



## University Committee on Animal Care

### Post-Approval Monitoring of Animal Study Protocols

#### **Purpose:**

After the UCAC has approved a protocol, it has the responsibility to ensure that procedures are carried out in the laboratory or classroom as described in the protocol.

Post-approval monitoring (PAM) is a comparison of the actual activities occurring under an approved protocol against the written protocol document, and includes the protocol-associated documents such as surgery records, animal orders, number of animals used, drugs used etc.

PAM is essential in order to ensure the well-being of animals involved in research and teaching activities, to ensure that activities are conducted in compliance with the regulations and standards of state and federal agencies and to ensure that activities are consistent and conducted in compliance with UCAC approved protocols as well as ETSU policies.

At ETSU PAM is accomplished in several ways and by various groups.

#### **Purchase of animals:**

All warm-blooded vertebrate animals to be used for teaching, research, or testing at ETSU must be purchased or otherwise obtained through the DLAR. Animals will not be ordered, imported or otherwise acquired without an UCAC approved animal study protocol. According to the ETSU Animal Procurement policy the Director of the DLAR is responsible for approving the source of all animals to be housed in the animal facilities.

#### **Monitoring and documentation of numbers of animals used.**

All animal orders are entered into the DLAR data management system before they are placed with the vendor. This program tracks the species and number of animals approved in each pain/distress category for each protocol as well as the quantity ordered and received. The PI is notified when the number of animals ordered approaches the number approved.

All animals/cages must be identified with cage cards listing the PI, his/her location, the species and strain, and the animal study protocol number. From this cage card each animal can be traced to an approved animal study protocol.

#### **Monitoring of experimental procedures.**

- 1. By the UCAC:** A subcommittee of the UCAC visits animal use laboratories every 6 months. During these visits records on experimental procedures, anesthesia, analgesia, euthanasia and personnel training are reviewed for consistency with the approved protocol. The Subcommittee also monitors use of sterile procedures for survival surgeries and the expiration date on drugs used.
- 2. By the DLAR:** The trained DLAR staff provides routine day-to-day observation and monitoring of animal conditions and of animal research activities in the animal facilities.
- 3. Policy for Reporting and Investigating Noncompliance with Animal Care and Use Policies:** Everyone at ETSU has the responsibility to report potential noncompliance with ETSU policies on

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animal care and use. No employee, member of the University Committee on Animal Care (UCAC), or laboratory personnel shall be discriminated against, or be subject to any reprisal, for reporting noncompliance with ETSU animal care and use guidelines. The UCAC will review and investigate any concern involving the care and use of animals arising from reports received and determines what actions are needed to correct a deficiency, according to the Policy and Procedures for Noncompliance with Animal Care and Use Policies.

**ETSU Policies and Documents to Aid in Protocol Maintenance:**

- UCAC Guidelines: <https://www.etsu.edu/ucac/policiesandguideline.php>
- Policies and Procedures for Reporting and Investigating Noncompliance with Animal Care and Use <https://www.etsu.edu/ucac/documents/noncompliance.docx>
- Protocol review policy: <https://www.etsu.edu/ucac/protocalreview.php>
- Animal Study Protocol incl. Special Forms: [https://www.etsu.edu/ucac/documents/noi\\_2020.docx](https://www.etsu.edu/ucac/documents/noi_2020.docx)
- Protocol amendments: <https://www.etsu.edu/ucac/protocolforms.php>
- Use of Expired Medical Supplies and Drugs in Animals: [https://www.etsu.edu/ucac/documents/expired\\_materials.pdf](https://www.etsu.edu/ucac/documents/expired_materials.pdf)
- Guidelines for Aseptic Survival Surgery in Mammalian Animal Species Other than Rodents: [https://www.etsu.edu/ucac/documents/aseptic\\_survival\\_surgery.docx](https://www.etsu.edu/ucac/documents/aseptic_survival_surgery.docx)
- Guidelines for Rodent Survival Surgery: [https://www.etsu.edu/ucac/documents/rodent\\_surgery.pdf](https://www.etsu.edu/ucac/documents/rodent_surgery.pdf)
- Sterilization of Instruments & Supplies for Aseptic Surgery Procedures on Animals: [https://www.etsu.edu/ucac/documents/sterilization\\_of\\_instruments\\_and\\_supplies.docx](https://www.etsu.edu/ucac/documents/sterilization_of_instruments_and_supplies.docx)
- Studies for Field Studies Involving the Use of Vertebrate Animals: [https://www.etsu.edu/ucac/documents/field\\_studies.pdf](https://www.etsu.edu/ucac/documents/field_studies.pdf)
- The Use of Animals in Research and Education: [https://www.etsu.edu/ucac/documents/animal\\_use\\_policy\\_2017.pdf](https://www.etsu.edu/ucac/documents/animal_use_policy_2017.pdf)
- Animal Procurement: <https://www.etsu.edu/com/dlar/animalprocurement.php>
- Laboratory Animal Order Form: [https://www.etsu.edu/com/dlar/documents/laboratory\\_animal\\_order\\_form\\_2017.docx](https://www.etsu.edu/com/dlar/documents/laboratory_animal_order_form_2017.docx)
- Policy on Importation of Animals into ETSU Animal Housing Facilities: [https://www.etsu.edu/ucac/documents/importation\\_of\\_animals.docx](https://www.etsu.edu/ucac/documents/importation_of_animals.docx)

**Approved by the ETSU University Committee on Animal Care: May 21<sup>st</sup>, 2004**

**Revised and approved: November 9, 2021**