used, are there appropriate controls in place? E.g. monitoring animals at least twice daily during critical periods.

Survival Surgery

- Ensure that all are trained and if not that documentation of demonstration of proficiency is required before working independently. See *IACUC Policy on Documentation of Training in Biomedical Research Techniques*

- List pre, intra, and post procedure descriptions. See *IACUC Policy 19.0 – Survival Rodent Surgery Procedures*
- List how intra and post-operative monitoring is accomplished See *IACUC Policy 19.0 – Survival Rodent Surgery Procedures*. Include detail on what vital signs will be monitored during the procedure. Note if you will be using telemetry.
- Check anesthetic and analgesic doses according to the policy. See *IACUC Policy on Rodent and Rabbit Anesthesia and Analgesia*
- Have adequate justification for use of non-pharmaceutical drugs. See *UH IACUC Policy on the Dilution of Pharmaceutical Grade Drugs and Use of Nonpharmaceutical Grade Drugs/Agents in Research Animals*

Euthanasia

- Documentation of training for all physical methods of euthanasia and for CO2 overdose euthanasia. See *IACUC Policy on Documentation of Training in Biomedical Research Techniques*
- Be sure methods conform to AVMA guidelines. See *UH IACUC Policy on Euthanasia*
- Firearms – a note to PI regarding UH policies. Note on penetrating captive bolts. See *UH IACUC Policy on Euthanasia*
- Decapitation – List how equipment is maintained sharp and keep maintenance logs. Documentation of training for decapitation must also occur when used as a primary method of euthanasia. See *UH IACUC Policy on Euthanasia, IACUC Policy on Documentation of Training in Biomedical Research Techniques*
- Neonatal euthanasia – be sure it is appropriate and described in breeding protocols. Documentation of training must also occur. See *UH IACUC Policy on Euthanasia, IACUC Policy on Documentation of Training in Biomedical Research Techniques*
- Traps must be monitored daily and have adequate conditions for animals in traps. See *UH IACUC Policy on Euthanasia*
- If using a controlled substance, the PI must have a Federal DEA and State NED license. The AVS veterinarians are not allowed to order controlled substances for research purposes. Please contact AVS at, wongmich@hawaii.edu , for information on how to obtain licenses.
- CO2 euthanasia – be sure animals are of the correct age if CO2 euthanasia is the sole method of euthanasia. Documentation of training. See *UH IACUC Policy on Euthanasia*

Regulated Materials

- Be sure correct boxes are checked based on experimental design.
- Check on IBC approval if using biohazards, recombinant DNA such as transgenic animals. See *IACUC Policy for Protocols Using Biological Materials/Toxins in Animals (AVS-Operated Vivaria)*
- If chemicals are used be sure to attach SDS. See *IACUC Chemicals in Animals Policy*
- If field study review for potential zoonoses and ensure PI addresses training of staff for the OHSP for his project. Please contact AVS at, sylviak@hawaii.edu , for information regarding zoonoses.

Veterinary Care

- If using AVS veterinarians, please update the policy 15 for amendments and annual protocol submissions. Submit completed Policy 15 form found at https://www.hawaii.edu/researchcompliance/sites/www.hawaii.edu.researchcompliance/files/resource/AVS_Policy_15_Form.pdf
- For consultant veterinarians attach letters of support
- List a strong justification if no veterinary care is needed

Permits

- Check if needed based on types of animals used

Regulations, Rules, Policies, Guidelines

- Be sure appropriate boxes are checked

Occupational Health and Safety

- Enroll in the OHSP. AVS vivarium users need to take the AVS OHSP training. When medical assessments available, will need to complete by annual renewals. Contact AVS at dtaleric@hawaii.edu
- Other PIs should have OHSP-specific materials and training for their projects.