

Rutgers University
IACUC Protocol Post-Approval Self Evaluation Form

Protocol Title:
Protocol #:
Investigator:
Date of Approval:

*This self-evaluation form provides an opportunity to review your approved IACUC protocol and evaluate laboratory activities associated with the protocol. **This form is only for internal laboratory use and does not need to be returned to the IACUC Office.** Investigators are encouraged to share and review this form with all lab members.*

For each of the items listed below, check “YES”, “NO”, or not applicable (N/A) to indicate the laboratory’s compliance with the approved Animal Use protocol and amendments.

If you have any questions or concerns, please contact IACUC Compliance Administrators Isabela Freedman (Newark campus; Isabela.dfreedman@rutgers.edu) or Kristin Mottola (New Brunswick/Piscataway campus; Kristin.Mottola@rutgers.edu)

I. Protocol and Personnel

Description	YES	NO	N/A
Current copy of the approved protocol(s) available to all study staff			
Study staff have read the protocol(s)			
All study staff conducting the experiments are listed in the protocol			
Study staff have completed all required training (occ health/ARC, orientation, lab safety, species specific, mandatory procedure trainings, when applicable)			
Study staff have received training relevant to study procedures			
All rooms where animals are taken outside the animal facility are listed in the protocol			
Any changes in personnel/roles are listed on protocol(s)			
Former staff members have been removed from the protocol(s)			

II. Occupational Health and Safety / REHS

Description	YES	NO	N/A
Study staff have received occupational health clearance / ARC			
REHS approval for use of radioactive, chemical and biohazardous materials?			
Study staff has received proper training for the use/handling/storage of hazardous materials			
Hazard SOP posted on animal room door only when hazard is in use			
Study Staff demonstrates proper use of Personal Protective Equipment (PPE) and the PPE is appropriate for the species and procedures performed			
Hazardous materials properly stored, handled, and disposed of correctly			
SDS sheets are in a central location and accessible to staff			

III. Animal Usage

Description	YES	NO	N/A
Species, strain, age, and number of animals are consistent with the approved protocol			
Number of animals ordered and used is recorded			
Protocol number on the animal(s)' cage matches the approved protocol number			
Protocol matches the experimental procedures described in the associated grant(s)			
Individual animals are identified in lab records (as appropriate)			

IV. Breeding Colony

Description	YES	NO	N/A
Animals weaned at appropriate time; delayed weaning approved in protocol (if applicable)			
Animals separated into appropriate size cages in a timely manner			
All mating, birth, and weaning records are kept up to date			
Appropriate and approved method for genotyping is used			
If tail snips are used for genotyping, only animals 21 days and younger are genotyped in this manner, unless approved by the IACUC			
If tail snipping is >21 day, it is performed using appropriate anesthesia/analgesia			

V. Non-Surgical Procedures

Description	YES	NO	N/A
Procedures performed are consistent with procedures in the approved protocol			
Unexpected morbidity, mortality, or other problems are reported to vet staff and IACUC			
Drugs, substances, fluids, and supplies used are within expiration dates			
All lab members are familiar with the standard laboratory processes of establishing proper inventory, expiration dates, and disposal of all supplies/Drugs needed for experiments			

VI. Post-Procedure Care

Description	YES	NO	N/A
Appropriate recovery area for procedure is used, and external heat source is used to maintain animal's body temperature			
Frequency of monitoring is appropriate for procedure, and as described in the protocol			
Post-procedure care is adequately documented			
All post-procedure problems reported to CMR vet staff			

VII. Anesthesia and Analgesia

Description	YES	NO	N/A
Methods of anesthesia used are in accordance with protocol			
Pharmaceutical grade compounds are being used for anesthesia			
Non-pharmaceutical grade compounds are justified in protocol			
Only sterile and IACUC approved non-pharmaceutical compounds are used			
Inhalant anesthetics are scavenged properly			
Analgesics are used for painful procedures and/or surgeries			
Analgesic dosages, frequency, and routes of administration are accurately recorded, and drugs are within expiration date			
Analgesia used is consistent with that described in the protocol			
Controlled drugs used are stored, recorded properly and within expiration date			

VIII. Rodent Surgery

Description	YES	NO	N/A
Mandatory surgical training requirements have been completed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Surgery is performed in a location that has been approved by the IACUC.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dedicated area for surgery and is clean and uncluttered.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Location and method of animal preparation and recovery is appropriate and in accordance with the approved protocol.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Survival surgery is performed using aseptic techniques: surgeon maintains sterile field by using sterile drapes and sterile instruments.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Survival surgery: surgeon wears appropriate attire (sterile gloves, clean lab coat or surgical gown, head cover, and surgical mask).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Incisions are closed appropriately and in accordance with the approved protocol. No silk suture permitted for skin closure.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Implanted devices are sterilized before use.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Intraoperative care is provided in accordance with protocol.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Appropriate recovery area for species is available.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Anesthetized animals are being monitored (i.e. TPR, CO ₂) and monitored parameters are recorded.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All surgery information is recorded, and records are maintained as required.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

IX. Post-Surgical Care

Description	YES	NO	N/A
Appropriate recovery area for species is used, and external heat source is applied to maintain animal's body temperature.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Post operative monitoring is adequate (until animals are conscious and sternal).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Post-surgical care is adequately documented, and records maintained. Post-op cards are completely and legibly filled.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Surgical sutures or staples are removed at appropriate intervals (no more than 14 days).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All post-operative problems reported to CMR vet staff.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

X. Euthanasia

Description	YES	NO	N/A
Method(s) of euthanasia is consistent with what is listed in the protocol.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Secondary physical method of euthanasia, or prolonged observations, as approved in protocol is used to ensure animal death.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CO ₂ euthanasia is approved by IACUC and is performed according to the Rutgers University policy and the AVMA guidelines.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CO ₂ euthanasia is NOT performed on rodent pups.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Animal carcasses are disposed of promptly and correctly.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Final disposition of the animal is recorded.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Drugs used for euthanasia are properly stored and recorded.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Guillotine usage and paper cut test results are performed and documented.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

XI. General Record-Keeping

Description	YES	NO	N/A
Animals are identified by protocol number.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Medical/observation/treatment notes are complete and adequately recorded.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Treatments such as antibiotics are recorded (dosages, frequency, route, date, time, and initials).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Surgical log is up to date.			
Injections, blood/tissue/fluid collections are recorded (amount, date, initials).			