

Animal Use Form Submission and Maintenance Checklist

- Complete the Animal Use Form (AUF).
 - AUF's will be assigned a pain and distress category (B, C, D, or E) by the attending veterinarian. This category is used for annual USDA reporting and may affect how the AUF is reviewed by the IACUC.
 - Any biohazards, radioisotopes, or chemical hazards used in study procedures must be reviewed and approved by the appropriate committee or by UNL's Environmental Health and Safety Department.
 - An alternatives search should be thoroughly documented and reflect consultation with multiple, specific sources. This search should demonstrate that (1) alternatives to live animal testing were not available, (2) possible alternatives to procedures causing pain, discomfort, or distress have been considered, and (3) unnecessary duplication of previous experimental work will not ensue.
 - Housing conditions must meet requirements set in the *Guide for the Care and Use of Laboratory Animals* or *Guide for the Care and Use of Agricultural Animals in Agricultural Research and Teaching* unless scientifically justified.
 - Surgery procedures and anesthetics used must meet requirements in the Animal Welfare Act and be approved by the attending veterinarian.
 - Use of adjuvants must comply with UNL Policy and Procedures Manual.
 - Euthanasia methods must be listed as acceptable within the *2007 AVMA Guidelines on Euthanasia* or be conditionally acceptable with scientific justification.

- Complete the General Regulation Training (GRT) for everyone who may have animal contact.
 - This training session takes about an hour and gives an overview of animal welfare regulations, the IACUC, and ethics in animal use.
 - This training must be re-taken **every 5 years** to remain current.
 - This can be completed online or at a live training session by IACP.
 - For web course: <http://research.unl.edu/orr/grttraining.shtml>
 - For in-person training, contact Kathy Ellenbolt (472-4466).

- Submit a Training Documentation Form (TDF) for everyone who may have animal contact.
 - This is a written record of training and experience to keep on file in the IACP office.
 - The form is online at <http://research.unl.edu/orr/TDF.pdf>
 - Only one TDF is needed for persons involved in multiple studies.
 - It must include the date of each person's last GRT session.
 - It should include as much detail about a person's animal experience as possible, and attachment of a resume is welcome.

- It must be signed by the individual and their supervisor or study PI.
 - It must be updated **every 3 years** to remain current.
- Enroll fulltime employees who may have animal contact in UNL's Occupational Health & Safety Program.
- The form is online at <http://research.unl.edu/orr/Occupational%20Health%20and%20Safety.pdf>
 - A valid cost center must be listed on the form for billing purposes.
 - The form should be treated as confidential.
 - It must be mailed directly to the Nebraska Occupational Health Center at 4451 N 26th St, Ste 1000, Lincoln, NE, 68521.
 - The Health Center will notify IACP of each person's enrollment.
- Veterinary contact information.
- The attending veterinarian (AV) should be contacted promptly for any unexpected animal illness or injury.
 - The AV is also available to provide assistance with procedures, training, surgery, anesthesia, animal husbandry, etc.
 - The attending veterinarian for UNL can be reached at 472-6958.
 - If the AV cannot be reached for an animal medical problem, contact the IACP office at 472-4486.
 - If a veterinarian other than the AV is going to be consulted for a study, contact the IACP for instructions on fulfilling outside veterinarian requirements.
- Submit a "Modification Form" before changes are made to the procedures.
- Use this form to provide written notification to the IACUC of desired changes to an approved animal use protocol.
 - It includes any change in number or type of animal, personnel involved, study procedures, or termination of projects, and requires IACUC approval.
 - The form is online at http://research.unl.edu/orr/anlreview_modform517.doc
 - When approved, a stamped copy will be returned to the PI for their record.
- Report unexpected adverse events.
- The IACP should be promptly notified of any unexpected occurrence that has an impact on animal welfare.
 - These reports assist the IACUC in their federal requirement to monitor animal activities.
 - Federal agencies also encourage PI's, animal care staff, and the AV to investigate the cause of events and ways to prevent reoccurrence.
 - The reports provide documentation of unexpected pain and distress so that animals can be properly categorized for annual USDA reporting.

- Report is located online at http://research.unl.edu/orr/anlreview_modform517.doc
- ☐ Submit an “Annual Renewal Form” yearly:
 - This form must be submitted **annually** to update the IACUC on the status of each project.
 - It can be used to request protocol modifications expected in the next year.
 - A copy of the form will be mailed 3 months in advance of the submission deadline and should be returned promptly.
- ☐ Submit a 3-year renewal animal use form.
 - Per federal requirements, a new animal use protocol must be submitted for IACUC review and approval **every 3 years**.
 - The form is online at http://research.unl.edu/orr/IACUC_AUF_form.doc
 - An animal use protocol will be automatically TERMINATED 3 years from the date issued if a renewal AUF is not yet approved.
 - If terminated, any animals covered under a protocol are transferred to a holding protocol directed by the AV and *all research activity must cease*.
 - PI’s will be notified of this requirement 3 months in advance of the termination date.
 - The form should be submitted as early as possible to ensure that the IACUC has time to review and approve it, thereby avoiding termination.

And finally:

- ⇒ Please send an **electronic version** of your protocol to the new IACUC email address IACUC@unl.edu, followed by a **hard copy** of your protocol, with the signature page and all pertinent training documentation, to our office via campus mail.
- ⇒ Please make sure you are using the current form. It is located on the UNL Website: Research>Research Compliance Services>Institutional Animal Care and Use Committee>Application to Use Animals (click icon). You will find other useful forms at this site as well.
- ⇒ In general, allow a minimum of 30 days for the project to be reviewed and approved. Extra time may be required for clarification requested by this office or IACUC reviewers.
- ⇒ This office has a considerable library of training videos, DVDs, and books available for further training in technical aspects of animal care and handling. Please contact me if you or anyone on staff may be interested in utilizing this information.

Hopefully, this helps clarify the process for you. If you have further questions, comments or input, please contact me at kellenbolt2@unl.edu, or phone my office, 2-4466.

