

INSTRUCTIONS FOR COMPLETING THE UNIVERSITY OF NOTRE DAME'S INSTITUTIONAL ANIMAL CARE AND USE COMMITTEE QUESTIONNAIRE

PLEASE READ THE FOLLOWING TWO PAGES CAREFULLY BEFORE BEGINNING YOUR QUESTIONNAIRE.

INTRODUCTION: Federal law mandates that all animal use be monitored for compliance with the Animal Welfare Act by each research facility's institutional animal care and use committee (IACUC). Committee members must verify that each protocol set forth in the questionnaire meets very specific standards and that the following points are addressed:

- a. Procedures with animals will avoid or minimize discomfort, distress and pain to the animals, consistent with sound research design.
- b. Procedures that may cause more than momentary or slight pain or distress to the animals will be performed with appropriate sedation analgesia, or anesthesia, unless the procedure is justified for scientific reasons in writing by the investigator.
- c. Animals that would otherwise experience severe or chronic pain or distress that cannot be relieved will be painlessly sacrificed at the end of the procedure, or if appropriate, during the procedure.
- d. The living conditions of the animals will be appropriate for their species and contribute to their health and comfort. The housing, feeding and nonmedical care of the animals will be directed by a veterinarian or other scientist trained and experienced in the proper care, handling and use of the species being maintained or studied.
- e. Medical care for animals will be available and provided as necessary by a qualified veterinarian.
- f. Personnel conducting procedures on the species being maintained or studied will be appropriately qualified and trained in those procedures.
- g. Methods of euthanasia will be consistent with the recommendations of the American Veterinary Medical Association's Panel on Euthanasia, unless a deviation is justified for scientific reasons in writing by the investigator.
- h. Have alternatives to animal usage methods been considered?
- i. Has the investigator provided a written assurance that this proposed work is not unnecessarily duplicative?
- j. Has the proposed use of animals been sufficiently justified?

Each committee member must sign off that they have found evidence to the affirmative for each of the above 10 points in their review of a protocol. If not it cannot be approved. **REMEMBER, IN WRITING YOUR PROTOCOL THAT THE COMMITTEE INCLUDES INDIVIDUALS WHO ARE NOT LIFE SCIENTISTS;** at present the committee includes an engineering professor, a philosophy professor (serves as the ethicist) and a member of the public not affiliated with Notre Dame. Write your protocol so these committee members can understand exactly what it is you intend to do and that you can fully justify the work scientifically.

FEDERAL MANDATE: The federal law behind these questions is very specific as to responsibilities. As cited at 54 FR 36151-36153 2.31 1. d. 1. "The IACUC shall determine that the proposed activities or significant changes in ongoing activities meet the following requirements:"

The most recent significant additions we have had to ask you to respond to in rewritten protocols are:

ii. "The principal investigator has considered alternatives to procedures that may cause more than momentary or slight pain or distress to the animals and has provided a written narrative description of the methods and sources, e.g., the Animal Welfare Information Center, used to determine that alternatives were not available;"

and

iii. "The principal investigator has provided written assurance that activities do not unnecessarily duplicate previous experiments;"

Also stated at 54 FR 36130: "Research facilities will be held responsible if it is subsequently determined [by the inspecting veterinarian] that an experiment is unnecessarily duplicative and that a good faith review of available sources [by the PI] would have indicated as much."

The IACUC is charged with, and legally responsible for, assuring that the University is in full compliance with these federal regulations. Therefore, each protocol must contain an explicit scientific justification and rationale for the species used. You should be aware also that during the unannounced periodic inspections by the USDA veterinarian(s), protocols are carefully examined for content; this constitutes a second check on your protocol. This is especially critical for protocols for teaching exercises because of the duplication of previous classroom work. Justification must be made, i.e. the benefits to students in using live materials, over other non-animal sources or preserved specimens.

ASSISTANCE: If you have any questions, please see Mrs. Kay Stewart, Dr. Rick Hilliard or Dr. Paul Grimstad (current Chair of the IACUC) for assistance. All completed protocol questionnaires should be submitted to Dr. Hilliard in the Graduate School. Protocols are reviewed at the monthly committee meetings. Federal law does not permit animal use without an approved protocol; if your protocol is not up to date the Freimann staff is required to restrict your access to your animals. The mandate from the highest levels of the university administration is to operate the animal use program in full compliance with all applicable federal regulations. Your cooperation is thus essential.

I have read the above instructions and understand the basis for the requirements. The attached protocol has been written to include the required points.

Signature of Principal Investigator

INSTITUTIONAL ANIMAL CARE AND USE COMMITTEE
UNIVERSITY OF NOTRE DAME
TEACHING PROTOCOL 2004

Protocols dealing with classroom use of live vertebrate animals must be filed with the IACUC each year. No animals may be ordered until an approved protocol is on file. Therefore, a completed questionnaire should be filed before the start of the semester in order to allow sufficient time to review the protocols and to order the animals. In completing this form, note that the IACUC includes non-scientist members. Please take this into account in composing your response so that your responses are intelligible to all members of the Committee.

PLEASE RESPOND TO ALL QUESTIONS

1. Laboratory Instructor: _____ Date _____
 Position _____ Highest Academic Degree(s) _____
 Campus Address and Department _____
 _____ Telephone _____

2. (a) Course Title and Number _____

(b) Dates: Start _____ Finish _____

3. **Procedures to be used (Please check Yes or No. If answer is Yes to any part, please include an explanation in #7). Indicate only those procedures to be used in animals:**

	Yes	No		Yes	No
Isotope(s)	<input type="checkbox"/>	<input type="checkbox"/>	Multiple surgeries on same animal	<input type="checkbox"/>	<input type="checkbox"/>
Infectious agent(s)	<input type="checkbox"/>	<input type="checkbox"/>	Water restriction	<input type="checkbox"/>	<input type="checkbox"/>
Mutagen(s)/carcinogen(s)	<input type="checkbox"/>	<input type="checkbox"/>	Electric shock	<input type="checkbox"/>	<input type="checkbox"/>
Recombinant DNA experiments	<input type="checkbox"/>	<input type="checkbox"/>	Muscle paralyzing agents	<input type="checkbox"/>	<input type="checkbox"/>
Toxic agents administered	<input type="checkbox"/>	<input type="checkbox"/>	Pain or distress to animals without		
Prolonged restraint	<input type="checkbox"/>	<input type="checkbox"/>	administration of an anesthetic or		
Surgery	<input type="checkbox"/>	<input type="checkbox"/>	analgesic	<input type="checkbox"/>	<input type="checkbox"/>
Survival surgery	<input type="checkbox"/>	<input type="checkbox"/>	Other		

Do not write below this line	5-04-2004
Received by IACUC _____	
Project Number _____	

4. **Animals that would otherwise experience severe or chronic pain or distress that cannot be relieved must be painlessly sacrificed at the end of the procedure or, if appropriate, during the procedure. Indicate method(s) of euthanasia to be used. Methods of euthanasia used must be consistent with the recommendations of the American Veterinary Medical Association Panel on Euthanasia, unless a deviation is justified for scientific reasons in writing by the investigator. Indicate if euthanasia is to be performed without anesthesia (explain as needed in #7):**

- Animals will not be euthanized
- Carbon dioxide
- Cervical dislocation
- Overdose of barbiturates
- Decapitation
- Overdose of inhalant anesthetic (name agent) _____
- Cardiac perfusion for histology during anesthesia
(Name anesthetic agent) _____
- Other (Please describe) _____

5. (a) **Identify the species, common name(s), and approximate number of animals to be used:**

5. (b) **Average daily census of each species:**

5. (c) **Give the name of building, laboratory, or facility and room number (if room number is known) where the animals will be housed:** _____

The principal investigator must make arrangements with the director of the laboratory or facility named above to house and care for these animals. Has this been done: Yes No

The living conditions of animals must be appropriate for their species and contribute to their health and comfort. The housing, feeding and nonmedical care of the animals must be directed by a veterinarian or other scientist trained and experienced in the proper care, handling and use of the species being maintained or studied. Medical care for animals must be available and provided as necessary by a qualified veterinarian.

Are these conditions satisfied in the above named facility? Yes No
If No, explain in 6(c).

If the animals are not being housed in the Freimann Life Sciences Center or satellite facilities, a letter of approval from the ACACIA of the institution/laboratory housing the animals must be submitted to the Notre Dame IACUC.

6. **Many biological principles can be demonstrated via prepared specimens and/or film and videotape. The pedagogical goals achieved by the teaching laboratory use of living animals must include instruction concerning the scientifically appropriate uses of animals as well as training in experimental skills and illustration of scientific principles. Therefore, the justification for the use of living animals should be clearly spelled out for students and for the IACUC. This justification should include a statement of the goals of the exercise in the context of the best current instructional practices.¹**

¹ Undergraduate laboratories may or may not require use of current research techniques and protocols, but if living animals are used to illustrate principles important to the historical development of a field, instructional goals should include locating these principles in the context of current theoretical and experimental criteria.

7. Provide a complete description for the proposed use of the animals. Include assurance that discomfort and injury to animals will be limited to that which is unavoidable. Provide information relative to the use of tranquilizers, analgesics, and/or anesthetics, etc., that will be used in this study to prevent pain or suffering to the animal. Address the use of each species and all procedures relative to care and use of animals.

Copies of class handouts pertaining to this exercise must be included with this protocol.

8. **Please list those individuals who will be responsible for this laboratory exercise:**

Are all personnel using and caring for animals under the direction of the instructor properly trained in the procedures they will conduct? Yes No If the reply is No describe how and when the proper training will be provided.

Are all personnel aware of the Occupational Health Program? Yes No

If the reply is No, please contact the Freimann staff for information.

9. **The federal government and university policy require that the care and use of all vertebrate laboratory animals be monitored by the Institutional Animal Care and Use Committee (IACUC). The information on this questionnaire must be provided when animals are used in instructional programs. Federal requirements and university policy state that research or instruction in which animals are used may not be initiated without prior IACUC approval.**

The instructor whose signature appears below is familiar with and agrees to comply with the NIH Guide for the Care and Use of Laboratory Animals, the Federal Animal Welfare Act, and the euthanasia guidelines established by the American Veterinary Medical Association Panel on Euthanasia.

(Copies of the above documents may be obtained from the IACUC Executive Secretary, Tel. No. 631-5866)

Signature of Laboratory Instructor

Date

Please return this form to:

Dr. Richard A. Hilliard
Director of Research Compliance, and
Executive Secretary of the IACUC
Office of Research
511 Main Building
Notre Dame, Indiana 46556