## THE UNIVERSITY OF WEST FLORIDA APPLICATION TO THE <br> ANIMAL CARE AND USE COMMITTEE

The University of West Florida is committed to compliance with the Federal Animal Welfare act and applicable state and local regulations. All investigators proposing the use of animals in research are required to complete this application and secure approval from the ACUC prior to the beginning of research. Please complete both parts of the following form and submit all associated materials to the Office of Research and Sponsored Programs, Bldg. 11 Rm. 110.

## Date

$\qquad$ E-Mail: $\qquad$

Department:
Telephone: $\qquad$

Mailing Address (including Zip):
Co-Project Director:

E-Mail: $\qquad$

Telephone: $\qquad$

Mailing Address (including Zip): $\qquad$
Project Title:

Project is for:

## $\square$ Class Project

Project Dates: Project dates must be
specific numeric dates e.g. dd/mm/yy
From:
To:
Funding Agency (if applicable):
Account No.
Primary Location of Study:

Signature Approvals: Please include printed names with signatures.
For projects conducted by a PI under a grant: Project Director, Co-Director and Department Chair signatures are required
For projects conducted by a student: Student Signature (on Project Director line), Student Advisor and Department Chair signatures are required.

## Project Director: (Signature)

Co-Director: (Signature)

| Project Director: (Printed) | Date | Co-Director: (Printed) | Date |
| :---: | :---: | :---: | :---: |
| Student Advisor: (Signature) |  | Department Head: (Signature) |  |
| Student Advisor: (Printed) | Date | Department Head: (Printed) | Date |
| ACUC Decision: Comments: |  |  |  |
| Approved <br> Date: | Approved Conditionally | Disapproved | Deferred |

$\qquad$
(For official use only)

## UWF ANIMAL CARE AND USE APPLICATION

PURPOSE: The UWF Animal Care and Use Committee is charged with ensuring the welfare and humane treatment of all animals in current or planned use for research, testing, training, instruction, or any other purpose at, or in association with, The University of West Florida, regardless of the source of funding. Pursuant to its charge, the Committee is responsible for reviewing all such activity; and it is required that Committee approval be received prior to any purchase, care, and use of animals in association with the University. Committee approval is also required prior to any significant changes in the care and use of animals. Continuing review of previously approved activities will be conducted at intervals of not less than once every three years.

PROCEDURES: To facilitate the review process, we ask that you submit the following to the Office of Research:

1. Completed and signed application.
2. Research protocol summary.
3. Any supporting material (i.e., cover letter or drug company product description).

Careful attention to detail will expedite the review process. Since the Committee is a diverse group, please use lay language and/or define technical terms and abbreviations. You may be asked to meet with the Committee if further information is needed. You should allow at least three weeks for the Committee to complete review of your application. Maximum approval period is three years. A complete description of the functions and procedures of the Animal Care and Use Committee may be obtained from the Office of Research. Please attach additional pages if more space is needed to answer questions.

1. Deadline Date for Committee Decision: $\qquad$
2. Funding Agency:
3. Date Submitted to Funding Agency: $\qquad$
4. Contract or Grant Number (if known): $\qquad$
5. Type of Application: $\quad$ New $\quad \square$ Continuation $\quad \square$ Modification
6. Proposed Animal Use: $\quad \square$ Research $\quad \square$ Testing $\quad \square$ Instruction
7. Category of Use (see Table 1 attached): $\quad \square$ A $\quad \square$ B $\quad \square$ C $\quad \square \mathrm{D} \quad \square \mathrm{E}$
8. Purpose of project: $\qquad$
9. Species of Animal: $\qquad$ Number: $\qquad$
10. Strain (if applicable): $\qquad$ Sex: $\qquad$
11. Source/Vendor: $\qquad$
12. Rationale for involving animals (Have mathematical models, computer simulation and in vitro biological systems been considered?):
13. Appropriateness of species, strain, and sex (could a phylogenetically lower species be used?):
14. Justification for the number of animals to be used (Is the minimum number required to obtain valid results being used?)

Please describe the statistical rationale, practical constraints, and/or the other considerations that were used to determine that the number of animals requested is necessary and appropriate for the research project:
15. Description of methods and procedures used for the collection of data:
16. Procedures to be taken to avoid or minimize discomfort, distress, pain, and injury to the animals (e.g., sedation, analgesia, anesthesia; and method of administration), or justification for not doing so. Describe, when applicable, surgical care, post- surgical care, criteria for determining morbidity (diseased state), monitoring procedure/schedule for moribund animals, and point at which moribund animals will be euthanized (Have refinements in the design and methods been considered which would reduce the ethical costs?):
17. Description, including severity and duration, of any unavoidable but expected discomfort, distress, pain and/or injury to the animal, (including use of physical restraints, muscle relaxants, or paralytic drugs without associated general anesthesia; and use of multiple survival surgeries):
18. Method of euthanasia (painless sacrificing of animals) to be used, if any:
19. Location where animals will be used:
20. Location where the animals will be housed and cared for (if not a regular University animal care facility, attach a detailed description of facilities):
21. Living conditions of animals (e.g., housing, bedding, food, non-medical care):
22. Veterinarian or other scientist who is trained and experienced in the proper care, handling, and use of the species being used and who will direct the housing, feeding, and non-medical care of the animals:
23. Qualified veterinarian, with direct or delegated program responsibility for activities involving animals at the University, who will be available to provide medical care for animals as needed:
24. Qualifications, training, and experience of the investigators and other involved personnel (list by name) for conducting the proposed procedures on the selected live vertebrate animals:
25. Potential hazards to personnel and precautions taken to minimize risk. How will injuries be handled?

## INVESTIGATOR'S ASSURANCE STATEMENT

I accept the responsibility of conforming to all federal and state laws and guidelines and all University policies and procedures concerning the care and use of animals in research, testing, training and instruction. I understand that I have a responsibility to notify, in writing, the Animal Care and Use Committee of any substantive changes in the proposed project or personnel relative to this application prior to proceeding with any animal use. I will also submit an annual project status report to the Committee.

Signature of Project Director (or Student)

Signature of Student Advisor (for student projects)

Date

Date

## TABLE I <br> CATEGORIES OF ANIMAL USE BASED ON INCREASING ETHICAL CONCERNS FOR NON-HUMAN SPECIES

## CATEGORY A

Activities involving either tissue cultures, studies on tissues obtained from autopsy or from slaughterhouses, or studies on embryonated eggs.

## CATEGORY B

Activities on vertebrate animal species that are expected to produce little or no discomfort.
Mere holding of animals captive for experimental purposes; simple procedures such as injections of relatively harmless substances and blood sampling; physical examinations; experiments on completely anesthetized animals which do not regain consciousness; food/water deprivation for short periods (a few hours); standard methods of euthanasia that induce rapid unconsciousness, such as anesthetic overdose or decapitation preceded by sedation or light anesthesia.

## CATEGORY C

Activities that involve some minor stress or pain (short-duration pain) to vertebrate animal species. With anesthesia, exposure of blood vessels or implantation of chronic catheters; behavioral experiments on awake animals that involve short-term stressful restraint; immunization employing Freund's Adjuvant; noxious stimuli from which escape is possible; surgical procedures under anesthesia that may result in some minor post-surgical discomfort. Category C procedures incur additional concern in proportion to the degree and duration of unavoidable stress or discomfort.

## CATEGORY D

Activities that involve significant but unavoidable stress or pain to vertebrate animal species.
Deliberate induction of behavioral stress in order to test its effect; major surgical procedures under anesthesia that result in significant post-operative discomfort; induction of an anatomical of physiological deficit that will result in pain or distress; application of noxious stimuli from which escape is impossible; prolonged periods (up to se several hours or more) or physical restraint; maternal deprivation with substitution of punitive surrogates; induction of aggressive behavior leading to self-mutilation or intra-species aggression; procedures that produce pain in which anesthetics are not used, such as toxicity testing with death as an end point, production of radiation sickness, certain injections, and stress and shock research that would result in pain approaching the pain tolerance threshold, i.e., the point at which intense emotional reactions occur. Category $D$ experiments present an explicit responsibility on the investigator to explore alternative designs to ensure that animal distress is minimized or eliminated.

## CATEGORY E

Activities involving inflicting severe pain near, at, or above the pain tolerance threshold of unanesthetized, conscious animals.

Use of muscle relaxants or paralytic drugs such as succinyl choline or other curariform drugs alone for surgical restraint without the use of anesthetics; severe burn or trauma infliction on unanesthetized animals; attempts to induce psychotic-like behavior; killing by use of microwave ovens designed for domestic kitchens or by strychnine; inescapably severe stress or terminal stress. Category E experiments are considered highly questionable or unacceptable irrespective of the significance of anticipated results. Many of these procedures are specifically prohibited in national policies and therefore may result in withdrawal of federal funds and/or institutional USDA registration.

# Investigation Involving the Use of <br> Hazardous Chemicals and Animals 

Principal Investigator(s):
Protocol Title \& Number:
Date:

## Contact Info:

1. List each hazardous chemical and specify the highest concentration to be handled (i.e., stock solution or powder) as well as the location of storage and preparation or use (building and room number). Also, indicate if a Safety Data Sheet is posted or present in the location(s) and personnel have been informed of that location. (Check Yes or No) Submit a copy of each SDS with this form.

| $\begin{array}{c}\text { Chemical Name and CAS Number } \\ \text { (include Synonyms) }\end{array}$ |  | $\begin{array}{c}\text { Highest } \\ \text { Conc. }\end{array}$ | $\begin{array}{c}\text { Location } \\ \text { Storage }\end{array}$ |  | $\begin{array}{c}\text { Sreparation/ } \\ \text { Use }\end{array}$ |
| :---: | :---: | :---: | :---: | :---: | :---: |
| Posted/ |  |  |  |  |  |
| Present |  |  |  |  |$]$

Identify if the hazardous chemical is a Particularly Hazardous Substance (PHS) by checking the box of the chemical, which corresponds to the hazardous chemical line item(s) listed above. A chemical is a PHS if it is a select carcinogen, reproductive toxin, or has a high acute toxicity. This information is available from the Material Safety Data Sheet (SDS) or manufacturer.

| Particularly Hazardous <br> Substance Criteria | Hazardous Chemical <br> (Check all that apply) |
| :---: | :---: |
| Select Carcinogen | $\square 1 \square \square^{2} \square 3 \square 4 \square \square^{2}$ |
| Reproductive Toxin | $\square 1 \square 2 \square \square^{2} \square 4 \square 5$ |
| High Acute Toxicity | $\square 1 \square 2 \square 3 \square 4 \square 5$ |

2. Identify the chemicals that possess Physical Hazards. (Check all that apply. Numbers correspond to line items in \#1.) This information is available from the SDS or from the manufacturer.

3. Identify potential methods of human exposure to the chemicals during sample preparation and experimental manipulations. Also, identify health hazards or route(s) of entry into the body and explain how they affect the body. (Check all that apply. Numbers correspond to line items in \#1.)

|  | STAGE OF EXPERIMENT AND HAZARDOUS CHEMICAL |  |  |  |  |  |  |  |  |  |  |  |  |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| Method of Exposure | Preparation |  |  |  |  |  |  | Experimental Manipulation |  |  |  |  |  |
| Aerosol generation by transfer | $\square 1$ | 12 | $\square 3$ | $\square 4$ | $\square 5$ |  |  | $\square 1$ | 1 | $\square 2$ | $\square 3$ | $\square 4$ | $\square 5$ |
| Mixing, shaking, or centrifuging | 1 | 2 | $\square 3$ | 74 | $\square 5$ |  |  | 71 | 1 | $\square 2$ | $\square 3$ | $\square 4$ | 75 |
| Chemical reaction | 1 | 12 | 73 | $\square 4$ | 75 |  |  | 71 | 1 | 2 | $\square 3$ | $\square 4$ | 75 |
| Splash | 1 | 2 | ] | $\square 4$ | 75 |  |  | $\square 1$ | 1 | 72 | $\square 3$ | $\square 4$ | 75 |
| Use of sharps (Injection) | 1 | 12 | 3 | $\square 4$ | $\square 5$ |  |  | $\square 1$ | 1 | 72 | $\square 3$ | $\square 4$ | 75 |
| Excretion contaminated media | 1 | 12 | 3 | $\square 4$ | $\square 5$ |  |  | $\square 1$ | 1 | 2 | $\square 3$ | $\square 4$ | 75 |
| Others (Specify) | $\square 1$ | $\square 2$ | ] | $\square 4$ | 75 |  |  | $\square 1$ | 1 | 72 | $\square 3$ | $\square 4$ | $\square 5$ |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Health Hazard/ Route of Entry | Hazardous Chemical |  |  |  |  |  |  |  |  |  |  |  |  |
| Skin Absorption/ Contact | $\square 1$ |  |  |  |  | $\square 2$ | $\square 3$ | $\square 4$ | $\square 5$ |  |  |  |  |
| Inhalation |  |  |  |  | 1 | $\square 2$ | 7 | $\square 4$ | $\square 5$ |  |  |  |  |
| Eye exposure |  |  |  |  | 1 | 2 | 13 | 44 | $\square 5$ |  |  |  |  |
| Ingestion |  |  |  |  | 1 | 72 | 73 | 44 | $\square 5$ |  |  |  |  |
| Injection (sharp objects) |  |  |  |  | 1 | 2 | 3 | $\square 4$ | $\square 5$ |  |  |  |  |
| Acute Effects |  |  |  |  | 1 | 72 | $\square 3$ | $\square 4$ | $\square 5$ |  |  |  |  |
| Chronic Effects |  |  |  |  | 1 | $\square 2$ | $\square 3$ | $\square 4 \square$ | $\square 5$ |  |  |  |  |
| Explain Health Hazard Effects: |  |  |  |  |  |  |  |  |  |  |  |  |  |

4. Indicate the safety controls that will be employed to minimize risk and prevent release of the agent. (Check all that apply. Numbers correspond to line items in \#1.)

| EXPOSURE CONTROLS | METHOD OF CONTROL | HAZARDOUS CHEMICAL |
| :---: | :---: | :---: |
| Engineering Controls | Fume Hood | $\square 1 \square 2 \square 3 \square 4 \square 5$ |
|  | Biological Safety Cabinet | $\square 1 \square^{2} \square 3 \square^{\square} \square 5$ |
|  | Glove Box | $\square 1 \square^{2} \square 3 \square 4 \square 5$ |
|  | Other (Specify) | $\square 1 \square 2 \square 3 \square 4 \square 5$ |
| Administrative Controls | Chemical handling and disposal | $\square 1 \square 2 \square 3 \square 4 \square 5$ |
|  | Sharps handling and disposal | $\square 1 \square 2 \square 3 \square 4 \square 5$ |
| Spill Prevention | Trays used for material transfers, solution preparation, and other chemical operations. | $\square 1 \square 2 \square 3 \square 4 \square 5$ |
|  | Over-pack (chemical carriers) used when transporting solutions | $\square 1 \square 2 \square 3 \square 4 \square 5$ |
|  | Other Admin. Controls (Specify) | $\square 1 \square 2 \square 3 \square 4 \square 5$ |
| Chemical Storage | Compatible, closed, \& labeled container | $\square 1 \square 2 \square 3 \square 4 \square 5$ |
|  | Secondary containment | $\square 1 \square 2 \square 3 \square 4 \square 5$ |
|  | Segregated from incompatibles | $\square 1 \square 2 \square 3 \square 4 \square 5$ |
|  | Refrigerator/ Freezer | $\square 1 \square 2 \square 3 \square 4 \square 5$ |
|  | Other (Specify) | $\square 1 \square 2 \square 3 \square 4 \square 5$ |
| Personal Protective Equipment Use | During Preparation | During Experimental Manipulation or Animal Handling |
| Gloves <br> *Check integrity of gloves before each use. | $\underset{\text { Type (Specify): }}{\square 1} \square 2 \square 3 \square 4 \square 5$ | $\begin{aligned} & \square 1 \square 2 \square 3 \square 4 \square \\ & \text { Type (Specify): } \end{aligned}$ |
| Safety goggles | $\square 1 \square 2 \square 3 \square 4 \square^{5}$ | $\square 1 \square 2 \square 3 \square 4 \square 5$ |
| Lab Coat | $\square 1 \square^{2} \square \square^{2} \square^{4} \square^{5}$ | $\square 1 \square 2 \square 3 \square 4 \square 5$ |
| Apron | $\square 1 \square 2 \square 3 \square 4 \square^{5}$ | $\square 1 \square 2 \square 3 \square 4 \square 5$ |



Describe how you will employ controls:
5. Describe the spill cleanup protocol for the maximum volume of each hazardous chemical that would be in use at any one time.
$\square$ Spill kit or cleanup materials present in each lab. Specify special materials required for each chemical cleanup.
$\square$ Personnel trained on spill cleanup procedure of each chemical and emergency contacts.
$\square$ Proper personal protective equipment (PPE) available for spill cleanup. See \#4 for PPE.
$\square$ Emergency eyewash and/or safety shower located nearby (within 10 seconds) and unobstructed.
$\square$ Personnel trained on eyewash/ shower location and operation
$\square$ Eyewash/ shower inspected annually and activated weekly to verify operability.
Explain spill procedure:
6. List personnel and indicate the type of training the person has received related to the use of the chemical. Also, specify the date the person was trained and by whom, as well as the experience that person has with the chemical or procedure. Documentation that each worker has been trained in the safe use of each hazardous chemical is highly recommended.

| Personnel** | Type of Training | Date Trained/ Conducted By | Experience (Yrs., Type work) |
| :---: | :---: | :---: | :---: |
|  | $\square$ Lab/ Chem. Safety $\square$ Std. Oper. Proc. $\square$ SDS $\square$ Haz Waste Handling $\square$ Other (Specify)- |  |  |
|  | $\square$ Lab/ Chem. Safety $\square$ Std. Oper. Proc. $\square$ SDS $\square$ Haz Waste Handling $\square$ Other (Specify)- |  |  |
|  | $\square$ Lab/ Chem. Safety $\square$ Std. Oper. Proc. $\square$ SDS $\square$ Haz Waste Handling $\square$ Other (Specify)- |  |  |
|  | $\square$ Lab/ Chem. Safety $\square$ Std. Oper. Proc. $\square$ SDS $\square$ Haz Waste Handling $\square$ Other (Specify)- |  |  |
|  | $\square$ Lab/ Chem. Safety $\square$ Std. Oper. Proc. $\square$ SDS $\square$ Haz Waste Handling $\square$ Other (Specify)- |  |  |

**Notify UWF EHS to update this information when new individuals not listed above will be working with the hazardous chemicals.
7. Animal Information. Specify information by filling in text boxes or checking boxes.

- Animal Species:
- Approximate number of animals exposed to chemical per year:
- Primary Housing: $\square$ Cage $\square$ Tank $\square$ Other (Specify)
- Secondary Housing: $\square$ Laboratory Room (Specify)
$\square$ Animal Room (Specify)
$\square$ Other (Specify)
- Special Housing Requirements: (i.e. Biological Safety Level, barrier facility)
- Room where chemical will be administered:
- How chemical will be administered:
- Approximate dose per animal:
- Frequency and duration of dosing:
- How long animal will be housed after dosing:
- Are waste products (excretion) and bedding/water considered hazardous? $\square$ Yes $\square$ No
- If "Yes", specify time period after last dose is given that excretion products from the animals would be considered non-hazardous.
- Will specialized cage changing facilities (dumping stations) be required to protect the worker? $\square$ Yes $\square$ No Specify, if yes:
- Will any special cleaning or decontamination be required for cleaning the cages/ tanks?
$\square$ Yes $\square$ No Specify, if yes: $\qquad$
Who will be responsible for cleaning, if special handling is required?

8. Describe any special disposal requirements. Refer to the Waste Disposal Guidelines http://uwf.edu/offices/environmental-health-safety/laboratories/general-laboratories/or contact UWF EHS ((850) 474-2525) for guidance. (Check all that apply. Numbers correspond to line items in \#1.)

| Chemical Disposal | Hazardous Chemical |
| :---: | :---: |
| Routine scheduled hazardous waste pickup -No special disposal requirements | $\square 1 \square 2 \square 3 \square 4 \square 5$ |
| Neutralization | $\square 1 \square 2 \square 3 \square 4 \square 5$ |
| Sanitary Sewer | $\square 1 \square 2 \square 3 \square 4 \square 5$ |
| Other disposal: (Specify) | $\square 1 \square 2 \square 3 \square 4 \square 5$ |
|  |  |
| Carcass |  |
| Animal facility freezer and disposal service | $\square 1 \square^{2} \square \mathbf{~} \square^{\square} \square 4 \square^{5}$ |
| Scheduled hazardous waste pickup | $\square 1 \square^{\square} \square^{\square} \quad \square 4 \square^{\square}$ |
| Other disposal: (Specify) | $\square 1 \square 2 \square 3 \square 4 \square 5$ |
|  |  |
| Excretion-contaminated Materials (See \#7 for Hazardous vs. Non-hazardous) |  |
| Disinfection (Specify) | $\square 1 \square^{2} \square^{3} \square^{4} \square^{5}$ |
| Autoclave | $\square 1 \square 2 \square 3 \square 4 \square 5$ |
| Sanitary Sewer | $\square 1 \square^{2} \square 3 \square 4 \square^{5}$ |
| Other decontamination method (Specify) | $\square 1 \square 2 \square 3 \square 4 \square 5$ |

Explain disposal methods:
Approval of hazardous material use is indicated by the signatures of the individuals listed below. The individuals signing confirm they have reviewed this form and confirm that it has been reviewed to assure compliance with applicable safety guidelines and regulations according to federal and university policies.

|  |  |
| :--- | :--- |
| Signature - UWF Director, Environmental <br> Health and Safety | Date |

