

PROTOCOL REVIEW CHECKLIST FOR IACUC REVIEWERS

I. Principal Investigator

Section completed? _____
Is the PI a faculty member or Dept Head? _____

II. Project/Grant/Course Number and Title

Section complete? _____
Is the title descriptive of the project? _____

III. SPECIES, NUMBER OF ANIMALS, AND USE CATEGORY

Is the table filled out with complete species name information? _____
Is the number of animals listed, and does it match the protocol given later? _____
Does the USDA category make sense given the protocol? _____
Is the justification for USDA category D&E present, and do you agree? _____

IV. DESCRIPTION OF PROJECT

A. The aims and objectives of the work.

Are the scientific goals (both general and specific) explained clearly? _____
If there are educational goals involved, are they also explained clearly? _____
Is the protocol language accessible to the layman? _____

B. The significance of this work and expected outcomes.

Is the scientific and/or educational significance of this work clearly explained? _____
Are the outcomes of the project clearly listed? _____
Is this section understandable to the layman? _____
Does the significance merit the use of animals? _____

V. JUDICIOUS USE OF ANIMALS

A. Provide a rationale for the selection of the animal species that will be used in this project.

Is it clear why this species was chosen for this project? Is it reasonable? _____
Does the PI and/or other personnel have experience with the species or closely related taxa? _____
If the personnel are inexperienced, is it clear that they are capable of handling the project? (e.g. training, etc.) _____

B. Provide a rationale for the number of animals.

Is it clear why the number of animals described was selected? _____
Is it clear how many animals will be used for each procedure or treatment group? _____

C. Alternatives Search

Has a database search been conducted for alternative methods (including models and simulations) for this project? _____
Are the details of the search provided (date, search terms, database name)? _____
Are the results of the search(es) summarized or shown in some way? _____
If no models or alternatives are available, do the results of the search support that the method proposed is appropriate? _____
If there are educational goals, has a search been conducted to determine if pedagogy is effective? _____

VI. SOURCES, HUSBANDRY, AND LOCATION OF ANIMALS

A. How will animals be acquired?

Is the source of the animals given? _____
Is this animal available from a reputable vendor, and is it being acquired from one? _____
Are the animals coming from a NMU colony (and is this appropriate)? _____

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B. Housing conditions

- Is there an approved standard operating procedure (SOP) that covers housing for these animals? _____
- If there is an SOP, is it appropriate to this project? _____
- If no SOP...*
- Is the animal cage or tank described appropriately? _____
- Are housing conditions appropriate for the species (cage size, bedding, air/water provision, lighting, temperature, humidity, noise levels, security, etc.)? _____
- Is enrichment provided? _____
- Are the animals going to be fed appropriately for their species? _____
- Is water available appropriately (bottle, bowl, damp cloth, etc.)? _____
- How will animal health/condition be assessed? _____
- Is the pattern of feeding, watering, health checks described and is it appropriate for the species? _____
- Is the pattern of cage/tank care described and is it appropriate for cleanliness? _____
- Is there a means for record keeping of animal care activity? _____
- Is there a description of the duration of housing? _____
- Are there any identifiable deviations from the *Guide for Animal Care and Use of Laboratory Animals*? _____
- Are you comfortable with the housing and care provided for these animals? _____

C. Will the animals undergo multiple survival surgical procedures

- Is the appropriate box on the form checked? _____
- If yes, is sufficient justification provided? _____

E. Will any animals from this protocol be used in other projects at a later date?

- Is the appropriate box on the form checked? _____
- If yes, Primary reviewer should point this out to IACUC chair*

F. Will this project use dogs, cats, nonhuman primates or farm animals?

- Is the appropriate box checked? _____
- If yes, are quarantine and conditioning procedures described? _____
- If yes, are selection criteria for animals described? _____

G/H/I. Locations

- Is the location of the animal housing facility provided (incl building and room)? _____
- Is the location of the animal surgery area provided (if applicable)? _____
- Is the location of the laboratory where experiments will be conducted provided? _____
- If field work is involved, is the location described? _____

VII. EXPERIMENTAL PROTOCOL

Procedure

- Is this section filled out? _____
- Is the experimental procedure using the live animals clearly described from beginning to end (starting with their removal from their housing area)? _____
- Is the language used accessible to the layman? _____
- Is it clear how many, and which, animals will be used in different areas of the protocol? _____
- Is it clear what will be done to each individual and over what time frame? _____
- Are there extra animals that are not accounted for? _____
- Are there too few animals included? _____
- If tissues are being collected it is not necessary to have a complete protocol for how they will be used, but is it clear that they are necessary and will lead to the expected outcomes (i.e. some protocol will likely be needed)? _____
- Is animal comfort (including stress relief) adequate? _____
- Is the protocol appropriate to the aims of the project? _____

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Will the protocol lead to the objectives stated? _____
Does the outcome justify the level of animal impact? _____
Are the three Rs addressed (Replacement, Reduction, Refinement)? _____
Do the personnel have the required skills to perform this procedure OR have a means to acquire them? _____
Are you comfortable with the welfare of the animals being used in this procedure? _____

Pharmacological Agents

Are any/all drugs used listed in this section? _____
Is it clear what the role/function of each drug/chemical is in the project? _____
Is the route of administration provided, and is it appropriate? _____
Is the dosing of each agent provided, and is it appropriate? _____
Is it clear how animals will be monitored following drug administration? _____

Euthanasia

What method of euthanasia will be used? _____
(Note: a method of euthanasia is always necessary, even if the intent is to not sacrifice the animals.)
Is the method stated the most appropriate method for the animal species involved and the protocol proposed? _____
What are the criteria used to assess that the animal is dead? _____
Are there any exceptions to the guide or other policies or procedures related to euthanasia? _____

Adverse Effects

Are possible adverse effects clearly stated? _____
Are methods of mitigating potential adverse effects explained clearly? _____

State and Federal Assurances for Field Studies

Is this species/protocol governed by outside assurances (permits etc.)? _____
If so, are these permits described in this section? _____
If so, has the PI acquired the necessary permits/permissions? _____

Other

If this section is completed, are the other issues described appropriately and do you find them acceptable? _____

VIII. PERSONNEL INVOLVED IN PROJECT

Is this section completely filled out for all involved personnel? _____
Is it clear in the protocol how these individuals will be involved in the project? _____
Is the training of the personnel appropriate for their activities? _____
Is the training of the personnel appropriate for the animal species involved? _____

IX. OCCUPATIONAL SAFETY AND HAZARDOUS MATERIALS

Does the work require the use of hazardous agents (including those that may not yet have been completely reviewed)? _____
Are the potential hazards for each agent listed and described clearly (in laymens terms)? _____
Is the MSDS provided for each agent rated greater than Level 1 or unclassified agent (to IACUC chair)? _____
Are biohazards involved? _____
If biohazards are involved, what is their level? _____
Are appropriate precautions clearly described for all agents (including biohazards)? _____

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Are the facilities and procedures described previously sufficient to provide a safe environment for both animal and humans given the hazardous materials involved in the project?

SIGNATURES AND SCIENTIFIC REVIEW SECTION

Are all the appropriate signatures provided (to the IACUC chair)?

Are you comfortable with the process for review of scientific merit (dept head, funding agency, alternative scientific expert)?
