In order to provide better service to our Principal Investigators (PI), research staff, and administrative managers, the Office of Animal Care and Use (OACU) has compiled this informational memo. Please feel free to call the OACU staff if you have any questions about any items in this memo.

New Questions for ACAP

The IACUC has recently made several changes to the ACAP system to bring our protocol form into compliance with the *Guide for the Care and Use of Laboratory Animals 8th Edition* requirements. There are many minor changes to the ACAP form. However, this memo highlights significant changes and is not intended to be inclusive of all of the changes to the ACAP form. Significant changes to the ACAP form are detailed below. If there is no description next to the section, the changes were minor additions/deletions or changes to the directions for completion of the section.

Please note that when using an existing protocol as a template for a new or continuation protocol, ACAP will uncheck all items in the Item List for those sections which have been revised. You will need to review those unchecked sections and respond to the new questions before you can submit your protocol in ACAP for IACUC review.

The revised ACAP form will go live on Monday, June 24, 2013. If you have any questions please contact OACU at (919) 966-5569. For technical difficulties associated with the form, please contact John Stephenson at 919-962-7820.

Section-Specific Changes:

- Addendum Checklist
- Item List
- General Information
- Section 1 (Personnel)
  - The list of personnel roles and techniques has been greatly simplified. When submitting a protocol that was created from an existing template, old roles and techniques will automatically transfer to the new roles and techniques.
- Section 1.1 (Confidential or Proprietary Information)
- Section 3.1 (Housing and Procedure Location Information)
• Section 3.3 (Satellite Facilities)
  o This section has been extensively revised. There are now general questions that must be completed for all satellite facilities and specific questions related to terrestrial satellite facilities and aquatic facilities.
  o In order to assist PIs with completion of this section, notes and links to resource documents have been expanded.
  o Approval of a satellite facility now requires completion and submission of the UNC Satellite Facility Disaster Plan. The entire plan should be maintained within the satellite facility and reviewed annually by laboratory personnel. A one page document is required for submission with the protocol form and the form is available on the protocol Item List.
• Section 4 (Reduction, Refinement, Replacement and Animal Numbers)
• Section 4.1 (Alternatives to Animals Classified In USDA Pain Categories D or E)
  o The literature search section has been revised to remove the old databases and add new more useful databases.
  o When completing an amendment adding new Category D or E procedures for USDA covered species, ACAP will require completion of a new literature search for alternatives to distressful/painful procedures.
• Section 5.0 (Details of Animal Use)
• Section 5.1 (Breeding)
  o An additional question has been added regarding the management of rodent breeding colonies and identification of the factors used to assess the adequacy of the current cage density policy.
• Section 5.2 (Non-Survival Surgery)
• Section 5.3 (Survival Surgery)
  o Additional questions have been added regarding multiple survival surgical procedures.
• Section 5.6 (Physical Restraint)
  o Additional questions have been added to obtain additional information/scientific justification regarding physical restraint.
• Section 5.7 (Weight Loss in Animals)
• Section 5.8 (Collection of Tissue from Live or Dead Vertebrate Animals)
• Section 5.9 (Collection of Blood or Body Fluids From Live or Dead Vertebrate Animals)
• Section 6.0 (Animal Care)
  o New questions regarding single housing of social animals have been added. Additionally, a new question for BSL3 studies regarding the need to euthanize animals in the same room in which they are housed has been added. The addition of these new questions will minimize the need to submit an exception request for single housing of animals or euthanasia in animal holding rooms.
  o An additional question has been added for situations in which euthanasia is not part of the described experimental procedures but may be necessary in case of illness or other unforeseen conditions.
  o Question 8 regarding humane endpoints has been clarified and moved to question 7.
- **Section 6.1 (Food and Fluid Restriction)**
  - All questions related to dietary manipulations and special diets have been moved to Section 6.0 (Animal Care). This section now only contains questions related to food or fluid regulation/restriction.

- **Section 7 (Anticipated Animal Pain and Distress)**
  - Several of the questions have been extensively revised to provide additional guidance and clarification on the identification and handling of animal pain and/or distress.

- **Section 11.2 (Treatment of Live Animals with Non-Pharmaceutical Grade Compounds)** has now been moved to Section 11.3.

- **Section 11.2** is now a new section entitled, “Future Studies: Anticipated Pharmacological Manipulations”
  - This new section allows for the approval of classes of experimental/investigational drugs instead of having to submit an amendment to add specific drugs to the protocol.

- **Annual Renewal Form**
  - The Annual Renewal form now has additional questions to comply with USDA requirements. These questions request additional information detailing animal use and adverse events.

**Other Changes:**

- Previously, completion of IACUC Orientation was required every three years. It is now only required only once.

- We are no longer requiring PIs to electronically certify amendments in ACAP; however, we are still requiring electronic PI certification of new and continuation protocols. If laboratory staff submit an amendment on behalf of the PI, they will receive a message in ACAP that states the following: “By submitting this form, I verify that the PI is aware of the submission of this amendment and understands that he/she is ultimately responsible for the content of this amendment.”

- Previously, PIs were only able to view the attachments for the most recent submission of a protocol, Annual Renewal, or Amendment. For instance, if a Schedule H form was submitted with the original protocol form but amendments had since been submitted to the protocol, PIs and their staff were unable to access the Schedule H forms submitted with the original protocol and would only be able to access any attachments that were submitted with the most recent amendment. There is now a new tab in ACAP with a paperclip icon that allows PIs to view all attachments that have been submitted during the life of the protocol.

A more detailed document outlining the new questions and changes to the online form can be found [HERE](#).