

INSTRUCTIONS FOR COMPLETION OF THE **ACORP APPENDIX 4 – ANTEMORTEM SPECIMEN COLLECTION** **(ACORP APP. 4 INSTRUCTIONS)** VERSION 4

These instructions provide detailed guidance on completing Appendix 4 of the ACORP, and are referenced to the numbers of the items in Appendix 4. **ONLY** complete this appendix if it is relevant to the protocol being submitted for review. The PI may use the ACORP Appendix 4 template provided in the RAMS application by using the link available in question 12 of section M.

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. **Summary.** Include in this Appendix each body fluid, tissue, or device that is listed in Item R of the main body of the ACORP and marked in the last column of Item R as “Other collection”. Post-mortem collection, blood collection associated with antibody production (detailed in Appendix 2), and collections that are part of the surgical procedures detailed in Appendix 5, need not be included here.

Remember that the procedure(s) for each collection listed here should be described in Item C of the main body of the ACORP (including how the instruments will be sterilized and the method of hemostasis to be used).

Indicate “yes” under “Anesthesia” if any measures will be taken to prevent pain or distress during collection of the specimens (including both administration of pharmacological anesthetics, analgesics, or tranquilizers, and use of non-pharmacologic methods such as cooling).

For the “Amount Collected”, enter the following:

- For fluids, enter the volume (ml). For blood samples, also give the % of total blood volume represented by each sample (total blood volume may be estimated for rodents and rabbits as 6% of lean body mass). Assume that 1 ml of blood weighs 1 gram.
- For any tail snips that will not be documented as surgical procedures in Appendix 5, enter here the length of tail to be removed (mm).
- For other solid tissues, enter the mass (g) or volume (ml)..

For “Volume Replacement”, enter “N/A” for samples of solid tissues. Enter “yes” or “no” for each fluid specimen collected.

2. Use of Anesthetics, Tranquilizers, or Analgesics.

For collection of specimens without application of any measures to prevent pain or distress, provide details of why such measures are not appropriate for this protocol, and describe how the animals will be restrained, if necessary.

For collection of specimens that involves application of measures to prevent pain or distress, describe the measures to be taken. Any agents that will be administered should be included in Appendix 3.

3. Volume Replacement for Fluid Collections.

For collection of fluid samples WITHOUT replacement of fluid volume, explain why the volume will not be replaced (give the calculations that show that the volumes removed are so small that replacement is not necessary, provide the scientific reasons, etc.).

For collection of fluid samples WITH replacement of the removed volumes, describe the replacements that will be provided (their composition, volume, and route of administration). Be sure to include the replacement fluids in Appendix 3.

4. Monitoring the animals. The animals must be monitored after each collection of specimens to ensure that they recover appropriately. Include the methods of monitoring to be used, and how long the animals will be monitored specifically for recovery from specimen collection. Describe the criteria that will be considered indicators of the need for intervention, and describe the corresponding interventions to be made (e.g., administration of analgesics, application of pressure, euthanasia).