Title: Amendment Requests in Cayuse Animal Oversight

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Approval/Date:

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REVISION HISTORY

PURPOSE
The SHSU IACUC is responsible for assuring that all animal use activity meets federal regulations, policies, and recommendations. The SHSU IACUC must therefore review and approve all proposals for animal use. It is the responsibility of the Principal Investigator (PI) to submit all proposals and modifications accurately and receive approval prior to conducting any animal work.

SCOPE
Modifications should be submitted through the Cayuse Animal Oversight amendment process in the same manner as an initial Animal Use Protocol (AUP) submission. Amendments should be approved in writing prior to any changes being implemented in a study (See IACUC-SOP-011.01 AUP Approval Methods).

A. Modifications are reviewed administratively for completeness and compliance with regulations and then may go through a Designated Review, Full Committee Review, Veterinary Verification and Consultation (VVC), or an Administrative Handling (AH) process for approval.
B. Documentation of all amendments will be retained, and those approved administratively and via VVC will be reported at the next convened IACUC meeting.

DEFINITIONS AND ABBREVIATIONS
SHSU- Sam Houston State University  
IACUC- Institutional Animal Care and Use Committee  
OLAW- Office of Laboratory Animal Welfare  
USDA- United States Department of Agriculture  
AVMA- American Veterinary Medicine Association  
SOP/SOP’s- Standard Operating Procedure(s)  
AUP- Animal Use Protocol  
PI- Principal Investigator  
Co-PI- Collaborating Principal Investigator  
DR-Designated Member Review  
FCR- Full Committee Review  
VVC- Veterinary Verification and Consultations Review
PROCEDURE

I. Amendment Requests
   A. Modifications should not change the objectives, purpose, or aims of the original protocol. Changes of this nature should be considered a new study and submitted as a new Animal Use Protocol (AUP).
   B. Amendments should be used to correct problems or modify the study design to better achieve the goals of the approved study.

II. Minor Modifications
   A. Minor Modifications may be approved through the Administrative Handling (AH) process by the Institutional Animal Care and Use Committee (IACUC). The IACUC may delegate this AH process to the IACUC Administrator or the IACUC office. Minor modifications may include changes in:
      1. Personnel additions or deletions (aside from the Principal Investigator (PI)), which includes CITI training verification
      2. Increase in previously approved number of animals
      3. Animal sourcing
      4. Location changes within IACUC approved labs
      5. Title changes
      6. Correction of typographical and other grammatical errors
      7. Contact information updates
      8. Reporting funding changes

III. Major Modifications
   A. Significant changes to an approved AUP will go through an administrative review and will then be processed by Designated Review (DR), Full Committee Review (FCR), and in some cases Veterinary Verification and Consultation (VVC).
      1. Modifications that require DR or FCR include, but are not limited to, changes in:
         a) PI or Co-PI
         b) Unaffiliated research personnel
         c) Animal numbers
         d) Animal species
         e) Classification under USDA pain and distress categories
         f) Methods of restraint
         g) Invasive procedures
         h) Tissue or blood collection
         i) Data collection methods or time-points
         j) Drug or treatment changes
         k) Methods of euthanasia
         l) Additional procedures during terminal surgery or post-euthanasia
      2. Some significant modifications may be approved through VVC by the SHSU Attending Veterinarian or appropriate designee.
         a) The Attending Veterinarian, as subject matter expert, will determine if a requested change meets the criteria described by OLAW and this procedure for VVC approval and holds the discretion to approve the request or require the request go through DR or FCR at any time.
b) Significant changes that **may not be approved via VVC** include changes:
   i. From a non-survival surgical procedure to a survival surgical procedure
   ii. Resulting in greater pain, distress, or degree of invasiveness
   iii. To add a new procedure type
   iv. In housing or use/procedural locations not currently approved by SHSU IACUC
   v. In species
   vi. That may impact personnel safety

c) Significant changes that may be approved via VVC, provided they do not violate the above constraints, include changes:
   i. In dosing or agents administered for anesthesia, analgesia, sedation, or experimental substances.
   ii. In the method of euthanasia to another AVMA-approved method.
   iii. In the duration, frequency, type, or number of experimental procedures provided they are to substitute equivalent or improved procedures that may result in improved animal well-being and/or data collected.
   iv. Requesting additional animals provided the increase is not more than 10% greater than the original approved number and the species is not one regulated by USDA.
   v. In housing of animals not regulated by the USDA as long as the space meets minimum requirements as specified in the Guide for the Care and Use of Laboratory Animals.

REFERENCES

1. SHSU IACUC Policies and Procedures
2. OLAW PHS Policies
3. The Guide for the Care and Use of Laboratory Animals
4. AVMA methods for euthanasia

APPENDICES

1. IACUC Standard Operating Procedures
2. SHSU IACUC Amendment Form (Cayuse Animal Oversight)
3. Cayuse Help Articles