

Title: Review of Applications, Modifications and the use of Veterinary Verification and Consultation	Policy No.
	IACUC-004
	Effective Date: 09/02/2016
	Updated: 02/09/2026

Oklahoma State University has several mechanisms for the review and approval of Animal Care and Use Protocols (ACUP) and modifications to those protocols. The IACUC Manager or designee will receive all submissions and determine significance and review method based on this policy.

New Animal Care and Use Protocol (ACUP)

All animal work for research, testing, or teaching must occur under an approved IACUC protocol. ACUPs are approved for a maximum of three years. Prior to the three-year expiration date, a de-novo review is required. There are several types of reviews for new ACUPs. The types of review are:

- A. **Full Committee Review (FCR):** Reviewed at a scheduled IACUC meeting by all members in attendance. If a protocol being reviewed at a full committee meeting does not meet standards for approval and modifications are needed, the IACUC can take the following actions:
 - i. If all members of the IACUC are present at a meeting, the committee may vote to require modifications to secure approval and have the revised research protocol reviewed and approved by designated member review (DMR) or returned for FCR at a convened meeting.
 - ii. If all members of the IACUC are not present at a meeting, the committee may use DMR after FCR according to this SOP, which serves as an advance written agreement from all IACUC members:
 1. A quorum of members present at a convened meeting may decide by unanimous vote to use DMR after FCR when modification is needed to secure approval.
 2. However, any member of the IACUC may, at any time, request to see the revised protocol and/or request FCR of the protocol.

- iii. DMR may result in approval, a requirement for modifications (to secure approval), or referral to the full committee for review. DMR may not result in withholding approval.

- B. **Designated Member Review (DMR):** Reviewed by a minimum of three members of the IACUC as designated by the IACUC Chair or designee, one of which will include the attending veterinarian or designee. All IACUC members (not just those assigned through DMR) have access to view the ACUP/modification, and any IACUC member may request FCR. When an ACUP is assigned, the designated reviewers will be allowed seven calendar days to complete their review. In addition, the designated reviewers or any IACUC member may request an FCR within those seven calendar days. If the reviewer is unable to complete their review within the seven-day timeframe, they must notify the IACUC Manager within three days of the DMR assignment so that the review can be reassigned.
- C. **Expedited Review:** When presented with strong scientific justification or necessity, the IACUC Chair or designee may allow an ACUP to go through expedited review. The ACUP will undergo DMR with a timeline specified by the IACUC Chair or designee, making sure all IACUC members have access to review the ACUP and to call for FCR.

Review Revisions Subcommittee

The Review Revisions Subcommittee consists of the IACUC Chair and Attending Veterinarian (or designees). When needed revisions to protocols, SOPs, and modifications are identified during FCR, the IACUC may vote to send the protocol, SOP, or modification to DMR with the Pending Revisions Subcommittee. All IACUC Members have agreed to this process in writing by signing the Memo addressing FCR to DMR.

ACUP Review Summary:

- a. ACUP involving category E procedures will undergo FCR at a meeting of the IACUC unless expedited review is granted by the Chair or designee.
- b. ACUP involving multiple survival surgeries will undergo FCR at a meeting of the IACUC, unless expedited review is granted by the Chair or designee.
- c. ACUPs, SOPs, and modifications involving departures from the Guide, the Ag Guide, USDA regulations or policies, OLAW or AAALAC guidance, or prevailing professional standards for reasons other than scientific necessity will undergo FCR at a meeting of the IACUC unless expedited review is granted by the Chair or designee.
- d. Other ACUP renewals including category E procedures, category E procedures involving standard agricultural procedures as described in the Ag Guide (such as castration, tail

docking, dehorning), and modifications will normally undergo DMR by the Chair, the Attending Veterinarian, and an additional member selected by the Chair.

Administrative non-significant Changes:

Changes that may be handled administratively by the IACUC staff include:

- a. correction of typographical errors.
- b. correction of grammar.
- c. contact information updates; and
- d. change in personnel, other than the PI (There will be an administrative check to ensure mandatory training requirements and Occupational Health and Safety enrollment is complete prior to approval).
- e. addition or change in sponsor or title of grant
- f. addition of a housing location when that location has passed IACUC inspection within the previous 6 months.
- g. increases in the number of animals to be used: Justified increase in the number of animals to be used up to 10% more than originally approved by the IACUC may be approved administratively by the IACUC Manager or designee.
- h. Change in vendor for animal ordering to one of the following approved sources: Charles River Labs, Harlan Sprague Dawley, Jackson Laboratories, and Taconic Farms. Changes in inter-university transfers when quarantine is handled through Animal Resources, changes in intra-university transfers when not otherwise conflicting with this policy.

Significant Changes:

Significant changes described in a.-g. below will be reviewed by either DMR or FCR.

- a. from nonsurvival to survival surgery.
- b. resulting in greater pain, distress, or degree of invasiveness.
- c. in housing and or use of animals in a location that is not part of the animal program overseen by the IACUC.
- d. in species.
- e. in study objectives.
- f. in Principal Investigator (PI); and
- g. that impacts personnel safety.

- h. addition of new procedures

Veterinary Verification and Consultation (VVC)

In August 2014 OLAW provided new guidance on Significant Changes to Animal Activities NOT-OD-14-126 to support the use of performance standards and professional judgment and to reduce regulatory burden.

The specific significant changes described in a.-d., below, may be handled administratively according to this IACUC reviewed and approved policy in consultation with an IACUC member veterinarian (Attending Veterinarian or designee). The veterinarian is not conducting DMR but is serving as a subject matter expert to verify that compliance with this IACUC reviewed and approved policy is appropriate for the animals in this circumstance. Review and verification by the veterinarian must be documented. The veterinarian may refer any request to the IACUC for review for any reason and must refer any request that does not meet the parameters of this IACUC reviewed and approved policy. The VVC process may not be used to add new procedures to a previously approved protocol. Items eligible for VVC review includes:

- a. anesthesia, analgesia, sedation, or experimental substances; (see approved reference list below)
- b. euthanasia to any method approved in the [AVMA Guidelines for the Euthanasia of Animals](#)
- c. duration, frequency, type, or number of procedures performed on an animal, as long as the changes do not result in greater pain, distress, or degree of invasiveness
- d. addition of housing or use locations that are already a part of the animal program

IACUC Approved Reference Materials for Veterinary Verification and Consultation (VVC) include the current editions of the following:

- Anesthesia, analgesia, or sedation to referenced drugs and dosages for the species.
- Laboratory Animal Medicine, ACLAM Blue Book Series
- Harkness and Wagner's Biology and Medicine of Rabbits and Rodents
- Flecknell's Laboratory Animal Anesthesia
- Plumb's Veterinary Drug Handbook
- ACLAM's Formulary for Laboratory Animals
- Fowler's Zoo and Wildlife Medicine
- Lumb and Jones Veterinary Anesthesia and Analgesia
- Quesenberry and Carpenter's Ferrets, Rabbits and Rodents Clinical Medicine and Surgery
- Anesthesia and Analgesia of Laboratory Animals (ACLAM's Blue Book Series)
- Flecknell and Waterman-Pearson's Pain Management in Animals
- Muir et. al. Handbook of Veterinary Anesthesia

- Manual of Equine Emergencies - Orsini and Divers
- Swine in the Laboratory - M. Michael Swindle
- Goat Medicine by Mary C. Smith and David Sherman
- Hagyard Pharmacy mobile formulary
- Journal publications (peer reviewed)

Blood collection and experimental substance dosing, including a change in test compound, dose, or route of administration.

- Journal publications (peer reviewed)
- Diehl et al. A good practice guide to the administration of substances and removal of blood, including routes and volumes. J App Tox. 2001; 21:15-23.

Euthanasia - [AVMA Guidelines for the Euthanasia of Animals](#)