ANIMAL EYE CONSULTANTS OF IOWA

Animal Eye Consultants of Iowa	
Instituti	***mittee***
Policy #36	**"Counting and Reporting Animal Use Numbers"**
Approval Date: 7/25/24 (Replacing version 2/5/2021)	

A. Purpose

The following policy is to ensure that animals are counted accurately and consistently by personnel authorized to track animal numbers in the IACUC database. This policy applies to all animals produced or used under the auspices of a AEC IACUC approved protocol, regardless of location or species.

B. Background

Both USDA and OLAW expect institutions to have a mechanism to document and monitor the number of animals acquired and used in research and teaching activities. This accounting is done via approval of animal numbers on IACUC protocols, and it is incumbent upon the institution to ensure the approved number of animals is not exceeded.

The accurate tracking of animals is crucial for ensuring that animal usage does not exceed animal numbers approved by the IACUC. Using more animals than the approved number may be considered a protocol deviation and potential non-compliance.

C. Policy

Policy for Counting Animals in Vivaria or Housing Facilities:

- All centralized facilities are responsible for having a mechanism for tracking animal acquisitions, pain/distress categories and transfers between protocols for animals in their facility. Facility Managers should communicate their process with the PI

and lab personnel. The Facility Manager or designee are responsible for entering animal numbers into the MyResearch database.

- The PI and lab personnel are responsible for providing animal use numbers as required in each facility.
- Field Study, Client Owned, and PI-managed/ Satellite Housing Facility animal use numbers must be reported to the Animal Welfare Program (AWP) Office and will be requested via email on a semi-annual basis. Animal use numbers can be emailed at any time to IACUC@animal-eye-iowa.com .
- Animal numbers must remain up-to-date and need to be entered into MyResearch within 6 months of use/acquisition to allow for adequate tracking. This will be checked during Post-Approval Reviews and semi-annual site visits and can be considered a deficiency if the animal use is not being tracked.

Accounting for Animal Use:

- When entered into the database, animals must be listed under their approved or intended Pain and Distress Category. Refer to the IACUC Guidelines for Pain and Distress Categorization of Animal Subjects in Research and Teaching for additional guidance on distress categorization.
- All live births must be counted (stillborn animals do not need to be counted). In order to prevent disturbance and subsequent maternal neglect or rejection, counting of neonates in animal species with altricial young can be delayed until the first cage change or weaning.
- All animals that arrive alive from a commercial vendor or other source must be counted.
- Fish and amphibians are vertebrate animals covered by the PHS Policy and must be counted. As noted in FAQ A4, the PHS Policy applies to the offspring of egg-laying vertebrates only after hatching. Zebrafish larvae, for example, typically hatch 3 days post-fertilization.
- In cases where animal numbers are estimated instead of counted precisely, a method of how they are tracked and counted must be approved in the ASAF.

Accounting for Multiple Uses of Animals:

In some circumstances, the same animal may be used for multiple procedures (e.g., blood draw and physical exam; stock animal and prolonged restraint; tissue harvesting and antibody production).

- If multiple procedures are done under the auspices of different protocols, the animal must be counted once on each protocol.
- If multiple procedures are done under the auspices of a single protocol, an individual animal is only required to be counted once (at the highest pain category) on that protocol.
  - Please note that performing multiple procedures on a single animal must be described in the IACUC protocol and approved by the committee before work may begin.
- In the event that an animal is counted on a protocol and transferred to a different protocol (against which it should also be counted) then transferred back to the original protocol, it should not be counted again on the original protocol. An individual animal should only be counted once against a protocol, no matter how many different times it is transferred to and from that protocol.

Access and Training

- Animal use numbers can be checked by the PI, ASAF personnel and Facility Managers anytime on the MyResearch database. Please view this link or contact the AWP Office at IACUC@animal-eye-iowa.com for instructions.
- Training for entering animal numbers into the IACUC database is available via the AWP Office as well as here. Please call 319-826-6217 or email IACUC@animal-eye-iowa.com with any questions.

D. Resources

- PHS Policy on Humane Care and Use of Laboratory Animals https://olaw.nih.gov/policies-laws/phs-policy.htm
- OLAW FAQ F. 2. https://olaw.nih.gov/guidance/faqs#F