

Administrative Approval of Amendments

i. Purpose:

To establish minor protocol changes that may be handled administratively. Any protocol amendment, even minor, can be sent for full committee review at any time at the discretion of IACUC administrative staff.

ii. Definitions:

Minor protocol changes have limited or no impact on the health and well-being of research animals or may decrease the potential for pain or distress. Minor changes to a protocol include but are not limited to:

- Personnel changes (excluding Principal Investigator)
- Addition of a funding agency
- Typos and grammatical errors
- Up to a 10% increase in animal numbers
- Housing and use location changes in areas already inspected and overseen by the IACUC in collaboration with DARS.
- Specific changes approved through Veterinary Verification and Consultation (VVC)

iii. Personnel Changes (excluding Principal Investigator) *:

Once the IACUC staff receives an amendment that includes addition of new personnel, administrative staff will ensure the following have been completed:

- All new personnel shall have completed required on-line training courses(s) at www.citiprogram.org and verified by the IACUC administrators. Required training includes completing the Investigators, Staff, and Students course and all appropriate species-specific modules.
- All new personnel shall complete the health surveillance questionnaire and provide an occupational health clearance letter.
- The IACUC may request additional training conducted by other departments such as DARS.

Personnel should be removed from protocol in a timely manner. It is the responsibility of the PI to ensure sufficient staff carry out the protocol. Personnel amendments may be processed via email if PI already has an active amendment in the online submission portal Cayuse. Once the active amendment is approved, it is the responsibility of the PI to submit the personnel amendment in a timely manner.

*A change in Principal Investigator (PI) is considered a significant change and must undergo regular Committee review.

iv. Typos and grammatical errors

Typos and grammatical errors that do not change approved animal numbers, procedures, or intention. These amendments will be processed in coordination with the chair and attending veterinarian.

University of California, Merced
Institutional Animal Care and Use Committee Program

Version 2

Policy No. 118

- v. Addition of funding agency:
Addition of a new or different funding source may be administratively approved.
- vi. Small changes in animal numbers in coordination with the AV:
An increase of up to 10% over a three-year period in the number of animals approved in the original protocol may be approved administratively, after the PI has submitted an amendment requesting the change in animal numbers. This may be verified by the Attending Veterinarian as reasonable before additional animals may be purchased or transferred.
- vii. Housing and use location changes in coordination with DARS:
Housing and use location changes may be approved administratively if the location is from one approved on-campus location to another approved on-campus location. Field research location changes may not be approved administratively.
- viii. Veterinary Verification and Consultation (VVC) :
The Office of Lab Animal Welfare (OLAW) permits, “specific significant changes [to] be handled administratively according to IACUC-reviewed and -approved policies in consultation with a veterinarian authorized by the IACUC. The veterinarian is not conducting DMR, but is serving as a subject matter expert to verify that compliance with the IACUC-reviewed and -approved policy is appropriate for the animals in this circumstance. Consultation with 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 the IACUC-reviewed and -approved policies. This includes changes in:
 - anesthesia, analgesia, sedation, or experimental substances;
 - euthanasia to any method approved in the *AVMA Guidelines for the Euthanasia of Animals*;
 - and duration, frequency, type, or number of procedures performed on an animal.”

Addition of any new procedures, even if related to an approved procedure, is *not* permitted through VVC, and must undergo regular Committee review.

All administratively approved amendments will be placed in a Box folder and added as an agenda item for notification of the Committee at the next scheduled meeting of the IACUC. All administrative approvals take effect when verification of all requirements is completed and written notification from the IACUC or their designee is sent to the PI.