

York College of Pennsylvania
Institutional Animal Care and Use Committee
Animal Protocol Approval Request Form (ver5 8/31/2018)

***For IACUC
Use Only***

PROTOCOL NUMBER _____
Previous approval date: _____
Date received: _____
Preliminary Action: _____
Date Approved: _____

Principal Investigator/Instructor:

Phone Extension:

Department:

Emergency Contact Information:

Project Title:

Check all that apply:

- _____ Animals to be used in Research Project
- _____ Animals to be used in Teaching
- _____ Animals purchased from external vendors
- _____ Animals to be captured from the wild (for laboratory housing, observation or experimentation)
- _____ Animals to be captured and released as part of a field study
- _____ Animals from another source: _____
- _____ Grant Application (Agency: _____)
- _____ New Application
- _____ Revised application in response to IACUC review
- _____ Renewal Application (Previous Approval # _____)

1. Explanation of Animal Use

- a. Duration of project: _____
- b. Where will you house the animals? Choose appropriate location (s)
 Animal Room (LS) _____ LS 115 _____ Behavioral Sciences (LS) _____
 Aquatics Room (NESC) _____ NESC 09 _____ NESC 108 _____
 Field study (no housing) _____ Other: _____
- c. Animals. Please fill in the table below. If you are including animals for more than one experiment or laboratory (teaching), please clearly delineate which animals will be used for each experiment or lab.

Species	Source	Strain/ Stock	Age/ Sex	# of animals Year 1	# of animals Year 2	# of animals Year 3	Total number

NOTE: The use of additional animals is not allowed without further IACUC review and approval. Please fill out an amendment form in that situation.

2. Rationale for Use of Animals in Research or Teaching

In narrative form please provide:

- a. a rationale for the species selected
- b. a justification of the number of animals indicated
- c. availability of alternatives to animals to accomplish the goal(s) of the project. A statement indicating that alternatives were considered must be included.

3. Lay Description of the Research Project, Demonstration or Laboratory Experience

Provide a brief explanation (no more than 300 words) of 1) your scientific goals and specific objectives for the proposed research and 2) how the proposed animals use will benefit human or animal health, advance knowledge, and/or benefit society. For teaching demonstrations and laboratory experiences, provide an explanation of how this proposed use of animals will meet learning outcomes for your course.

Please make this description an explanation that can be understood by a non-scientist from the general public.

4. Experimental or Instructional Procedures

Describe all experimental or instructional procedures that will be performed on the animals. Be as detailed as possible, including the time frames and intervals and describe the procedures in the order in which they will be performed. The IACUC encourages pilot studies for novel activities and requests that those be included in the description of procedures.

5. Humane Endpoints

For any experimental procedures described above, please provide criteria for timely intervention, removal from the study, or humane euthanasia. Define the humane endpoint for your procedures with as much detail as possible.

6. Non-duplication of Research

(Not required for teaching or classroom demonstration proposals)

To verify that the proposed animal project does not unnecessarily duplicate previous research, please complete a database search and provide the information below used in the search.

Name(s) of Database (s):	
Date(s) of Search:	
Search words/phrases:	

Please provide a 1-2 sentence description of the results of your literature search.

7. Training of Personnel Involved in Project

Use the table provided (Research Personnel Qualifications) to explain the training of all personnel (faculty and students) involved in the project.

- Provide name, YCP ID, and email address
- Describe the training for the experimental procedures and animal care relevant to the protocol. Describe the timeline for when this training will take place if it is not already completed and who is training personnel.
- Indicate that the personnel have completed and/or submitted the following using Yes or No:
 - Appropriate training for relevant animal care and experimental procedures
 - Standard lab safety training that is provided annually to all faculty and to lab assistants
 - Medical Survey form completed with staff at the Health Center. This form is related to awareness of potentially biohazardous agents, allergens (e.g., dirty bedding) or potential zoonoses. Faculty and Students must submit required the required medical survey prior to the initiation of the project.
 - On-line Animal Care and Use training module. Students completing projects in the context of a course are exempt from the Animal Care and Use training module. Research students must complete the on-line training prior to the initiation of the project.
 - NOTE: Currently we are in the process of setting up an on line training module. This area can be left blank until the training module is in place.

Note: Certification of training must be provided to the IACUC Chair. The IACUC will not approve a protocol until all such certifications are received.

Research Personnel Qualifications

Name	Experience/Qualifications related to the procedures described in this protocol	Animal Care/ Procedure	Lab Safety	Medical Survey	On-line
Name:					
Email:					
YCP ID:					
Name:					
Email:					
YCP ID:					
Name:					
Email:					
YCP ID:					
Name:					
Email:					
YCP ID:					
Name:					
Email:					
YCP ID:					
Name:					
Email:					
YCP ID:					

8. Categorization of Pain and Distress

For each species, estimate the total number of animals that will be used in each Humane Use category. Enter each animal into only one category A-E. Use the category that best captures the most painful procedure that will be performed. Please separate your total number by experiment or laboratory (teaching). A general description of the Humane Use Categories is provided below.

Species	A	B	C	D	E

Humane Use Categories (B-E) are defined by the U.S. Department of Agriculture (USDA). Category A is specific to YCP and is used for no pain or distress.

- A-- Animals will experience no pain or distress. (Example – observational studies without any intervention.)
- B-- Animals will be handled briefly; no painful procedures will be performed. (e.g., breeding)
- C-- Animals will not experience pain, discomfort or distress at all, or will experience pain, discomfort or distress that would not customarily be treated with pain-relieving drugs in human medicine or standard veterinary practice. (Examples – euthanasia followed by tissue harvest, subcutaneous, intramuscular, or intravenous injection of drugs, venipuncture to collect blood samples. For field studies, if animals are captured in the wild and transported or captured and held for extended periods of time)
- D-- Animals might experience pain, discomfort, or distress which would customarily be treated with anesthetics, analgesics, or tranquilizers, and this treatment or other supportive care will be given as appropriate because it would not interfere with the experimental results or interpretation. Using chemical compounds with outcomes that have not been described from previous research is included in this category.
- E-- Animals might experience pain, discomfort or distress for which anesthetics, analgesics, or tranquilizers would customarily be given but these drugs cannot be used because their use would adversely affect the experimental results or interpretation.

Unless the contrary is established, investigators would consider that procedures that cause pain or distress in human beings also cause pain and distress in other animals.

****If there are animals in Category E, please provide a full description of the procedures producing pain, discomfort or distress in animals and the reasons such drugs cannot be used.****

9. Literature Search for alternatives to painful procedures.

For procedures that involve more than momentary distress or discomfort (i.e., D and E categories), investigators need to make a good faith effort to use alternatives. Below please indicate the sources consulted (minimum of two databases) to show that alternatives are not available. Investigators are encouraged to utilize the concepts of Refinement, Reduction and Replacement in order to minimize distress or discomfort on the part of the animal.

Literature search was conducted.

1) Name of Database:	
Date(s) of Search:	
Search words/phrases:	
2) Name of Database:	
Date(s) of Search:	
Search words/phrases:	

- I. Was the Animal Welfare Information Center (<http://www.nal.usda.gov/awic/>) consulted in your search?
yes: _____ no: _____
- II. Were recognized experts in the field that utilize the procedure consulted for alternatives?
yes: _____ no: _____

If yes, then please provide the a) name, b) affiliation and c) date of consultation.

- III. Please provide a 1-2 sentence description of the results of your literature search.

10. Anesthetics, Analgesics, or Tranquilizers Use

Question (Check box)	Yes	No
Will any anesthetics, analgesics, tranquilizers or neuromuscular blocking agents be used?	If yes, which agents (dose and route) will be used?	
The following questions relate to the use of anesthesia. If the answer to the first question is no, you may skip all the additional questions.		
Will animals be anesthetized?	If yes, answer all questions below.	
Will animals recover from anesthesia?	If yes, how will animals be monitored when recovering from anesthesia?	
Will analgesics be administered post-procedurally?	If yes, how will you determine whether supplemental doses are necessary?	

If anesthesia will be used, answer the questions below.

What is the maximum duration of anesthetic?

How will depth of anesthesia be monitored?

What indications will be used to determine that supplemental doses are necessary?

11. Surgical Procedures

Will recovery surgical procedures be performed on living vertebrate animals?

yes: _____ no: _____

If yes:

Who will perform the surgical procedures?

Describe the procedures used to ensure the adequate training of individuals named above.

Describe the surgical procedures and methods, including those used to ensure aseptic techniques.

12. Final Disposition

a. Will animals be euthanized? yes: _____ no: _____

If yes, please specify the method of euthanasia indicating drug, dose and route of administration. If CO₂ is used, then please indicate the secondary, adjunctive procedure (e.g., cervical dislocation, decapitation, etc.) to be used to ensure death.

b. Check the appropriate box to indicate if the described methods are consistent with the 2013 recommendations of the Guidelines on Euthanasia of the American Veterinary Medical Association.

Euthanasia method	Estimate number of animals	Acceptable	Acceptable with conditions method	Unacceptable method

Note: If an unacceptable method is chosen, please provide scientific justification.

c. If animals will not be euthanized, what will happen to the animals?

Transfer to a different study: _____

Adoption: _____

Other: _____

Provide a detailed explanation of the final disposition of the animals in the study. Additional forms are necessary for the transfer or adoption of animals.

13. Exemptions

Will the procedures, housing conditions, or method of euthanasia to be used require an IACUC-approved exemption?

yes: _____ no: _____

If yes, check all that apply below and provide a scientific justification for each exemption requested.

Unacceptable method of Euthanasia: _____	Unrelieved pain or distress: _____	Housing rodents on wire bottom cages: _____
Food restriction: _____	Prolonged or unconventional restraint: _____	Single housing for a social species: _____ Other (specify):
Deviation from enrichment plan: _____	Exemption from the enrichment program: _____	
Death as a study endpoint (not planned euthanasia): _____	Deviation from standard care: _____	
Multiple survival surgeries: _____	Footpad injections: _____	
Water restriction: _____	Ascites production: _____	

Please provide justification for the exemption (s) and an explanation of health monitoring that will occur.

14. Hazardous Materials Use

Will animals be exposed to substances that are hazardous to humans or other animals?

yes: _____ no: _____

If yes, describe the hazard (chemical, biological or radiological) and describe procedures for limiting exposure to other animals and humans.

How will animals containing biohazardous waste be disposed?

15. Use of non-pharmaceutical grade compounds in animals

Investigators are expected to use pharmaceutical grade compounds whenever possible. Any compound that does not meet purity standards of a recognized pharmacopeia is considered non-pharmaceutical grade.

Are there any substances to be administered to animals that are NOT of a pharmaceutical grade?

yes: _____ no: _____

If yes, provide scientific justification and a description of how the drugs will be suspended to assure sterility, purity and physiologic pH.

16. Animal Care and Housing: Animals obtained from commercial sources.

a. How are the animals housed?

b. Is a breeding colony maintained as a part of this project?

yes: _____ no: _____

If yes, describe the breeding protocol and procedures. Provide a rationale for establishing this colony.

c. Describe procedures used to care for the animals (daily care, weekly care, etc.)

d. Will animal care be provided by the Animal Care Staff or trained student animal care workers?

yes: _____ no: _____

If no, then please indicate the person by whom care will be provided and the training of that person.

e. List and describe potential relevant zoonoses for the species you are housing.

i. What procedures/precautions will you employ to minimize danger to handlers and students or faculty participating in the study?

ii. What procedures/precautions will you employ to minimize the chance of infection of other housed animals?

17. Animal Care and Housing: Animals to be collected/sampled from a wild population. (Field studies are included here.)

- a. Have you obtained appropriate permits/licenses to collect or sample these animals?

List governing authority and license number:

- b. How are the animals to be collected and transported to the holding facilities?

- c. Will a breeding colony be initiated or maintained as a part of this project?

If yes, describe breeding protocol and procedures.

- d. Describe procedures used to care for the animals (daily care, weekly care, etc.)

- e. List and describe potential relevant zoonoses.

i. What procedures/precautions will you employ to minimize danger to handlers and students or faculty participating in the study?

ii. What procedures/precautions will you employ to minimize the chance of infection of other animals?

18. Principal Investigator's Assurance

- I acknowledge responsibility for this project.
- I am familiar with the Guide for the Care and Use of Laboratory Animals (8th edition, 2011, National Research Council of the National Academies, National Academies Press) and certify that this project will be conducted in compliance with those principles.
- I assure that I will obtain IACUC approval prior to significant changes in the protocol.
- I assure that this project does not unnecessarily duplicate previous research.
- I assure that students, staff and faculty on the project are qualified, will be personally supervised, or will be trained to conduct the project in a humane and scientific manner.

In order to verify that you agree with the statements indicated above, please check the box and type your name and date.

Name of Principal Investigator/Course Director

Date