



RESEARCH
AND ENGINEERING

OFFICE OF THE ASSISTANT SECRETARY OF DEFENSE

3030 DEFENSE PENTAGON
WASHINGTON, DC 20301-3030

MEMORANDUM FOR SECRETARIES OF THE MILITARY DEPARTMENTS
UNDERSECRETARY OF DEFENSE FOR PERSONNEL
AND READINESS
COMMANDER, US SPECIAL OPERATIONS COMMAND
COMMANDANT, UNITED STATES COAST GUARD
DIRECTOR, DEFENSE THREAT REDUCTION AGENCY
DIRECTOR, DEFENSE ADVANCED RESEARCH
PROJECTS AGENCY

SUBJECT: Database Search to Prevent Duplication of Previous Experiments

1. DoD Instruction (DoDI) 3216.01 identifies the responsibility for my office to maintain the DoD Standard Animal Use Protocol Format (Attachment 1). This Protocol Format requires that a literature search be performed to prevent unnecessary duplication of previous experiments using Defense Technical Information Center (DTIC) databases.
2. The DTIC database used to complete this search for duplication was the Biomedical Research Database (BRD). The BRD is no longer available. A search of current research databases should replace the search for duplication using the BRD.
3. My point of contact for this action is LTC Dawn Fitzhugh (571-372-6415, dawn.c.fitzhugh.mil@mail.mil).

A handwritten signature in black ink, reading "Patrick Mason", is positioned above the typed name.

Patrick Mason, Ph.D., SES
Director, Human Performance, Training, and
BioSystems Directorate

Appendix C DOD Animal Use Protocol Format

C-1. Requirements

All DOD animal use protocols must use the format shown in this appendix. This protocol format includes requirements of the Animal Welfare Act Regulations, the Guide, and other applicable Federal regulations and DOD directives.

C-2. Protocol cover sheet

Before the protocol is submitted for IACUC review, at least three signatures are required on the protocol cover sheet (fig C-1). They must include those of the Principal Investigator (P.I.); either the department or division chief or the scientific review committee chairperson; and the individual performing the statistical review.

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- I. Name of Facility
 - II. Proposal Number
 - III. Title
 - IV. Principal Investigator(s)/Division/Phone/E-mail
 - a. Printed Name (First Name, MI, Last Name); Title; Division
 - b. Signature; Date (YYYYMMDD); Phone, Fax
 - V. Scientific/Division Review/Phone/E-mail
 - a. Printed Name (First Name, MI, Last Name); Title; Division
 - b. Signature; Date (YYYYMMDD); Phone, Fax
 - VI. Statistical Review/Division/Phone/E-mail
 - a. Printed Name (First Name, MI, Last Name); Title; Division
 - b. Signature; Date (YYYYMMDD); Phone, Fax
 - VII. Attending Veterinarian/Division/Phone/E-mail
 - a. Printed Name (First Name, MI, Last Name); Title; Division
 - b. Signature; Date (YYYYMMDD); Phone, Fax

Figure C-1. DOD animal use protocol cover sheet

a. Scientific/division review. This signature verifies that the animal use proposal received appropriate scientific peer review and is consistent with good scientific practice.

b. Attending veterinarian. The Animal Welfare Act Regulations require that an attending veterinarian must be consulted in the planning of procedures/manipulations that may cause more than slight or momentary pain or distress, even if relieved by anesthetics or analgesics.

c. Statistical review. A person knowledgeable in biostatistics is required to review all proposals to ensure that the number of animals used is appropriate to obtain sufficient data and/or is not excessive, and the statistical design is appropriate for the intent of the study.

C-3. DOD animal use protocol format

a. The format shown in figure C-2 is designed to be used with several word-processing programs on a personal computer as a “fill-in-the-blank” type of document. It is available electronically through the appropriate DOD component oversight office listed in appendix B. Each paragraph and subparagraph in the format must have a response. Title headings do not require a response. Portions of the protocol format that are not applicable will be marked “N/A.” There are no space limitations for the responses. Pertinent standing operating procedures or similar documents that are readily available to the IACUC may be referenced to assist in the description of specific procedures.

PROTOCOL TITLE
PRINCIPAL INVESTIGATOR(S)
CO-INVESTIGATOR(S)
I. NON-TECHNICAL SYNOPSIS
II. BACKGROUND
II.1. Background
II.2. Literature Search for Duplication
II.2.1. Literature Source(s) Searched
II.2.2. Date of Search
II.2.3. Period of Search
II.2.4. Key Words of Search
II.2.5. Results of Search
III. OBJECTIVE/HYPOTHESIS
IV. MILITARY RELEVANCE
V. MATERIALS AND METHODS
V.1. Experimental Design and General Procedures
V.1.1. Experiment 1
V.1.2. Experiment 2
V.2. Data Analysis
V.3. Laboratory Animals Required and Justification
V.3.1. Non-animal Alternatives Considered
V.3.2. Animal Model and Species Justification
V.3.3. Laboratory Animals
V.3.3.1. Genus and Species
V.3.3.2. Strain/Stock
V.3.3.3. Source/Vendor
V.3.3.4. Age
V.3.3.5. Weight
V.3.3.6. Sex
V.3.3.7. Special Considerations
V.3.4. Number of Animals Required (By Species)
V.3.5. Refinement, Reduction, Replacement
V.3.5.1. Refinement
V.3.5.2. Reduction
V.3.5.3. Replacement
V.4. Technical Methods
V.4.1. Pain/Distress Assessment
V.4.1.1. APHIS Form 7023 Information (See attending veterinarian for assistance)
V.4.1.1.1. Number of animals
V.4.1.1.1.1. Column C: ___(Animal #)
V.4.1.1.1.2. Column D: ___(Animal #)
V.4.1.1.1.3. Column E: ___(Animal #)
V.4.1.2. Pain Relief/Prevention
V.4.1.2.1. Anesthesia/Analgesia/Tranquilization
V.4.1.2.2. Pre- and Post-procedural Provisions
V.4.1.2.3. Paralytics
V.4.1.3. Literature Search for Alternatives to Painful or Distressful Procedures
V.4.1.3.1. Sources Searched
V.4.1.3.2. Date of Search
V.4.1.3.3. Period of Search
V.4.1.3.4. Key Words of Search
V.4.1.3.5. Results of Search
V.4.1.4. Unalleviated Painful/Distressful Procedure Justification
V.4.2. Prolonged Restraint
V.4.3. Surgery

Figure C–2. DOD animal use protocol format

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- V.4.3.1. Pre-surgical Provisions
 - V.4.3.2. Procedure
 - V.4.3.3. Post-surgical Provisions
 - V.4.3.4. Location
 - V.4.3.5. Surgeon
 - V.4.3.6. Multiple Major Survival Operative Procedures
 - V.4.3.6.1. Procedures
 - V.4.3.6.2. Scientific Justification
 - V.4.4. Animal Manipulations
 - V.4.4.1. Injections
 - V.4.4.2. Biosamples
 - V.4.4.3. Adjuvants
 - V.4.4.4. Monoclonal Antibody (MAbs) Production
 - V.4.4.5. Animal Identification
 - V.4.4.6. Behavioral Studies
 - V.4.4.7. Other Procedures
 - V.4.4.8. Tissue Sharing
 - V.4.5. Study Endpoint
 - V.4.6. Euthanasia
 - V.5. Veterinary Care
 - V.5.1. Husbandry Considerations
 - V.5.1.1. Study Room
 - V.5.1.2. Special Husbandry Provisions
 - V.5.1.3. Exceptions
 - V.5.2. Veterinary Medical Care
 - V.5.2.1. Routine Veterinary Medical Care
 - V.5.2.2. Emergency Veterinary Medical Care
 - V.5.3. Environmental Enrichment
 - V.5.3.1. Enrichment Strategy
 - V.5.3.2. Enrichment Restriction

VI. STUDY PERSONNEL QUALIFICATIONS AND TRAINING

VII. BIOHAZARD/SAFETY:

VIII. ENCLOSURES: Enclosures such as IACUC policies on adjuvants, monoclonal antibody production, tissue sharing, food and/or water restriction, prolonged restraint, pathology addenda, and pain assessment criteria may be included at the discretion of the P.I. unless directed by the IACUC.

IX. ASSURANCES: The law specifically requires several written assurances from the Principal Investigator. Please read and sign the assurances as indicated.

As the Principal Investigator on this protocol, I acknowledge my responsibilities and provide assurances for the following:

A. Animal Use: The animals authorized for use in this protocol will be used only in the activities and in the manner described herein, unless a modification is specifically approved by the IACUC prior to its implementation.

B. Duplication of Effort: I have made every effort to ensure that this protocol is not an unnecessary duplication of previous experiments.

C. Statistical Assurance: I assure that I have consulted with a qualified individual who evaluated the experimental design with respect to the statistical analysis, and that the minimum number of animals needed for scientific validity will be used.

D. Biohazard/Safety: I have taken into consideration and made the proper coordinations regarding all applicable rules and regulations concerning radiation protection, biosafety, recombinant issues, and so forth, in the preparation of this protocol.

Figure C-2. DOD animal use protocol format—Continued

E. Training: I verify that the personnel performing the animal procedures/manipulations/observations described in this protocol are technically competent and have been properly trained to ensure that no unnecessary pain or distress will be caused to the animals as a result of the procedures/manipulations.

F. Responsibility: I acknowledge the inherent moral, ethical and administrative obligations associated with the performance of this animal use protocol, and I assure that all individuals associated with this project will demonstrate a concern for the health, comfort, welfare, and well-being of the research animals. Additionally, I pledge to conduct this study in the spirit of the fourth "R," namely "Responsibility," which the DOD has embraced for implementing animal use alternatives where feasible and conducting humane and lawful research.

G. Scientific Review: This proposed animal use protocol has received appropriate peer scientific review and is consistent with good scientific research practice.

H. Painful Procedures: (A signature for this assurance is required by the Principal Investigator if the research being conducted has the potential to cause more than momentary or slight pain or distress even if an anesthetic or analgesic is used to relieve the pain and/or distress.)

I am conducting biomedical experiments, which may potentially cause more than momentary or slight pain or distress to animals. This potential pain and/or distress WILL or WILL NOT (circle one or both, if applicable) be relieved with the use of anesthetics, analgesics, and/or tranquilizers. I have considered alternatives to such procedures; however, I have determined that alternative procedures are not available to accomplish the objectives of this proposed experiment.

(PRINT) First Name, MI, Last Name of Principal Investigator

Signature

Date (YYYYMMDD)

Figure C-2. DOD animal use protocol format—Continued

b. Some information may be added to the format to meet local needs. However, all labeled paragraphs and subparagraphs will remain in the same relative order. The added information will be similar or complementary to the information requested. Other types of requirements specific to a given Service, command, or locale (such as budgeting information, local coordinating requirements, or specific scientific review requirements, and so forth) can be added by placing them in front or behind the standard format.

C-4. Protocol format with completion aids

The format shown in figure C-3 is the same protocol format as in figure C-2. Explanations have been added to aid in completing the protocol proposal.

PROTOCOL TITLE: Title must include species of animal(s) used in research.

PRINCIPAL INVESTIGATOR(S)
CO-INVESTIGATOR(S)

I. NON-TECHNICAL SYNOPSIS: Provide a brief, narrative description of the proposal that is easily understood by a high school graduate. Include animal use in your description. (NOTE: This information may be used to complete the DOD Annual Report to Congress.)

II. BACKGROUND

II.1. Background: Include a brief statement of the requirement or need for the information being sought. Lengthy explanations are not required. Typically, the literature or the experience that led to the proposal will be briefly reviewed, references cited, and a description of the general approach will be provided.

II.2. Literature Search for Duplication: This search must be performed to prevent unnecessary duplication of previous experiments. A search of the Biomedical Research Database (BRD) is required. In addition, a search of EITHER the Federal Research in Progress (FEDRIP) OR the Computer Retrieval of Information of Scientific Projects (CRISP) database is required. Requirements for additional searches are at the discretion of the IACUC.

II.2.1. Literature Source(s) Searched

II.2.2. Date of Search

II.2.3. Period of Search

II.2.4. Key Words of Search

II.2.5. Results of Search: Provide a narrative description of the results of the literature search.

III. OBJECTIVE/HYPOTHESIS: State the objective of this protocol or the hypothesis to be accepted or rejected. (NOTE: This information will be used to complete the DOD Annual Report to Congress.)

IV. MILITARY RELEVANCE: Provide a brief and succinct military justification for the research with regard to military needs and mission requirements. If applicable, state the Science and Technology Objective (STO) that this work supports.

V. MATERIALS AND METHODS

V.1. Experimental Design and General Procedures: This section includes an explanation of experimental design. Technical methodology need not be described in this section, rather, it should be described under paragraph V.4, Technical Methods. Provide a complete description of the proposed use of animals to include a summary table of the experimental groups. Succinctly outline the formal scientific plan and direction of experimentation. If several experiments or sequential studies are to be included in the protocol, describe the experimental design of each separate experiment in sub-parts to this section. The length and detail required in this section depends largely on the complexity of the study. A clearly understandable description of the numbers of animals and their distribution into experimental groups is essential. The number requested must equal the minimum number required to complete the study yet be sufficient to yield meaningful results. The minimum number includes animals necessary for controls or technique development, and so forth. Inclusion of a summary table or flow chart showing the distribution of animals by experimental group is highly recommended. The total number of animals required for the study is listed in section V.3.4.

V.1.1. Experiment 1

Figure C-3. DOD animal use protocol format with completion aids

V.1.2. Experiment 2

V.2. Data Analysis: List the statistical test(s) planned or describe the strategy intended to evaluate the data. Describe the statistical methodology used to determine group size and total number of animals. A power-based assessment of the sample size is the preferable method of determining the minimum number that is likely to yield significant results with given alpha and beta errors, estimated effect size and expected variability. Be certain to include animals necessary for controls or technique development, and so forth.

V.3. Laboratory Animals Required and Justification

V.3.1. Non-animal Alternatives Considered: State all non-animal alternatives (for example, computer modeling, *in vitro* cell culture work) that were considered. Explain why animals are needed.

V.3.2. Animal Model and Species Justification: Provide a scientific justification for the choice of animal model(s). What physiological and morphological characteristics does this animal possess that make it the best possible model? If less sentient (invertebrate versus vertebrate) animal models were considered but not chosen, explain why.

V.3.3. Laboratory Animals

V.3.3.1. Genus and Species

V.3.3.2. Strain/Stock: If inbred or specialized animals are required, use proper terminology. (See the attending veterinarian for assistance.)

V.3.3.3. Source/Vendor: Provide a preferred source for the animals. Animals will be legally obtained from suppliers licensed by the U.S. Department of Agriculture (USDA) in accordance with Code of Federal Regulations, Title 9, Animals and Animal Products, Chapter 1, Subchapter A, Animal Welfare, Parts 1, 2, and 3. (See the attending veterinarian for assistance.)

V.3.3.4. Age

V.3.3.5. Weight

V.3.3.6. Sex

V.3.3.7. Special Considerations: List specialized requirements for animals here (for example, simian immunodeficiency virus or herpes antibody free, Pasteurella free, and so forth).

V.3.4. Number of Animals Required (By Species): The number of animals stated here must correspond exactly to that described in section V.1. If, during the completion of the protocol, additional animals are needed owing to technical or unavoidable circumstances, or to exploit a serendipitous finding, follow IACUC procedures for requesting approval of additional animals.

V.3.5. Refinement, Reduction, Replacement (3 Rs): Investigators are required to consider the 3 Rs when preparing an animal use research protocol. In the paragraphs below, describe all provisions in this protocol that refine, reduce, or replace the use of animals. Discuss what provisions were considered and why they were not chosen. If N/A is used, explain why.

V.3.5.1. Refinement: Procedures or measures taken to eliminate or minimize pain or distress in the animal(s) or enhance animal well-being. Examples of refinement include but are not limited to the use of analgesia to decrease pain or distress, the use of remote telemetry, which decreases the distress of restraint, or the use of adjusted early experimental endpoints. In addition to listing refinements, list

Figure C-3. DOD animal use protocol format with completion aids—Continued

refinement alternatives that would allow you to meet your scientific objectives and were considered but not adopted. Explain why they were not adopted.

V.3.5.2. Reduction: Procedures or measures taken to reduce the number of animals used. Examples of reduction include but are not limited to the use of shared or historical control groups, preliminary screening in non-animal systems, and innovative statistical packages. In addition to listing reductions that will be used, list reduction alternatives that would allow you to meet your scientific objectives and were considered but not adopted. Explain why they were not adopted.

V.3.5.3. Replacement: Procedures or measures that eliminate the use of animals. Examples of replacements include but are not limited to the use of non-animal models or less sentient animal species. In addition to listing replacements that will be used, also list replacement alternatives that would allow you to meet your scientific objectives and were considered but not adopted. Explain why they were not adopted.

V.4. Technical Methods: This information must be presented in sufficient detail, documented or referenced, so that the IACUC can adequately review the procedure, obtain a clear understanding of what is to be done and how the animals will be handled, and make a reasonable determination as to whether this proposed use of laboratory animals is in compliance with DOD regulations, guidelines, and Federal law.

V.4.1. Pain/Distress Assessment: The law defines a painful procedure as one that would “reasonably be expected to cause more than slight or momentary pain or distress in a human being to which that procedure was applied; that is, pain in excess of that caused by injections or other minor procedures.” If a procedure may involve pain or distress, even if relieved by anesthetics or analgesics, the P.I. must consult with the attending veterinarian.

V.4.1.1. APHIS Form 7023 Information: (See your attending veterinarian for assistance.) The protocol must contain an estimate of the number of animals that will be counted in columns C, D, and E of the APHIS Form 7023, Annual Report of Research Facility. Columns C, D and E represent specific pain categories. (See below paragraphs, V.4.1.1.1.-3.) The animal should be listed in the column corresponding to the most painful or distressful procedure experienced by the animal. It is possible for one protocol to have animals listed in several columns. For instance, control animals may be placed in Column C while experimental animals may be placed in Column D, depending upon the nature of the protocol. Reflect use of more than one species of animals in a duplicate table. The total numbers reflected in these three columns will add up to the number of animals requested for the entire protocol in paragraph V.3.4.

V.4.1.1.1. Number of Animals

V.4.1.1.1.1. Column C: __ (animal #)

Examples of research procedures/manipulations that would require an animal to be placed in Column C are studies involving not more than slight or momentary pain and/or distress in a human being to which that procedure is applied.

V.4.1.1.1.2. Column D: __ (animal #)

Examples of procedures/manipulations that would require an animal to be placed in Column D are procedures where anesthesia or analgesia will be administered to avoid or effectively relieve pain or distress. General anesthesia given for surgical procedures, or the use of analgesia or anti-inflammatory agents are examples of this category.

V.4.1.1.1.3. Column E: __ (animal #)

Examples of procedures/manipulations that would require an animal to be placed in Column E are procedures in which alleviation of pain or distress are contraindicated for a scientifically justifiable reason such as the experimental results are likely to be confounded if drugs relieving pain or distress were

Figure C-3. DOD animal use protocol format with completion aids—Continued

administered. Detailed justification for putting animals into this category is required below in paragraph V.4.1.4.

V.4.1.2. Pain Relief/Prevention

V.4.1.2.1. Anesthesia/Analgesia/Tranquilization: Describe the methods or strategies planned to effectively relieve or prevent pain or distress if the study will cause more than slight or momentary pain or distress. If pain/distress relief/prevention is planned, specify agents to be used and when these agents will be given (pre-emptive or post-procedural). Provide agent, dosage, and frequency of administration.

V.4.1.2.2. Pre- and Post-procedural Provisions: Describe the provisions for both pre- and post-procedural care, including provisions for post-procedural observations and frequency of observations. (Information concerning pre- and post-surgical care should be listed in paragraphs V.4.3.1 and V.4.3.3). If analgesics are used for pain/distress relief, provide the frequency of administration, observational criteria utilized to determine if animals are experiencing pain or distress, and the location for the post-procedural care.

V.4.1.2.3. Paralytics: The use of paralytic agents without anesthesia is prohibited. Describe the monitoring method that will be used to ensure adequate depth of anesthesia while the animal is under the influence of the paralytic agent.

V.4.1.3. Literature Search for Alternatives to Painful or Distressful Procedures: Respond N/A if the animals will experience not more than momentary or slight pain or distress and are placed in column C of APHIS Form 7023. (See paragraph V.4.1.1.)

V.4.1.3.1. Source(s) Searched: Examples are AGRICOLA, MEDLINE, BIOSIS, Altweb, and so forth.

V.4.1.3.2. Date of Search

V.4.1.3.3. Period of Search

V.4.1.3.4. Key Words of Search: Examples are pain, surgery, alternatives, LD 50, analgesia, anesthesia, death as an endpoint, distress, species of animal(s) to be used, name of painful or distressful experimental procedure, and so forth.

V.4.1.3.5. Results of Search: Provide a narrative summary of the results of the literature search for alternatives. The Animal Welfare Act specifically states that the P.I. must provide a narrative description of the methods and sources, e.g., the Altweb (Johns Hopkins Center for Alternatives to Animal Testing), MEDLINE, Life Sciences Abstracts, AGRICOLA, and BIOSIS) that he/she used to determine that alternatives to the painful procedure were not available. Discuss alternatives (those that would meet your scientific objectives) considered but not chosen. The alternatives literature search **MUST** be performed even when animals are placed in Column D and the pain or distress is alleviated through the use of analgesics or anesthetics.

V.4.1.4. Unalleviated Painful/Distressful Procedure Justification: Procedures that cause more than slight or momentary pain or distress that is not alleviated through the effective use of anesthetics or analgesics must be justified on a scientific basis in writing by the P.I. This paragraph must be completed if there are ANY animals in this protocol that will experience unalleviated pain or distress.

V.4.2. Prolonged Restraint: Describe (period of restraint, method, and timing of animal observations, habituation/training of animal to restraint device) and justify in detail any prolonged restraint greater than 12 hours for nonhuman primates or in accordance with IACUC policy for other species. Examples of restraint methods are primate chairs, restraint boards, metabolism cages, and so forth. This section is not intended for short-term actions such as rabbit restraint for bleeding, and so forth.

V.4.3. Surgery: Major survival operative procedures on non-rodent species will be conducted only in dedicated facilities intended for that purpose, and operated and maintained under aseptic conditions.

Figure C-3. DOD animal use protocol format with completion aids—Continued

Non-survival operative procedures do not require a dedicated facility, but they should be performed using surgical gloves, mask, and clean instruments. Additionally, the surgical site should be clipped and cleaned prior to surgery. Major survival rodent surgery does not require a dedicated facility but it must be performed using aseptic technique; that is, aseptic patient preparation, surgical gloves, mask, and sterile instruments. A major operative procedure is defined as a procedure that penetrates and exposes a body cavity, or causes substantial or permanent impairment of physical or physiological function.

V.4.3.1. Pre-Surgical Provisions: Describe the provisions for pre-surgical care, including provisions for pre-surgical observations and frequency of pre-surgical observations. If analgesics are utilized for pain or distress relief, provide the time schedule for administration, observational criteria utilized to determine if animals are experiencing pain/distress, and the location for the pre-surgical care.

V.4.3.2. Procedure: Describe in detail any surgical procedures planned.

V.4.3.3. Post-Surgical Provisions: Describe the provisions for post-surgical care, including provisions for post-surgical observations, frequency of post-surgical observations and criteria for early euthanasia owing to surgical complications or pain that cannot be relieved. If analgesics are utilized for pain or distress relief, provide the time schedule for administration, observational criteria utilized to determine if animals are experiencing pain/distress, and the location for the post-surgical care.

V.4.3.4. Location: Give the location/room number for the proposed surgical procedure.

V.4.3.5. Surgeon

V.4.3.6. Multiple Major Survival Operative Procedures: The principal investigator must scientifically justify multiple major survival operative procedures performed on the same animal.

V.4.3.6.1. Procedures

V.4.3.6.2. Scientific Justification

V.4.4. Animal Manipulations: Describe any injections, sampling procedures, or other manipulations of the animals necessary for the study. A reference or SOP may be furnished to the IACUC to document a particular procedure in lieu of a detailed description.

V.4.4.1. Injections: Information must include route of injection, dosage, frequency, volume injected, needle size, and anatomic injection site.

V.4.4.2. Biosamples: Examples include cerebrospinal fluid taps, blood sampling, and biopsies. List volumes taken, sampling site, frequency of sampling, needle size, and method of sampling. Procedures performed or biosamples obtained during a necropsy need not be described here.

V.4.4.3. Adjuvants: List any adjuvants used and the plan for their use. Provide a scientific justification for the use of Complete Freund's Adjuvant (CFA) and discuss why other less reactive adjuvants cannot be used. Provide dosages, volumes, route, number of injection sites, and injection locations. Specify frequency and method of injection site monitoring and include a response plan (for example, alternative endpoint and veterinary medical treatment) in the event of an adverse reaction.

V.4.4.4. Monoclonal Antibody (MAbs) Production: Provide a scientific justification for *in vivo* MAbs production. What *in vitro* methods of MAbs production were considered but not used? For *in vivo* MAbs production, specify the priming agent, animal monitoring frequency, number and frequency of abdominal taps, and fluid replacement therapy. Include a response plan (for example, alternative endpoint and veterinary medical treatment) in the event of an adverse reaction.

V.4.4.5. Animal Identification: Describe the method of animal identification used in this study. Examples include microchips, tattoos, ear tags, and cage cards.

Figure C-3. DOD animal use protocol format with completion aids—Continued

V.4.4.6. Behavioral Studies: Fully describe the use of aversive stimuli, food or water restriction, and so forth, that would affect the study animals. Include methods of monitoring physiologic or behavioral indexes, including criteria (for example, weight loss or state of hydration) for temporary or permanent removal of the animal from the study. Provide an appropriate scientific justification for this type of behavior modification. An IACUC policy may be included where applicable.

V.4.4.7. Other Procedures: Describe all procedures which have not been explained in other sections of this proposal that will be performed while conducting this research. Examples include electrocardiograms, radiology, and aerosol exposure.

V.4.4.8. Tissue Sharing: List what tissues will be shared, with whom, and for what purpose.

V.4.5. Study Endpoint: State the projected study endpoint for the animals (for example, recovery and return to issue pool, euthanasia, or death without early euthanasia). Indicate whether recovery, euthanasia, or death is expected; and the specific plan for determining when the animal experimentation phase will be stopped. The P.I. must ensure that unnecessary pain or distress is prevented by carefully considering "When is the experimental question answered?" so that the animals can be expeditiously removed from the study. Define specific criteria that will be used to determine study endpoint (for example, weight loss, loss of locomotion and significant lowering of body temperature, decreased food or water consumption, and decreased activity). Specifically address and scientifically justify any proposal in which critically ill or moribund animals are allowed to die as a result of the experimental procedures without the benefits of veterinary medical treatment or early euthanasia. Explain the plan for the disposition of surviving animals or animals removed from the study prior to its completion.

V.4.6. Euthanasia: If applicable, discuss the euthanasia method. The Animal Welfare Act defines euthanasia as "humane destruction of an animal by a method that produces rapid unconsciousness and subsequent death without evidence of pain or distress, or a method that utilizes anesthesia produced by an agent that causes painless loss of consciousness and subsequent death." The current American Veterinary Medical Association (AVMA) guidelines for euthanasia must be followed. Exceptions to the AVMA guidelines will be considered by the IACUC on a case-by-case basis. If requested, the attending veterinarian will assist in selecting the best method for euthanasia.

V.5. Veterinary Care: If requested, the attending veterinarian of the facility will assist PIs with preparing this section.

V.5.1. Husbandry Considerations: Federal regulations require that animal housing and living conditions must be appropriate to their species and contribute to their health and comfort. Briefly describe animal husbandry to include routine animal observations, caging methods, feed and water provisions, environmental parameters, sanitation schedules, and light cycles.

V.5.1.1. Study Room: Where will the experimental procedure be conducted? Will the animal be housed in this room for more than 12 hours?

V.5.1.2. Special Husbandry Provisions: Examples include micro-isolators, metabolic cages, food and water restriction.

V.5.1.3. Exceptions: Describe any deviations/exceptions to *The Guide for the Care and Use of Laboratory Animals*, the Animal Welfare Act regulations, or IACUC policy that have an impact on animal housing space, feeding, and sanitation. Deviations/exceptions must be justified by the P.I. and approved by the IACUC.

V.5.2. Veterinary Medical Care

V.5.2.1. Routine Veterinary Medical Care: Describe the routine veterinary medical care. State if the animals will be observed daily or more frequently. Indicate what will happen if the animal becomes ill or

Figure C-3. DOD animal use protocol format with completion aids—Continued

debilitated during the study and requires evaluation. List the criteria used for health evaluation while the animals are on study (for example, weight loss, ruffled fur, dehydration, decreased activity, and hunched body position). Include a response plan (for example, alternative early endpoint and veterinary medical treatment) in the event of debilitating illness or an adverse reaction.

V.5.2.2. Emergency Veterinary Medical Care: Describe emergency veterinary medical care.

V.5.3. Environmental Enrichment

V.5.3.1. Enrichment Strategy: Discuss enrichment provided to animal species listed in this protocol.

V.5.3.2. Enrichment Restriction: Provide written justification for restricting enrichment programs or activity programs of dogs, cats, or nonhuman primates. Single housing of nonhuman primates and dogs without sensory contact with conspecifics must also be justified and approved by the IACUC.

VI. STUDY PERSONNEL QUALIFICATIONS AND TRAINING: List the names, qualifications and training by procedure of all personnel working with animals assigned to this protocol. Personnel performing observations, procedures, and/or manipulations described in the protocol must be identified and appropriately trained and qualified to perform these procedures. Contact the attending veterinarian for assistance with this requirement.

VII. BIOHAZARD/SAFETY: Provide a list of any potential biohazards associated with the chosen animal model and this research proposal (for example, viral agents, toxins, radioisotopes, oncogenic viruses, and chemical carcinogens). Describe safety precautions and programs designed to protect personnel from biohazards associated with this research and any surveillance procedures in place to monitor potential exposures.

VIII. ENCLOSURES: Enclosures such as IACUC policies on adjuvants, monoclonal antibody production, tissue sharing, food and/or water restriction, prolonged restraint, pathology addenda, and pain assessment criteria may be included at the discretion of the PI unless directed by the IACUC.

Figure C-3. DOD animal use protocol format with completion aids—Continued

C-5. Personnel qualifications.

a. A Study Personnel Qualifications/Training table must be included in section VI of the protocol description. The table format is preferred by the IACUC for ease of reviewing the protocol. The table will contain the following four column headings:

- (1) Name of the activity (for example, the procedure, observation, or manipulation to be performed, such as the venous catheterization of a dog).
- (2) Name of the person performing the activity.
- (3) Qualifications of the person performing the activity (for example, assistant laboratory animal technician (ALAT), 2 years experience).
- (4) Training of the person performing the activity (for example, Canine Procedures Workshop, 1999).

b. Itemize each activity being performed in the protocol. List per species if there are multiple species in the protocol. If more than one individual is performing the activity, list each individual separately.