

University of Louisiana at Lafayette
Institutional Animal Care and Use Committee

Policy for Handling Changes to an IACUC-reviewed and -approved Animal Procedure Statement

The ULL IACUC understands that modifications to an approved animal procedure statement may need to be made during the conduct of the research. To facilitate timely modification of active IACUC approvals, such that the progress of the research is not delayed, the IACUC has set the following guidance to assist investigators with expeditious handling of the necessary changes.

Significant Changes to Animal Activities Previously Approved by the IACUC

1. Significant changes that must be **approved** by either Full Committee Review or Designated Member Review, including changes:
 - a. from non-survival to survival surgery;
 - b. resulting in greater pain, distress, or degree of invasiveness;
 - c. in housing and or use of animals in a location that is not part of the animal program overseen by the IACUC;
 - d. in species;
 - e. in study objectives;
 - f. in Principal Investigator (PI); and
 - g. that impact personnel safety

These changes should be submitted on an addendum form and will undergo the normal review process.

2. Specific significant changes may be **handled administratively** according to IACUC-reviewed and -approved policies in **consultation with a clinical veterinarian** authorized by the IACUC. The veterinarian is not conducting DMR, but is serving as a subject matter expert to verify compliance with the IACUC-reviewed and -approved policy and no negative impact on the welfare of the animals. The veterinarian may refer any request to the IACUC for review for any reason and must refer any request that does not meet the parameters of the IACUC-reviewed and -approved policies. This includes changes in:
 - a. anesthesia, analgesia, sedation, or experimental substances;
 - b. euthanasia to any method approved in the [AVMA Guidelines for the Euthanasia of Animals](#); and
 - c. duration, frequency, type, or number of procedures performed on an animal.

These changes should be submitted on an addendum form. The box for administrative handling should be checked as well as the one for the type(s) of change, indicating the relevant IACUC-approved SOP or guidance. The Coordinator will verify that the appropriate SOP or guidance has been referenced prior to the consultation with the clinical veterinarian.

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3. A single 10% increase in the IACUC-reviewed and -approved animal numbers is a significant change that may be **handled administratively without additional consultation or notification, when there are no changes to the procedures that would require review by the IACUC.** The IACUC Office will confirm the request is only for an increase of numbers. Any addenda also containing a change in procedures will be required to either have Veterinarian Verification for administrative handling or regular review. All changes are submitted as a revision of the originally approved Animal Procedure Statement. An explanation for the additional needed animals must be included.

Other Changes

1. Changes that may be **handled administratively without IACUC-approved policies, consultations, or notifications** include:
 - a. correction of typographical errors;
 - b. correction of grammar;
 - c. contact information updates; and
 - d. change in personnel, other than the PI. **Note** - There will be administrative review to ensure that all such personnel are appropriately identified, adequately trained and qualified, enrolled in occupational health and safety programs, and meet other criteria as required by the IACUC.)

These changes may be communicated via email.

2. Investigators may use fewer animals than approved and do not need to be communicated to the IACUC prior to the decision.