Animal Welfare Committee Policy

Office Review of Minor Changes to Animal Protocols

The Public Health Service Policy on Humane Care and Use of Laboratory Animals (IV.B.7) states that the IACUC shall “review and approve, require modifications in (to secure approval), or withhold approval of proposed significant changes regarding the use of animals in ongoing activities”

Applicable Regulations

The Public Health Service Policy on Humane Care and Use of Laboratory Animals (PHS.IV.B.7) states that the IACUC shall “review and approve, require modifications in (to secure approval), or withhold approval of proposed significant changes regarding the use of animals in ongoing activities”

According to NOT-OD-03-046, changes in personnel other than the Principal Investigator need not be considered significant. The review process must ensure adequate training, identification, occupational health enrollment, and any additional requirements as determined by the AWC.

Policy

The AWC has determined that the following changes are minor and may be reviewed and approved by the AWC Office:

- Addition of trained personnel other than Principal Investigators or surgeons.
- Deletion of personnel
- Room addition/change to a previously approved manipulation site. (Addition of new satellite locations is considered significant)
- Correction of typographical errors
- Addition of Grant Title/Funding agency (when congruent with the approved protocol)
- Addition of a new strain/genotype (with no known clinical consequences, no new experiments, and fewer than 10% addition of animals)
- Less than 10% increase in animal numbers to already approved experiments (no new experiments)

The AWC has determined that significant changes include, but are not limited to:

- Changes in the objectives of a study
- Addition of surgery/surgeon
- Increases in expected pain and/or distress
- Changes in the Principal Investigator
- Addition of a new satellite housing or manipulation site
- Changes in anesthetic or analgesics regimen
- Changes in euthanasia methods
- Changes in the duration, frequency, or number of procedures performed on an animal
- Greater than 10% increase in the number of animals approved
- Addition of a new strain/genotype with known clinical consequences
Procedure
Investigators will submit the completed change request form to the AWC office. Change requests that qualify for AWC Office review will be processed by the office. The AWC office will verify that all training and occupation health requirements have been met before approving personnel additions. The veterinary staff will receive regular updates of personnel added and may be consulted during the office review process. The office may request committee review at any time. All other change requests will be processed by Designated Member Review or Full Committee Review as appropriate.