

Protocol Review Checklist:

A. General Requirements: check for ALL protocols

Check if present	Verification criteria
	The rationale for using animals is clearly stated and acceptable
	The species of animal(s) to be used is clearly stated
	The appropriateness of the species is adequately and scientifically justified
	The number of animals to be used is clearly stated
	The method for determining how the approximate number of animals to be used was clearly stated or shown via --those necessary for statistically significant results (tests used or statisticians consulted should be included) --based on scientific literature or past experience (references should be cited) --based on results of pilot study --required by the FDA or other Federal agency (Federal code, regulation, standard, etc., must be cited) --required by international testing requirements (code, regulation, standards, etc. must be cited) --number of students/animal and procedures needed to learn
	The proposed use of the animals is clearly and adequately detailed
	The principal investigator has provided a written assurance that the proposed activity is not an unnecessary duplication of previous experiments
	Medical care is provided for the animals when needed
	The animals living conditions and care are adequate and appropriate
	Personnel conducting the research or handling the animals are properly trained and qualified
	There is a description of how pain/distress/discomfort are minimized, if applicable
	Disposition of animals at termination of study is stated, including harvesting of tissues or body parts
	The method of euthanasia is: --clearly stated, including drug(s) and dosages, and is consistent with the current <i>Report of the AVMA Panel on Euthanasia</i> , or --an alternative method justified in the protocol and approved by the IACUC
	Any exemption/exception to the AWA regulations or standards is adequately justified

NOTE: Routine veterinary care, housing, euthanasia, etc., may be detailed in standard operating procedures (SOPs), but the protocol must refer specifically to that SOP(s).

B. Painful/Distress Procedures: When reviewing protocols involving procedures that cause more than momentary or slight pain/distress/discomfort (Protocols in Categories D & E), some areas to pay special attention to include, but are not limited to:

Check if present	Verification criteria
	The principal investigator has considered alternatives to the painful/distressful procedure
	There is a detailed narrative describing the methods and sources to be used to determine that no alternatives to the painful/distressful procedure are available
	Measures used to alleviate the pain/distress are clearly stated, including: --drugs, dosages, and frequency of administration NOTE: a "PRN" or "as needed" frequency of administration is not acceptable unless there are detailed instruction and criteria for determining administration of the drug. --other methods such as: hydrotherapy and hot/cold packs
	Measures used to relieve pain/distress are adequate, i.e. correct drug, dose, frequency, etc.
	Availability of experienced personnel, especially at night and on weekends, to assess and administer pain relief
	If pain/distress relief is not to be used, there is an adequate justification
	The principal investigator has consulted and involved the attending veterinarian or his/her designee in the planning of the procedure and pain/distress relief

	If a paralytic is used, it is used with anesthesia
	Animals experiencing severe or chronic pain/distress that cannot be relieved will be humanely euthanized
	The endpoint has been determined and identified

NOTE: If the research facility has a standard operating procedure(s) (SOP) for pain/distress relief, the protocol must reference that SOP.

C. Surgical Procedures: when reviewing protocols involving surgical procedures, some areas to pay special attention to include, but are not limited to:

Check if present	Verification criteria
	The pre-procedural care and surgical preparation of the animals are clearly stated, drugs given prior to and during the procedure, such as analgesics, tranquilizers or anesthetics, are appropriate and at the correct dosage for the species
	The surgical procedure is stated clearly and in detail
	All survival surgeries are performed using aseptic technique
	Major operative survival surgeries on non-rodents are performed in a dedicated surgical facility
	No animal is being used in more than one major operative survival surgery UNLESS appropriately approved
	Post-surgical procedures are stated clearly and in detail, such as --observation and monitoring of recover --any special recovery environment requirements
	Pain/discomfort relief measures are stated clearly and in detail, including but not limited to: --when drugs are to be administered --drug, dose, route, and frequency of administration --signs of pain/distress --contact person(s) --other or additional methods of pain/distress relief

NOTE: If the research facility has a standard operating procedure(s) (SOP) for surgical procedures or pain/distress relief, the protocol must reference that SOP(s).

D. Teaching Protocols: when reviewing teaching protocols, some areas to pay special attention to include, but are not limited to:

Check if present	Verification criteria
	The justification of the number of animals to be used was appropriate, such as the number of students per animal and procedures needed to be learned
	A consideration of alternatives for those procedures that might cause more than momentary pain or distress was properly conducted and reviewed for alternative non-painful procedures possible alternative procedures, such as, the use of: --veterinary mannequins --live tissue alternatives --mechanical teaching devices
	There is a complete description of the procedures to be used
	The number of procedures to be performed on each animal is clearly stated, such as, injections per animal
	The personnel doing the teaching are qualified and properly trained
	If the teaching procedures cause more than momentary or slight pain or distress, proper methods are used to alleviate the pain/distress