

INSTRUCTIONS FOR COMPLETION OF THE **ACORP APPENDIX 6 – SPECIAL HUSBANDRY AND PROCEDURES** **(ACORP APP. 6 INSTRUCTIONS)** VERSION 4

These instructions provide detailed guidance on completing Appendix 6 of the ACORP, and are referenced to the numbers of the items in Appendix 6. ONLY complete this appendix if it is relevant to the protocol being submitted for review. The PI may use the ACORP Appendix 6 template provided in the RAMS application by using the link available in question 14 of section M.

Regulatory documents mentioned in the instructions are abbreviated as follows:

Guide – Guide for the Care and Use of Laboratory Animals, 8th ed., 2011
US Government Principles – US Government Principles for the Utilization and Care of Vertebrate Animals Used in Testing, Research, and Training

General Instructions:

Answer each question by completing the table provided or entering the requested information at the ►. Enter “N/A” for any item that does not apply to this protocol. The sections of the form will expand as needed.
To check an item, type “X” inside the () provided.
Define each abbreviation the first time it is used.

Header for Every Page. The header information for this appendix is pre-populated to match header for the Main Body of the ACORP to which it applies, to identify each page of this Appendix with that ACORP:

PI's last name: The PI's name is prepopulated
Protocol No. Assigned by the IACUC – This is a unique identifier for each protocol that is automatically generated by the system to the protocol as a whole

Official Date of Approval – This is the date of final and unequivocal approval by the IACUC, as defined in the PHS Assurance, which determines the due dates of the first annual continuing review and the triennial *de novo* review, as applicable. The IACUC committee will enter this date into the form when a decision is made.

- 1. Description of Procedures.** The details of each special procedure to be included in this protocol, regardless of whether it will be carried out by the animal care staff or research staff, must be documented in a formal SOP, elsewhere in this ACORP, or in this Appendix, as indicated in Item V of the main body of the ACORP.

Examples of special husbandry include housing under temperature extremes, food or water restriction, dietary manipulations, special housing/caging, modified light cycle, special health monitoring, wound management measures to be taken to minimize the chances of chronic infections where implanted devices penetrate the skin, and unusual means of identification.

Special procedures may also include non-husbandry procedures involving features such as prolonged physical restraint, noxious stimuli, forced exercise, behavioral manipulations, total body or local irradiation, and radiography or other imaging.

The details of special procedures that are documented in the local SOP manual or elsewhere in this ACORP need not be copied again here, as long as the level of detail and the specific information provided in the SOP or elsewhere in this ACORP are at least as much as requested

here.

Include in the description of each special procedure not only what will be done, but also the duration of each procedure, how frequently it will be repeated in any one animal, what potential effects on the animal are expected (including both the intended effects and potential side effects such as skin lesions related to the use of restraint devices), how side effects will be addressed, and why the special procedure is necessary.

Be sure to document in Appendix 9 any of these procedures that represent “departures” from the standards in the *Guide*. Consult the IACUC or the Attending Veterinarian for help in determining whether any “departures” are involved.

2. **Personnel.** Identify the individuals who will carry out the special procedures, and the individuals who will be responsible for monitoring the animals specifically with regard to their condition during the procedures and during any post-procedural recovery period. Individuals responsible for routine monitoring unrelated to the special procedures need not be included here. Note that the experience of each of the individuals listed in the table should be described in Item E of the main body of the ACORP.
3. **Potential Pain or Distress.** In considering the potential for pain and/or distress that the animals may experience as a result of the special procedure(s) described in Item 1, above, it is important to keep in mind that the *US Government Principles* (IV) specifically state that “investigators should consider that procedures that cause pain or distress in human beings may cause pain or distress in other animals”.

If potential pain and/or distress is expected unless measures are taken to prevent or alleviate it, provide a description of the potential pain and/or distress (the table will expand as needed), and indicate whether measures will be taken to relieve the pain and/or distress.

- a. If measures will be taken to prevent or alleviate the expected potential pain and/or distress, complete the table to describe the administration of analgesic(s) and/or stress-relieving agents (Each of these should be included in Item 1 of Appendix 3), and describe any other measures to be taken to address the potential pain and/or distress (e.g., training with positive reinforcement to promote adaptation to restraint devices, padding to prevent skin lesions).
 - b. If no analgesic(s) or stress-relieving agents will be administered or other measures taken to prevent or alleviate the expected potential pain and/or distress, explain why this is necessary.
4. **Monitoring.** Describe the methods to be used in monitoring the animals specifically for effects of the special procedures, both while they are undergoing each of the procedures and afterwards. Include the frequency of monitoring, the variables to be monitored, and a description of the written records to be maintained. Then define the criteria for removal of individual animals from participation in any of these procedures because of pain or distress (e.g., if an individual animal fails to adapt to a restraint device). The table will expand as needed.