

The University of Scranton
Institutional Animal Care and Use Committee (IACUC)

ANIMAL USE PROTOCOL
Guidelines

The animal facilities and programs of the University of Scranton are operated in conformity with the [2010 Guide to the Care and Use of Laboratory Animals](#), the [Animal Welfare Act](#) (CFR 1985), the [Public Health Service Policy on Humane Care and Use of Laboratory Animals](#) (1996), and other applicable federal, state, and local laws, regulations, and policies.

The Institutional Animal Care and Use Committee (IACUC) is charged with the responsibility to assure that no animals are used unnecessarily for research or instruction and that every effort is made to insure animal well-being and to minimize pain and distress.

Protocols must be submitted in the University's approved IACUC format to the IACUC for all proposed research or instructional use of vertebrate animals.

Students and research technicians/assistants must complete *IACUC Student/Research Assistant Training Certification* and *IACUC Training in Techniques Required for a Protocol Certification* as appropriate to the protocol.

In evaluating protocols for approval, the IACUC utilizes the following criteria:

Alternatives to the use of animal subjects for research or instruction have been explored.

The protocol does not unnecessarily duplicate previous research or instruction.

The number of animals is the minimum necessary to produce valid results.

The species of animal is appropriate to the research proposed.

Every effort is made to minimize pain and distress. If pain and distress cannot be relieved because of the research design, justification is provided.

The research design and work plan are clearly described and follow applicable standards and regulations.

Step-by-step explanation of all procedures is provided. An animal subject can be clearly tracked through the project.

ANIMAL USE PROTOCOL
INSTRUCTIONS (5/08)

Please carefully read these instructions prior to completing your protocol. Be sure to follow the outline and address each item. Submit the Cover Sheet and Protocol Narrative electronically as e-mail attachment to gary.kwiecinski@scranton.edu and send one signed copy of the Cover Sheet to Gary Kwiecinski, Biology Department, LSC292, at least one week prior to a scheduled IACUC meeting.

An outline for the Narrative follows the cover sheet form for your convenience.

1. Name of Investigator(s) and Title of Protocol

2. Brief Project Description.

Provide a description the purpose of your research or instructional project and the experimental design in "layperson's" terms so that it is easily understood by IACUC members who are not in your academic discipline.

3. Project Design and Methodology

3.1. Purpose and objectives

What do you plan to accomplish? Why?

3.2. Is this a field study? ___yes or ___no

If no, continue with section 3.3

If yes,

- a) Does the PI conducting field studies know zoonotic diseases, safety issues, laws, and regulations applic

How have you determined that this project is not unnecessary duplication, e.g., bibliographic searches? If it is duplication of previous research or instruction, why is it required?

3.6. Detailed description of procedures

3.6.1 Step by step description of all procedures

Provide a clear, step-by-step description of all procedures including details of methods of anesthesia. IACUC reviewers should be able to track the animals through the protocol. A flow chart is recommended.

If the animals are to be sacrificed at the end of the protocol, give details of the

Pharmaceutical grade drugs must be used. All drugs must be used prior to their expiration date – assure that you are licensed to administer pharmaceutical anesthesia by providing your DEA license number and its expiration date.

USDA animals - if procedures are used which cause more than momentary pain/distress, whether relieved by anesthesia or not, you must provide justification in the form of either

A literature search using an appropriate comprehensive database; documentation of database* searches must include name of database, date of search, keywords used, and date range of search; OR

Another more appropriate, well documented search method, e.g., if the procedure is “cutting-edge science” and there is no body of literature as yet, provide dates and names of experts contacted and information gathered to determine that alternatives to the procedure are not available.

Ref: [USDA Policy Manual, Policies #11 & #12](#)

*For assistance with searching, contact a reference librarian at the Weinberg Memorial Library.

All other species - if there is reasonable likelihood that the procedures will cause more than momentary pain/distress, not relieved by anesthesia, you must provide

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ANIMAL USE PROTOCOL - COVER SHEET (2/2011)

For ORS Use Protocol # _____ Date Approved _____
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Principal Investigator	Department	Ext: E-mail:
Co-Investigator	Department	Ext: E-mail:

TITLE OF PROTOCOL:

The University of Scranton
Institutional Animal Care and Use Committee (IACUC)
ANIMAL USE PROTOCOL - NARRATIVE OUTLINE (2/2011)

1.