

PI Checklist for Trials or Courses Using Agricultural Animals

Prior to Beginning Trial or Course	
	Submit protocol for approval by the IACUC http://iacuc.research.illinois.edu/content/Forms/FormsDefault.aspx
	Review protocol for any changes/additions that must be approved by IACUC
	Confirm that <i>all</i> project personnel are listed and adequately trained for procedures on the protocol. As a courtesy to researchers, an AACUP veterinarian or veterinary technician is available for training.
	Confirm that <i>all</i> project personnel who will be handling animals have enrolled in the OHS Program and completed the UIUC online training module for research personnel http://portal.research.illinois.edu/
	If you are requesting animal housing space in LAC or VMRF you need to submit an Animal Request Form to the AACUP office aacup@vetmed.illinois.edu for approval at least 3 days before anticipated arrival of animals. http://aacup.research.illinois.edu/content/Forms/Forms.aspx
	If purchasing animals from outside sources, inform an AACUP veterinarian and provide contacts for the AACUP veterinarian to speak with the vendor and vendor's veterinarian to evaluate health status and risk to determine whether additional testing and/or isolation will be required.
	Animal Welfare Act 9 CFR 2.31 (iv) Procedures that may cause more than momentary or slight pain or distress to the animals will: (B) Involve, in their planning, consultation with the attending veterinarian or his or her designee;
	Communicate with caretaker/unit managers regarding arrival/departure, housing/diet needs, space availability
	Request a Purchase Order from your business office <i>prior</i> to obtaining animals.
	Make arrangements to have imported animals delivered and examined by an AACUP veterinarian or designee within 48 hours of arrival.
	Review biosecurity protocols for unit to protect the health of all animals on campus. See policies on AACUP web site http://aacup.research.illinois.edu/content/Resources/Resources-Policies.aspx Contact the AACUP office for clarification.
Beginning of Trial or Course	
	Establish records for each animal or group of animals. Record examination findings upon arrival.
	Post IACUC protocol and PI contact information in barn or stall where research or teaching animals are housed.
	Obtain necessary surgery/anesthesia forms from AACUP office (200A LAC) or http://aacup.research.illinois.edu/content/Forms/Forms.aspx .
During Trial or Course	
	Submit Amendments to the protocols as needed prior to making changes. http://iacuc.research.illinois.edu/content/Forms/FormsDefault.aspx Amendments are needed for changes in: <ul style="list-style-type: none"> - project title/funding source - facility/housing site - disposition of animal/carcass at end of project - animal genetic background or strain - personnel - experimental procedures/treatment
	For LAC and VMRF, notify caretaker and the AACUP Office if an animal's physical location (Building/Facility) changes during the study (Record of Disposition form required) http://aacup.research.illinois.edu/content/Forms/Forms.aspx
	Report any unexpected or unexplained death or illness to the AACUP Office (see morbidity and mortality reporting policy) http://aacup.research.illinois.edu/content/Resources/Resources-Policies.aspx
	Identify animals with meat/milk withdrawals, document withholding times and inform unit managers of any additional withholding periods.
	Record health observations and treatments in medical record. Record any follow-up and resolution in record.
Completion of Trial or Course	
	Ensure disposition/disposal of animal(s) is conducted as approved on IACUC protocol. ** Confirm that meat/milk withholding times have been met if applicable.