

San Jose State University

Institutional Animal Care and Use Committee

Instructions for Completing the Application for Animal Care and Use

Faculty and students of San Jose State University who consider it essential to use animals in their research, teaching or testing, whether in the laboratory or in the field, must take cognizance of the Institutional Animal Care and Use Committee (IACUC) and institutional guidelines for the humane care and use of animals. All aspects of the animal care, procedural manipulations, chemical usage and monitoring, physical and psychological well-being, euthanasia, as well as personnel experience and safety are subject to peer review and approval by the IACUC before the work commences. Any questions should be directed to the IACUC Coordinator at 408-924-4929.

- Provide the **date** that the protocol submission was initiated or submitted.
- Protocol **status** could be either: a new proposal; a submission that is renewing a current or an expired protocol; or a submission with modifications to an existing approved protocol.

Section 1: Project Information

(A) *Project Title*: Provide a project title on the lines provided.

(B) *Principal Investigator*: The role of Principal Investigator (PI) must be a SJSU faculty member or the Campus Veterinarian. The PI assumes responsibility for reviewing and submitting the proposal, interacting with the IACUC, (including annual protocol reviews) and assuring the University that all applicable laws and regulations will be adhered to while conducting the animal related work. Provide all requested information on the Principal Investigator on the lines provided.

(C) *Co-investigator*: Co-investigators are considered primary individuals involved with the data collection or interpretation of the results (appropriately, students involved with the project to support their graduate degree, research affiliates, support staff or similar). Provide requested information on the co-investigator.

(D) *Project Start and End Dates*: It is requested that the project's start date be no sooner than 60 days from when the application form is signed and submitted by the PI. The project approval period for any application may not exceed the maximum allowable of 3 years.

(E) *Type of Study*: Check all applicable boxes: instructional (include course #'s), research, and/or field study and remark on the funding type and sources, if applicable.

Section 2: Animal Specifications

(F) *Common Name* of all proposed animals involved with the study, including *Genus/species*. *Gender* is to be noted as being M, F, or E/S (either sex – not distinctive); the *Age* or *Weight* must be identified in the proposal - select one that best applies to the study objective and include a range, however broad; define the numbers of each animal species to be used or studied in *Number per Year*, then calculate the number of animals that will be necessary for study over the project approval period in *Number per Project*. **NOTE**: Field studies that are examining the relative abundance of a certain species may specify 'abundance study' in the *Number/Year* column and must define the maximum number of animals to logically be sampled over the course of the protocol approval period by estimated range (however broad) in *Number/Project*.

(G) *Permits*: Identify if whether permits are necessary to acquire, handle or access the animals for this study. Attach copies of all applicable permits to the application form.

(H) Remark if any of the animals used as part of the study are listed by the State or Federally as being a *species of concern, threatened or endangered*.

Section 3: Ethical Information

(I) *Project categorization of pain and distress to animals:* Refer to the Project Categorization of Pain and Distress in Laboratory Animal descriptions and check the **highest** applicable category that would apply to the proposal.

(J) *Minimum number of animals necessary for the study:* Remark as to whether or not the listed number of animals per year is the minimum number of animals required for the study. Spare animals requested for classroom exercises are not to be considered part of the minimum number of animals necessary to conduct the study.

(K) *Use of non-animal alternatives:* Remark as to whether or not non-animal alternatives (e.g., computer simulation, non-living tissue, and mathematical models) can be used in any way for purposes of this study.

Section 4: Personnel working with animals

(L) *Personnel working with animals:* List all persons who are to have direct contact with animals associated with this study, including students, contractors and volunteers. You must list individual affiliation to the study and ALL relevant personnel experience or required training and supervision in the humane care and use of animals as it pertains to this proposal.

(M) *Guidance or assistance requested from UAC:* Please indicate if guidance or assistance from the Animal Care veterinary staff is required. If so, include details in the Section 8 addendum where UAC staff assistance is requested.

Section 5: Procedures and Manipulations Involving Animals

(N.1-5) *Non-surgical procedure outline:* Provide a brief description of animal identification methods (N.1); blood withdrawal procedures, if applicable (N.2); administration of therapeutic or research compounds, if applicable (N.3-4); and remark if animals will be held in the investigator's laboratory (away from the main ACF housing area) for 12 hours or more as part of this project (N.5).

(O.1-7) *Surgical procedure outline:* Describe the nature of the surgical procedure, including terminal surgical manipulations (O.1); remark if the surgery is a survival surgery and if there are multiple surgeries anticipated (O.2); note the location where all surgeries are to be performed (O.3); administration of anesthetic agents (O.4-5); provide details of endotracheal intubation, if applicable (O.6); list all persons who are responsible for conducting surgical procedures and those responsible for monitoring the animal while anesthetized (O.7).

(P.1-5) *Post-operative care outline for anesthetic procedures:* Identify who is intended to be responsible for post-surgical care of the animals (P.1); note observation frequency and location of animal during this time (P.2); remark as to the style and availability of animal observation and monitoring records (P.3); administration of pain relieving drugs (P.4); administration of post-surgical pharmaceuticals, such as antibiotics (P.5).

Section 6: The Use of Hazardous Materials or Infectious Agents

(Q.1-5) *Chemical hazards:* identify any and all chemically hazardous compounds used as part of this study and attach the corresponding Material Safety Data Sheet (MSDS) on the compound to the application form (Q.1); classify the hazardous chemical (Q.2); identify the physiological effects expected if there is a human exposure, not animal (Q.3); list all personnel to have contact with this agent (Q.4); detail all personal protective equipment and precautionary measures taken when handling/administering/disposing of this agent (Q.5).

(R.1-5) Biological hazards: identify any and all biologically infectious organisms/agents to be used as part of this study (R.1); classify the infectious agent (R.2); identify the Biological Safety Level working with this agent (R.3); list all personnel to have contact with this agent (R.4); detail all personal protective equipment and precautionary measures taken when procuring/handling/administering/disposing of this agent (R.5).

Section 7: Euthanasia of Animals

(S) Death as an endpoint: remark as to whether or not the animals will be allowed or expected to die spontaneously as part of this work without humane intervention to relieve suffering.

(T) Euthanasia of Animals: remark as to whether or not animals will be euthanized as part of this work (T.1); remark if whether or not animals may be euthanized if considered injured or moribund by methods approved or as directed by the attending veterinarian (T.2); remark if whether or not if animals can, upon completion of the study, be transferred to another IACUC approved protocol due to the benign nature of the experiment or treatment (T.3).

(U) Method of Euthanasia: 1) describe any physical means of euthanasia that will be employed; note if whether or not the animal will be sedated or otherwise desensitized prior to be euthanized by physical means; and if whether or not student learners will be expected to perform this procedure. 2) Describe euthanasia procedures if to be induced using chemical injection. 3) Describe euthanasia procedures if to be done using inhalational agents and the mode of administration.

(V) Final Disposition of Live Animals, Carcasses or Tissues: Describe how animal carcasses and tissues will be disposed of (V.1); describe procedures for releasing or handling live animals upon completion of the study (V.2).

Section 8: Project Description and Justification

(W) Non-technical description and Justification: **NOTE:** This section must be type written and must accompany the application form as an addendum.

W.1: Provide the name of the Principal and Co-Investigators of the study.

W.2: Describe the project purpose, which may include the implications for the greater good of society, species identification and rationale for choosing this species.

W.3: Detail the hypothesis being tested, experimental design and the anticipated results of the study.

W.4: Methods and Procedures: Detail all procedures, limitations, restrictions, personnel involvement, considerations and materials associated with animal procurement and acclimation, housing conditions, husbandry, veterinary care, animal transportation, restraint and handling, sampling, inoculation, physical and psychological well-being, enrichment, observations, surgery, manipulations, deprivation, conditioning, treatment, isolation, supportive care, distress, discomfort, end points, and euthanasia. Where applicable, you must also include procedural descriptions as requested on the application form. Include the use of any hazardous materials/agents and describe the inherent risks associated with the study, specifically field considerations and bench hazards.

(X) Investigator/Instructor Statement and Signature: To be read and signed by the Principal Investigator of the study.

(Y) Department Chair or College Dean Signature: To be read and signed by the Department Chair or the College Dean if the Principal Investigator is a Department Chair.

(Z) Institutional Animal Care and Use Committee Approval: This area of the application is reserved for the IACUC staff and must be signed by the IACUC Chairperson for approval of the proposal.