

Protocol Review Worksheet

ASP Form (online form) & PQFs

- PI and key personnel are listed and training documented. Personnel roles are clearly defined (see also PQFs)
- All personnel are enrolled in OHP as appropriate
- Project information is complete
- Lay summary conveys overall purpose of studies, use of animals, and an overview of procedures to be implemented at a 12th grade level
- All species described in Section E are listed and use justification indicated (strains also listed wherever possible) and numbers agree and add appropriately
- If animals are in USDA category D or E, a search for alternatives must be performed and documented. (This search must be updated if changes in categories are made via amendment.)
- Housing is defined by building and room number (wherever possible)
- Any exceptions requested are indicated
- Use and type of euthanasia as well as secondary means to ensure death are indicated and are approved under AVMA (conditionally acceptable must be reviewed by IACUC)
- The Principal Investigator has signed off, indicating their level of responsibility for the work
- Department Chair and Facility Manager have signed off, indicating their acknowledgement of the work and that resources required are available to perform the work

Section E Experimental Design

- Assurance of nonduplicative studies
- Overall objectives of the study are made clear
- Correct choice of model - Pilot studies to estimate variability and evaluate procedures and effects
- Complete description of work, including narrative sequence and/or timeline where needed, and all technical procedures (except for those in G, J, K, etc.) are provided. Optimally this narrative is presented such that another investigator familiar with the work could carry them out.
- If field or observation study PI provides sufficient detail to clarify animal numbers anticipated, any capture techniques used (field study), appropriate state, federal, or international permits are procured. (Section I required for such activities).
- Humane endpoints are well described. A scoring sheet used in the animal housing room is provided and scoring criteria are clearly spelled out and are reasonable for the species and conditions
- Procedures standardized to minimize variability
- Rationale for experimental group sizes - Statistical/Power analysis performed OR
Previous experience with procedures and requirements for sufficient, publishable data OR
Previous classroom experience with requirements for enrollment
- Animal numbers can be followed, add appropriately and reconcile with all submitted forms (i.e., ASP form)
- Appropriate choice of control groups – redundancy eliminated?
- Planned animal use provides sufficient information that facility manager may assess and confirm that resources are available to house the animals, address animal behavioral needs (i.e., social groupings), and perform any experiments that will take place inside and outside the PI's laboratory

Section F Hazardous Agents

- Hazards described in Section E or G have been represented in Section F
- Use of biohazards and radiation have been reviewed by the appropriate UMD entity and approved
- Documentation has been provided, including a copy of the Agent-specific training document (which should also be available in the room with the animals)
- Appropriate containment of hazards has been described (and vetted with ESSR)
- Appropriate waste management plans have been described (and vetted with ESSR)
- Personnel who will encounter hazards have been adequately trained (compare to PQF and ASP form)

Section G Anesthetic Procedures

- Complete description of anesthetic procedures, including chronological narrative and/or timeline of procedures is presented
- Personnel performing the anesthetic procedures are identified and training for procedures documented (or trainer identified) on PQF
- The conduct of multiple anesthetic procedures (on a single animal) has been identified and appropriately justified if applicable (multiple major)
- Pre- Intra- and Post- procedural support have been described where applicable
- Type of anesthesia, dose/concentration indicated
- Method of anesthetic gas scavenging described
- Use of paralytics identified where applicable
- Intra- and post- procedural monitoring is described where applicable (survival procedures)
- Analgesics and antibiotics and dosages have been identified; if not used, justification is provided

Section J Breeding

- All animals and crosses, including any used to generate breeding pairs, are provided
- Pups euthanized without use (due to incorrect phenotype or other characteristics) are counted
- Breeding numbers are appropriate and add correctly
- Breeding pairs are accounted for in totals (section forms and ASP form)
- Breeding schema is adequate to ensure that unneeded breeding does not occur and overproduction is minimized

Section M Exceptions and Exemptions

- Adequate justification has been made for each of the requested exceptions/exemptions
- Any additional information required to ensure the appropriate application of such exceptions/exemptions has been provided (e.g., how nonpharmaceutical grade compounds will be sterilized)
 - Housing Density Exemption
 - Cage Change/ Water Change Frequency Exemption
 - Radios/Sound/Noise Exemption
 - Exemption from Enrichment
 - Exemption from Social Housing
 - Environmental Conditions/Housing and Husbandry Exemption
 - Restricted food/fluid
 - Prolonged restraint
 - Non-pharmacological grade compounds

Other Sections/Notes

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