

# Animal Use Glossary

## What is the Animal Use Tab?

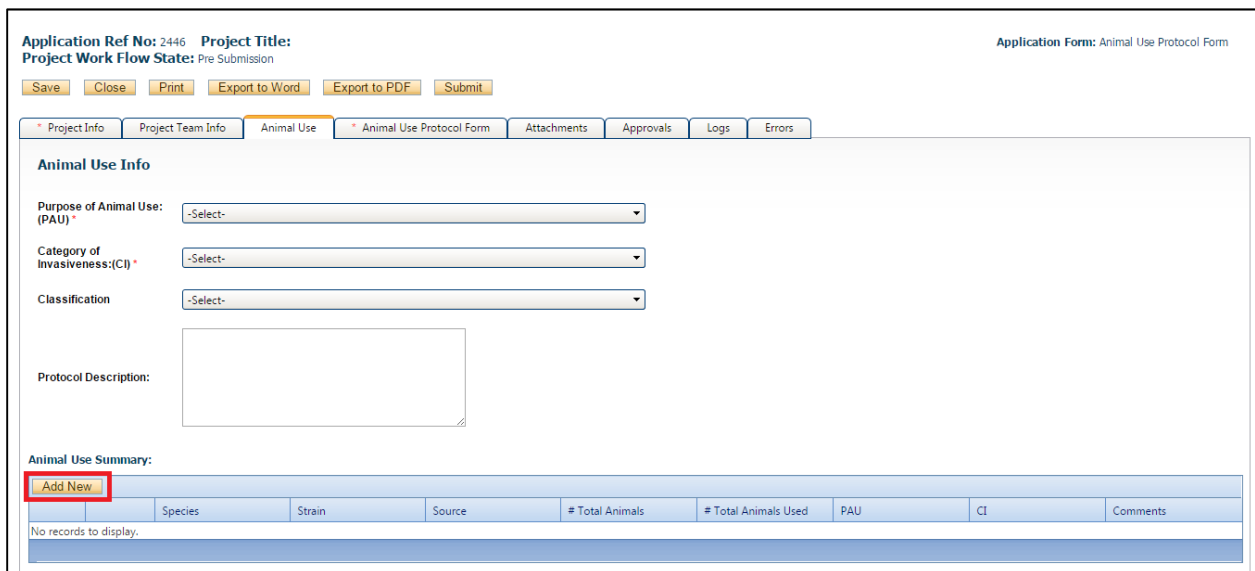
This required tab captures information on all animals requested and then allows administrators to track their use across all three years of a protocol.



## Definitions

### Animal Use Tab

The details entered here are informative to the Animal Care Committee during review but are also directly integrated into institutional summary reports submitted annually to the Canadian Council on Animal Care.



**Purpose of Animal Use (PAU):** Each individual protocol should encompass a single purpose. If you find more than one applies, you may wish to contact the Coordinator to discuss whether multiple protocols could better serve the project. Otherwise, please select the most applicable PAU. Teaching protocols should select PAU 5.

**Category of Invasiveness (CI):** The [Category of Invasiveness](#) levels are defined by the Canadian Council on Animal Care. Please note: Category A studies do not require a full AUP application at this time. A Letter of Intent outlining the proposed work is sufficient and can be sent to ([acs@mun.ca](mailto:acs@mun.ca)).

**Classification:** The IACC does not collect information regarding Classification. This field can be ignored.

Protocol Description: All applications are required to fill out the Protocol Description. The description should be a 1-3 sentence lay summary outlining research objectives, species, experimental methods and design. This is required in the institutional summary reports submitted annually to the Canadian Council on Animal Care.

## Animal Use Summary

Each species or unique strain requires an entry using “Add New” from the Animal Use Info screen.

The screenshot shows the 'Animal Use General' form with the following fields and values:

- Species : Unspecified
- Species Keywords : Fundamental science
- Strain :
- Weight :
- Gender :
- Source :
- Source Contact :
- Transportation :
- Housing Building Room :
- Experimental/Procedure Building Room :
- PAU : -Select- (By default it will be the same as General PAU, change this if it is different for this species)
- CI : -Select- (By default it will be the same as General CI, change this if it is different for this species)
- Comments / Notes :

The 'Animal Use Per Year Details' table is currently empty, showing 'No records to display.' The 'Add New' button is highlighted in red.

| Year                   | # Purchase/# Wild | # In-House Breeding | # Donated | # Carry FW from Last Year | # Used | PAU | CI | Comments |
|------------------------|-------------------|---------------------|-----------|---------------------------|--------|-----|----|----------|
| No records to display. |                   |                     |           |                           |        |     |    |          |
| Sum :                  | Sum :             | Sum :               | Sum :     | Sum :                     | Sum :  |     |    |          |

**Species:** Please select the appropriate term. “Other” or “Wildlife” can be used to cover any species not otherwise included, but each unique species would still require a separate entry.

**Species Keywords:** Please refer to the drop-down list of CCAC keywords and add as many as might apply to your project. These are required in the institutional summary reports submitted annually to the Canadian Council on Animal Care.

**Strain:** Please enter the allelic name of the strain for all laboratory rodents or other genetically modified animals. Otherwise, provide the genus and species.

**Weight:** This can be read as “Weight or Age.” Please list the primary weight/age of animals that will be used. A range is accepted.

Gender: Please indicate the gender. If using both, indicate "Both." If the species is genderless or follows an unusual lifecycle, please indicate as appropriate.

Source: If obtaining from a commercial vendor or through donations, please indicate source if known. Otherwise, please ignore.

Source Contact: Can be ignored except for cases of donation. Please indicate donor.

Transportation: Can be ignored except for cases where researchers are directly transporting animals such as during field study or offshore work.

Housing Building & Room: Please include if known, but not required.

Experimental/Procedure Building & Room: Please include if known, but not required.

PAU: This will be directly copied from the main Animal Use Info tab. You may not change this field.

CI: This will be directly copied from the main Animal Use Info tab. You may not change this field.

Comments/Notes: Use this space to add any pertinent details not captured by another section.

### Animal Use Per Year Details

Each species/strain requires each year of proposed use to be documented.

It is important to note that the following entries are set by the calendar year (January to December) when estimating usage per year of the protocol. Exact numbers are appreciated but estimates are accepted and you will be asked to justify animal number requests in either case in the "Procedural Details" tab.

Example A: Dr. Bruce Banner estimates he will need ~20 rats per year for all three years for an interesting new study on gamma radiation. The use will be spread throughout the year and he submits in August of 2016. So, he creates 4 per-year entries. For 2016 he will only be operating from September to December and so he requests 5 animal (or 25%). For 2017 he enters all 20 animals and does the same for 2018. For 2019, the last year of the study, he knows he will only need from January to August and so he enters 15 animals (or 75%).

Example B: Captain Planet is offering a teaching course to the Planeteeers as a field course following the northern caribou. He estimates they will interact with 20 animal per class. He is also submitting in August of 2016 but knows that the course will not run until January of 2017. He hopes that January of 2018 he can run two classes as he is then going on sabbatical and will not need the third year of the protocol. He only creates 2 per-year entries. For 2017 he requests 20 animals, and for 2018 he requests 40 animals. By requesting the extra animals for 2018 in preparation for the extra students, he knows he will not need to then submit an amendment while he is too busy saving the planet from polluters during the term.

The screenshot shows a web-based form titled "Animal Use Per Year Details". The form includes the following fields:

- Year :
- # Purchase/# Wild :
- # In-House Breeding :
- # Donated :
- # Carry FW from Last Year :
- # Used :
- Re-Used from Previous Year :
- PAU :
- CI :
- Comments / Notes :

Below the form is a table with the following structure:

|                        | Number of Animals Reused | Protocol Number of First Use |
|------------------------|--------------------------|------------------------------|
| No records to display. |                          |                              |

Buttons: "Add New" (highlighted with a red box), "Refresh", "Save", and "Close".

**Year:** Enter the 4 digit year (such as: 2017)

**# Purchased/# Wild:** Enter here how many new animals are purchased from a commercial vendor and/or interacted with from the wild.

**# In-house Breeding:** Enter here how many new animals will be born in facilities. Mammals born but not kept past weaning do not need to be counted; unless the pre-weaned animals are used in a procedure such as a surgery or trial. Embryos and eggs are not counted.

**# Donated:** Enter here how many new animals are donated from another facility or from another protocol.

**# Carry FW from Last Year:** Enter here how many 'old' animals are expected to remain in the colony from a previous calendar year. These could be the breeding pairs, species living multiple years under care, or tagged animals re-captured and released year to year.

**# Used:** This can be ignored by researchers. This entry will be used by the Coordinator and updated from purchase orders, monthly weaning records, and the Annual Reports submitted by the researchers following each year of activity.

**# Re-Used from Previous Year:** This can be ignored by researchers as Carry FW from Last Year should suffice.

**PAU:** This will be directly copied from the main Animal Use Info tab. You may not change this field.

**CI:** This will be directly copied from the main Animal Use Info tab. You may not change this field.

**Comments:** Use this space to add any pertinent details not captured by another section.

## Number of Animals Reused Table

This final layer is only needed by those who transfer animals between protocols. Most commonly it is used when a researcher has a breeding protocol generating animals and other experimental protocols for data generation.

|                        |        | Refresh                  |                              |
|------------------------|--------|--------------------------|------------------------------|
|                        |        | Number of Animals Reused | Protocol Number of First Use |
| Save                   | Cancel | <input type="text"/>     | <input type="text"/>         |
| No records to display. |        |                          |                              |

Number of Animals Reused: Enter here how many animals were transferred in from another protocol.

Protocol Number of First Use: Enter here the protocol ID of the donor.