

HACKENSACK UNIVERSITY MEDICAL CENTER
Research Department Policy Manual

**Name: The Institutional Care and Use Committee Policy # - IACUC 111
(IACUC) Conducting Continuing Reviews**

Effective Date: November, 2012

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GENERAL

Purpose: To Outline the IACUC procedure for conducting continuing reviews of approved protocols

Administration: The IACUC is responsible for the review and revision of this policy

Policy: The IACUC conducts continuing review of each previously approved, ongoing protocol covered by PHS Policy at appropriate intervals as determined by the IACUC, including a complete review in accordance with the [PHS Policy IV.C.1-4](#) at least once every three years.

Annually, Principal Investigators are required to submit to the IACUC a Progress Report (Annual Review Form) documenting the research progress in the use of animals and any adverse events, which may have occurred during the year, as required by USDA. ([9 CFR Parts 1-3; 7.U.S.C. 54, Title 7 – Animal Welfare Act](#))

PROCEDURE

The IACUC procedures for conducting continuing reviews are as follows:

The IACUC reviews all previously approved protocols on a yearly basis. At the third year, each protocol must be resubmitted for full review.

The IACUC will meet and review these activities at one of the scheduled IACUC meetings. The review will cover the following points:

1. Procedures with animals will avoid or minimize discomfort, distress, and pain to the animals, consistent with sound research design.
2. Procedures that may cause more than momentary or slight pain or distress to the animals will be performed with appropriate sedation, analgesia, or anesthesia, unless the procedure is justified for scientific reasons in writing by the investigator.
3. Animals that would otherwise experience severe or

- chronic pain or distress that cannot be relieved will be painlessly euthanized at the end of the procedure or, if appropriate, during the procedure.
4. The living conditions of animals will be appropriate for their species and contribute to their health and comfort. The housing, feeding, and nonmedical care of the animals will be directed by a veterinarian or other scientist trained and experienced in the proper care, handling, and use of the species being maintained or studied.
 5. Medical care for animals will be available and provided as necessary by a qualified veterinarian.
 6. Personnel conducting procedures on the species being maintained or studied will be appropriately qualified and trained in those procedures.
 7. Methods of euthanasia used will be consistent with the recommendations of the American Veterinary Medical Association (AVMA) Panel on Euthanasia ([PDF](#)), unless a deviation is justified for scientific reasons in writing by the investigator

The IACUC Chairman and Clinical Veterinarian will oversee the process of protocols in between stages of reviews. They will also work closely with investigators to make sure they are adhering to the protocols in place.

All changes to the protocols will need an amendment that has to be submitted, reviewed and approved by the IACUC.

Animal care staff will also be made aware of any special circumstance that may arise concerning protocols so that they may alert the Clinical Veterinarian or Facility Manager of protocol deviations.

The annual review of protocols will be conducted at the last IACUC meeting of the calendar year. The protocols will be reviewed by every committee member and checked to see if any changes are needed in accordance to PHS policy, Animal welfare regulations or the Guide for the Care and Use of Laboratory Animals. If changes are needed, an amendment will be submitted to the IACUC for review and approval.

REFERENCES:

National Institutes of Health, Office of Laboratory Animal Welfare. Public Health Service: *Policy on Humane Care and Use of Laboratory Animals* (8/7/02). Section IV: Implementation by Institutions. Retrieved from <http://grants.nih.gov/grants/olaw/references/phspol.htm#AnimalWelfareAssurance>