

UNIVERSITY OF TEXAS AT EL PASO
Institutional Animal Care and Use Committee
Application for Use of Vertebrate Animals in Research, Teaching or Testing
Protocol Reviewer Checklist

This checklist is intended as a tool to assist IACUC Reviewers in the IACUC review process. The IACUC does not require the completed checklist to be submitted with the review.

PERSONNEL INFORMATION		Yes	No	NA
	Has all administrative information been completed on the application (i.e., list of responsibilities, contact information)?			
	Is either the PI or Co-I marked as working with animals (in order to oversee animal work)?			
Comments:				
SPECIES		Yes	No	NA
	Are species listed (without strain)?			
	Are the numbers consistent throughout the application? Do the total number of animals equal the number of animals in the pain category			
Question 12.	If animals have undergone procedures prior to being on this protocol, are the procedures described and justified?			
Question 13.	Have unusual phenotypes been listed and described for transgenic animals?			
Comments				
ARE YOU USING – Contact UTEP EH&S if you have any questions		Yes	No	NA
Question 2.	If animals are used for teaching, are the procedures listed and the use justified?			
Question 3.	If biological hazards are mentioned in the Procedures, is this checked 'yes' and appropriate hazards listed? Is IBC number provided (if appropriate)? Note: IBC protocol(s) must be approved before the IACUC protocol can be approved.			
Question 4.	If chemical hazards are mentioned in the Procedures, is this checked 'yes' and are they listed under 2a? Are the chemical names listed as per the product Safety Data Sheet (no abbreviations or partial names)?			
Question 5.	If radiation hazards are mentioned in the Procedures, is this checked 'yes' and appropriate hazards listed?			
Question 6.	If physical hazards are mentioned in the Procedures, is this checked 'yes' and appropriate hazards listed?			
Question 7.	If this is a field study, is this checked 'yes'? Are appropriate permits listed and precautions described?			
Question 8.	If non-rodent transgenics are proposed, is this checked 'yes' and appropriate questions answered?			
Question 9.	If non-pharmaceutical grade substances are mentioned in the Procedures, is this checked 'yes' and is their use appropriately justified?			
Comments:				

RATIONALE		Yes	No	NA
Question 1-2.	Aims and significance of the research are clearly defined and in lay language?			
Question 2c.	Is the justification for group sizes provided? These should be either by power analysis, quantity of cells/tissues needed, etc.			
Question 2d.	Has a detailed calculation of the animals needed been provided, including how group sizes were calculated?			
Question 3.	Has a harm/benefit statement or analysis been provided? Harms should include pain and/or distress due to surgery, food/water restriction, etc.			
Comments				
PROCEDURES		Yes	No	NA
	For surgical procedures, are pre/intra-operative versus post-operative analgesics clearly defined and in line with procedure text?			
	For surgery, are pre-surgical plans developed (e.g., location, supplies, anesthetic and analgesic use, peri-operative care) and in accordance with established policy?			
	If this protocol involves multiple survival surgeries, are they scientifically justified and described appropriately?			
	Is the sequence and timing of the surgeries and how they relate to each other described? Is enough detail provided to understand what each animal will undergo?			
	If the animals are in USDA Category D, are the analgesic and/or anesthetic agents listed?			
	Are there procedures for monitoring and ensuring anesthesia and analgesia in place where appropriate?			
	Are all procedures described completely and, in enough detail, to replicate the experiment?			
	Are all administered substances listed including the dose, volume, duration, frequency and route of administration?			
	For blood withdrawal, is the volume, frequency, withdrawal site(s) and method listed?			
	Are all possible adverse effects listed, including how they will be monitored?			
	Are humane endpoints listed?			
Comments:				
ALTERNATIVES SEARCH		Yes	No	NA
Question 1.	If animals are placed in USDA Category D or E, has a literature search for alternatives been accomplished?			
Question 1.	Is the literature search within 3 months of the submission?			
Question 2.	Has a justification for painful/distressful procedures been described?			
Question 3.	For USDA Category E procedures, has a justification for why these procedures are necessary been provided and is it scientific?			
Comments				

HUSBANDRY			Yes	No	NA
Question 1.	Is special food and/or water listed? Are altered light cycles (continuous dark, etc.) listed and described?				
Question 2.	Is food/water restriction listed, including duration and frequency, and appropriately justified?				
Question 3.	Are monitoring procedures for food/water restriction described and appropriate?				
Question 4.	Is prolonged restraint (>30 minutes) listed and described appropriately?				
Question 5.	Are monitoring procedures for prolonged restraint described?				
Question 6/7.	If single housing is to be used, is it appropriately justified? If enrichment is to be withheld, is it appropriately justified?				
Question 6/7.	Are departures from the Guide adequately described and justified (e.g., changes to standard cage sizes, cage sanitation cycles, housing on wire bottom cages, etc.)?				
Question 6/7.	If there will be housing outside of LARC and has this been justified? Has the length been specified?				
Comments:					
SCHEDULE OF PROCEDURES			Yes	No	NA
.	Is there a flowchart or timeline that clearly describes the schedule of procedures from beginning to end? Are all procedures listed in chronological order <u>for each experimental group</u> , their frequency, and time points over the course of the experiment?				
Comments:					
EUTHANASIA			Yes	No	NA
	Are methods of euthanasia consistent and appropriate?				
	Has a secondary method of euthanasia (i.e., to ensure death) been included?				
	Is the method(s) of euthanasia for the animal/species appropriate and consistent with AVMA Guidelines? Does this section include all methods of euthanasia described in the protocol text?				
Comments					
ATTACHMENTS			Yes	No	NA
	Have appropriate attachments been added, where necessary?				
Comments					

