

The University of Scranton  
Institutional Animal Care and Use Committee (IACUC)

ANIMAL USE PROTOCOL  
Guidelines

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ANIMAL USE PROTOCOL  
INSTRUCTIONS (5/08)

*Please carefully read these instructions prior to completing your protocol. Be sure to follow the outline and address each item. Submit the Cover Sheet and Protocol Narrative electronically as e-mail attachment to [gary.kwiecewski@scranton.edu](mailto:gary.kwiecewski@scranton.edu) and send one signed copy of the Cover Sheet to Gary Kwiecewski, Biology Department, LSC292, at least one week prior to a scheduled IACUC meeting.*

An outline for the Narrative follows the cover sheet form for your convenience.

1. Name of Investigator(s) and

How have you determined that this project is not unnecessary duplication, e.g., bibliographic searches? If it is duplication of previous research or instruction, why is it required?

### 3.6. Detailed description of procedures

#### 3.6.1 Step by step description of all procedures

Provide a clear, step-by-step description of all procedures including details of methods of anesthesia. IACUC reviewers should be able to track the animals through the protocol. A flow chart is recommended.

If the animals are to be sacrificed at the end of the protocol, give details of the

*Pharmaceutical grade drugs must be used. All drugs must be used prior to their expiration date* – assure that you are licensed to administer pharmaceutical anesthesia by providing your DEA license number and its expiration date.

*USDA animals* - if procedures are used which cause more than momentary pain/distress, whether relieved by anesthesia or not, you must provide justification in the form of either

A literature search using an appropriate comprehensive database; documentation of database\* searches must include name of database, date of search, keywords used, and date range of search; OR

Another more appropriate, well documented search method, e.g., if the procedure is “cutting-edge science” and there is no body of literature as yet, provide dates and names of experts contacted and information gathered to determine that alternatives to the procedure are not available.

Ref: [USDA Policy Manual, Policies #11 & #12](#)

\*For assistance with searching, contact a reference librarian at the Weinberg Memorial Library.

*All other species* - if there is reasonable likelihood that the procedures will cause more than momentary pain/distress, not relieved by anesthesia, you must provide

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ANIMAL USE PROTOCOL - COVER SHEET (2/2011)

For ORS Use Protocol # _____  Date Approved _____
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Principal Investigator	Department	Ext: E-mail:
Co-Investigator	Department	Ext: E-mail:

TITLE OF PROTOCOL:

The University of Scranton  
Institutional Animal Care and Use Committee (IACUC)  
ANIMAL USE PROTOCOL - NARRATIVE OUTLINE (2/2011)

1.