

**SEATTLE CHILDREN'S RESEARCH INSTITUTE
OPERATING POLICIES / PROCEDURES**

DEPARTMENT:	Institutional Animal Care and Use Committee
POLICY NUMBER:	IACUC-006
REPLACES:	
EFFECTIVE DATE:	June 10, 2005
REVISION DATE:	March 3, 2011
POSTED FROM:	

TITLE: IACUC Application Submission And Processing

SUMMARY:

Prior to beginning any research using animals at Seattle Children's Research Institute, the Principal Investigator (PI) must have an approved Institutional Animal Care and Use (IACUC) protocol. The IACUC Administrator is responsible for processing all applications for review and approval of research involving animals. Submit one signed copy to: iacuc@seattlechildrens.org, fax: (206) 884-2635, or Mailstop CW8 5-A.

POLICY/PROCEDURE:

006-1 Pre-Review

006-1.1 Investigators are strongly encouraged to submit their applications to the Attending Veterinarian or IACUC Chair (hardcopy or email attachment) for pre-review prior to submitting the application for committee review. This will expedite the IACUC review process.

006-2 Application Submission

006-2.1 IACUC applications are available on request from the IACUC Administrator at iacuc@seattlechildrens.org or through the Research Support Services (RSS) web site:
<http://www.seattlechildrens.org/research/forms-policies/iacuc/forms/>

006-2.2 Applications should be submitted with sufficient detail to enable the IACUC to assess:

006-2.2.1 Rationale and purpose of the proposed use of animals; the explanation shall be written in lay language. Lay language

refers to language written that is understandable to a non-scientist.

- 006-2.2.2 Justification of species and number of animals requested;
- 006-2.2.3 Availability and appropriateness of less-invasive procedures, other species, isolated organ preparation, cell or tissue culture, or computer simulation (refinement, replacement, reduction);
- 006-2.2.4 Adequacy of training and experience of personnel in the proposed procedures;
- 006-2.2.5 Unusual housing and husbandry requirements;
- 006-2.2.6 Appropriate sedation, anesthesia, and analgesia;
- 006-2.2.7 Unnecessary duplication of experiments;
- 006-2.2.8 Conduct of multiple major surgical procedures;
- 006-2.2.9 Criteria and process for timely intervention, removal of animals from a study, or euthanasia if painful or stressful outcomes are anticipated;
- 006-2.2.10 Post-procedural care;
- 006-2.2.11 Method of euthanasia or disposition of animals;
- 006-2.2.12 Safety of working environment for personnel.

006-3 Common Problems Areas

- 006-3.1 Justifications - When justifying the use of laboratory animals, include justifications for ALL of the following:
 - 006-3.1.1 Choice of Species;
 - 006-3.1.2 Proposed Animal Numbers - Explain group sizes, either based on statistical modeling, previous experiments or literature review;
 - 006-3.1.3 Alternatives – Commonly referred to as the “Three R’s” (reduction, refinement, and replacement) should be addressed;

006-3.1.4 Technical Methods – Be complete with the description of technical methods. (e.g., Type of injection, injection route (I.P., I.M., S.Q. I.D.), volume of material, needle size, etc.);

006-3.1.5 Euthanasia – if unfamiliar with the best method, consult the Office of Animal Care, the attending Veterinarian, or the 2007 Report of the AVMA Panel on Euthanasia (<http://www.avma.org/resources/euthanasia.pdf>).

006-3.2 Literature Search – A thorough literature search is required for ALL uses of animals or tissues from live animals.

006-3.2.1 The IACUC requires investigators to answer three questions requiring one or more literature searches:

006-3.2.1.1 Does this research unnecessarily duplicate previous studies?

006-3.2.1.2 Are there non-animal alternatives which could be used in this study?

006-3.2.1.3 Are there alternatives available to replace painful or potentially painful procedures?

006-3.2.2 Suggested databases:

006-3.2.2.1 MEDLINE

006-3.2.2.2 AGRICOLA

006-3.2.2.3 EMBASE

006-3.2.2.4 BIOSIS

006-3.2.2.5 CAB Direct

006-3.2.2.6 TOXLINE

006-3.2.2.7 PSYCHINFO

006-3.2.2.8 ZOOLOGICAL RECORD

006-3.2.3 Additional help can be obtained from the Animal Welfare Information Center (AWIC) <http://www.nal.usda.gov/awic/> , located at the National Agricultural Library in Beltsville, MD. The establishment of this center was mandated by the 1985 Amendment to the Animal Welfare Act (AWA) and serves as

an invaluable resource when searching for alternatives to animal research.

006-4 Application Review

006-4.1 The IACUC Administrator shall review application materials for completeness before submitting to the IACUC approval process.

006-4.2 Experimental protocols involving hazardous chemicals, physical or biohazardous agents, may require separate review by other Institutional bodies including Institutional Biosafety Committee, Radiation Safety Officer, and the Hazardous Materials Safety Manager.

006-4.3 The IACUC Administrator will serve as a single source for information related to the status of any project under review by the IACUC.

REFERENCES:

ARENA / OLAW, "The Institutional Animal Care and Use Committee Guidebook", 2nd Ed. NIH. Bethesda, MD. 2002

Submitting Office: Office of Institutional Assurances

Approved by:

\\s\ Anne Clancy, IACUC Chairperson, 3/24/2011

\\s\ William R. Morton, VMD, Attending Veterinarian, 3/30/2011

\\s\ Mason Craig. Bailey, Manager/Office of Animal Care, 3/24/2011