IACUC004.01 Tracking the Use of Animals in Research and Teaching Protocols

The intent of this procedure is to describe the program for tracking the use of animals in research and teaching protocols at Cornell University. This procedure is approved by the Cornell Institutional Animal Care and Use Committee (IACUC) and the Cornell Center for Animal Resources and Education (CARE). Any change must be submitted for approval to the IACUC prior to its application.

TABLE OF CONTENTS

1. General
2. Tracking the Use of Animals in Successive Protocols
3. Documentation

1. General

a. Animals used in research protocols are tracked and controlled by the facility manager, through completion of Form F010.01 Animal Inventory Sheet part of the animal’s record.

b. The facility manager completes the Animal Inventory Sheet each month.

c. The manager deducts the number of animals added to the project against the number of animals approved by the IACUC.

d. A summary is sent to the IACUC.

e. The PI is notified by the manager, once the total number of animals added to a protocol approaches the number of animals approved. If necessary the PI can submit an amendment with justification for increasing the animal number to the IACUC for review.
2. Tracking the Use of Animals in Successive Protocols
   
a. Animals used in successive research protocols are tracked and controlled by the facility manager, through completion of Form F008.01 Animal Tracking Sheet part of the animal’s record.

b. Animals may be used in successive studies provided that the animal’s health has not been compromised during its use on the previous protocol. An animal’s health may be compromised during the course of the protocol in one or more of the following ways (but not limited to): 1) due to an invasive procedure such as a major surgery, 2) due to an illness resulting from a non-invasive protocol (e.g., anemia due to repeated blood sampling) or 3) an animal health concern that is unrelated to the protocol (e.g., heart disease).

c. If the health of the animal has been adversely affected, the animal will not be released to another protocol unless the health condition has been resolved, or reasonably controlled (by using adequate medication for instance). These animals must not be assigned to a protocol involving invasive work (USDA category D or E). The decision to transfer an animal to a subsequent protocol must be made in conjunction with a CARE veterinarian.

d. The CARE veterinarians will routinely evaluate all animals that are used in successive protocols at least once a year.

e. Clinical evaluation may include reviews of medical and individual records, physical examinations and diagnostic tests as deemed necessary by the veterinarian.

f. Based on this evaluation, the veterinarian will determine whether there is any restriction on the use of this animal.

3. Documentation

   a. Form F010.01 Animal Inventory Sheet
   b. Form F008.01 Animal Tracking Sheet