Federal Law and UH IACUC policy requires annual reporting on the status of your animal use activities. Provide complete and accurate information. Check the appropriate boxes. **Handwritten applications will be returned to the applicant without IACUC review.** Use a different font type for your answers. Use additional sheets of paper if necessary. Submit the **TYPED** original and 14 copies to: Animal Care and Use Committee, c/o Compliance Office, University of Hawaii at Manoa, Laboratory Animal Service, 2538 The Mall, Snyder Hall Room 410, Honolulu, HI. 96822. Telephone – (808) 956-4552

1. **Administrative Data.** Self explanatory.

2. **Personnel changes.** If yes, explain these changes on the **Protocol Revision Form, item #2.**

   - List all **new** personnel on your project by name and position title who will be involved with animal use. Indicate duties, qualifications (specific coursework, training, degrees, etc), and any other training related received in animal handling care procedures.

   - If physical methods of euthanasia such as cervical dislocation, decapitation, thoracic compression or gunshot are being used in your protocol, document the personnel qualifications of **new** personnel performing these procedures.

   - If surgical procedures are being used in your protocol, document the personnel qualifications of **new** personnel performing the procedures.

   - If the **new** personnel are not trained in any of the procedures listed in your protocol, describe how you will provide appropriate training. When the new personnel are adequately trained for the procedures, **provide written documentation to the IACUC.**

   - Mandatory: All personnel on this protocol are required to review and complete the training modules on the **Regulations for the Care and Use of Vertebrate Animals** by visiting the web address:

     http://webct2.hawaii.edu:8900/public/uhmsylviak1/

     - The web administrator will acknowledge successful completion of the review of regulations. Completion must be documented prior to the start of the animal work on this protocol.

3. **Changes or revisions made to the original application.** If yes, you must attach a revision form to document these changes. Minor revisions such as changes in the animal component of the project such as anesthesia, surgical procedures, number of animal manipulations, experimental procedures, euthanasia method, number of animals, veterinary care, and pain/distress category need to be documented. Be advised that significant or multiple changes to the protocol may require the submission of a new Animal Care & Use Committee Protocol Form.

4. **Unexpected reactions, spontaneous deaths, basic problems associated with the animal model(s) during the past year.** If yes, indicate the number of animals affected.
5. Animals used during the previous year. List the species used and number of animals for each species used last year. The applicant must provide an accurate record of the various species used on the protocol for reporting purposes to federal agencies. List the species used, the number of animals, and the USDA pain and distress category that they were used under. The applicant must include all animals used on their protocol that were purchased or colony bred.

For herd/flock/breeding renewals, list the species and number of animals for each species used for production and/or breeding, and include the number of progeny as a result of these activities.

6. Estimate the number of animals that will be used next year. List the species and the number of animals for each species being used in the next year. Provide justification for the projected animal use numbers. If there are changes in this component, you are required to address these changes on the Protocol Revision Form, item #5. Describe how the animals will be used in your experimental design.

**USDA Pain and Distress Category Descriptions**

**USDA Category C** = Minimal, transient, or no pain or distress (e.g. some blood withdrawals, some types of injections, feeding trials).

**USDA Category D** = Pain or distress relieved by appropriate measures such as anesthetics, sedatives, analgesics, and/or tranquilizers (e.g. survival surgery).

**USDA Category E** = Unrelieved pain or distress (e.g. use of Freund’s Adjuvant for polyclonal and monoclonal antibody production, tumor studies, some types of restraint).

7. Federal assurance for the Project is not Unnecessarily Duplicated. All animal use categories (C, D, E), except for herd/flock/breeding protocols are required to address this section. Federal Law (9 CFR 2.31d) requires that you provide written assurance that the animal activities do not unnecessarily duplicate previous experiments, and that your have considered alternatives to procedures that may cause more than momentary or slight pain or distress to the animals. If you indicate yes, this project duplicates previous activities, provide an adequate justification to explain the necessity for duplication.

8. Assurance that Alternatives to Painful and Distressful Procedures have been considered. Complete this section for animals categorized in D and E. Federal Law, USDA Policy #12 requires, “The minimal written narrative should include: the databases searched or other sources consulted, the date of the search and the years covered by the search, and the key words and/or search strategy used by the PI when considering alternatives or descriptions of other methods and sources used to determine that no alternatives were available to painful or distressful procedures. The narrative should be such that the IACUC can readily assess whether the search topics were appropriate and whether the search was sufficiently thorough. Reduction, replacement, and refinement (the three R’s) must be addressed, not just replacement.”


9. Attach a brief nontechnical progress report describing the animal activities for the previous year. Document whether specific goals and objectives were met as stated in your original application (section III. Project Objectives).

10. Statement for Accuracy and Responsibility. If the Principal Investigator/Instructor is unavailable to sign this form at the time of submission, the signature of the applicant's Department Chair or College Dean can be substituted.