

Amendment Form A Guidance

General

- Form A can be used to transfer multiple animal protocols to the same new PI. If you wish to transfer multiple protocols to different PIs, please submit a separate form for each new PI.
- You can save your work in Form A at any time. Simply save the form to your Mac or PC. (Note: In Adobe Reader, you may need to "Save As..." - the form will prompt you to do so - the first time you save the form. Once this is done, you can save at any time. Also, whether you use Adobe Acrobat or Reader you will need to click outside the field you are completing - including clicking in the next field in the form - in order to save your work. The "Save" icon will remain grayed-out until then.)
- You can submit completed copies of Form A through the [Animal Protocol Amendment Submission Portal](#) in Smartsheet.

Qualifications

Please contact the [IACUC Office](#) if the new PI does not meet the requirements of the IACUC's policy. The new PI will need to apply to the Institutional Official for a waiver in this case, and the IACUC Office will provide guidance on requesting such a waiver.

If you have questions about when the new PI completed the ARF's mandatory training, "The Humane Use and Care of Laboratory Animals," please contact the ARF Training Manager, Sarah Gilliam (617-582-8963, sarahj_gilliam@dfci.harvard.edu). To register the new PI for this mandatory training, please see the **Investigator Training** page on the [ARF website](#)

Animal Experience/Training

If the new PI will work with live animals, this section **must** list all animal procedures/techniques the new PI will perform and state whether the new PI is proficient with or needs training on each procedure. For any procedures where the new PI needs training, the trainer's name must be provided.

Regarding animal experience/training, please note the following:

- You can group procedures from multiple protocols together in this section when adding a new PI to more than one animal protocol.
- The experience/training summary must specify the injection routes, euthanasia methods, animal identification methods, blood collection methods, imaging methods, surgical techniques, pre-anesthetics used, anesthetics, and analgesics the new PI will use.
- Using procedure/technique names as they appear in the animal protocol(s) will help expedite IACUC Office pre-review of the amendment form.

The following general types of procedures/techniques **do** need to be covered in the experience/training summary in Form A. An example of a complete summary can be found at the bottom of this page. **Do not copy this list. It is provided as a general example only.**

- Injections - *specify injection routes the new PI will use*
- PO Dosing (Gavage)
- Intranasal Dosing
- Anesthesia (induction and maintenance monitoring for injectable and inhalant anesthetics) - *specify anesthetics the new PI will use*
- Analgesia - *specify all analgesics the new PI will use*

- Surgery (major, minor, survival or terminal) - *specify surgeries the new PI will perform*
- Euthanasia and confirmation of death - *specify euthanasia methods the new PI will use*
- Breeding
- Irradiation
- Blood collection - *specify blood collection routes the new PI will use*
- Identification methods (ear punch, tattoo, toe clip) - *specify identification methods the new PI will use*
- Behavioral observations
- Urine collection
- Needle biopsy
- Captive restraint (>30 min)
- Tail biopsy for genotyping
- Imaging (BLI, MRI, PET/SPECT/CT) - *specify imaging methods the new PI will use*
- Electroporation

The following general types of procedures/techniques do not need to be covered in the experience/training summary.

- Husbandry (simple cage changing)
- Handling/restraint
- Body Condition Scoring
- Measuring tumor size
- Postmortem tissue collection

See the image below for an example of a complete experience/training summary.

5. Animal Experience/Training: Will the new PI work with live animals? Yes No

A. Animal Experience/Training Summary

Please list all animal procedures/techniques the new PI will perform under the protocols in section 1, **except euthanasia methods (these are captured in 3.B)**, and state whether the new PI is proficient with or needs training on each procedure/technique. [Click here for an example experience/training summary.](#) Also, please keep the following in mind:

1. Procedures/techniques include (but are not limited to) injection routes, animal identification methods, blood collection methods, imaging methods, surgical techniques, pre-anesthetics used, anesthetics used, and analgesics used. [Click here for examples of what procedures/techniques to include and not to include in this list.](#)
2. For **isoflurane anesthesia**, the method of administration must be specified - precision vaporizer and/or open drop/conical tube method.
3. For procedures/techniques where the new PI has no experience, state who will provide training.

Mammary fat pad injection - proficient
Isoflurane anesthesia (precision vaporizer) - proficient
Subcutaneous, intravenous (tail vein), and intraperitoneal injection - proficient
Trochar implantation - proficient
Oral gavage - proficient
Intratracheal instillation - needs training, will be trained by Jane Doe

B. Euthanasia Method(s)

All new rodent users **must** at minimum have experience with or be trained to perform euthanasia by CO₂ exposure. **Please check all that apply.**

Note that **all** euthanasia must confirm to the [AVMA Guidelines for the Euthanasia of Animals: 2013 Edition](#) and must be approved by the IACUC.

- New PI has experience with or will be trained to perform euthanasia by CO₂ exposure.

State if new PI is proficient with CO₂ exposure or, if new PI needs training, state the trainer's name.

Proficient

- New PI will euthanize animals using the following method(s):

List other euthanasia method(s) and state if new PI is proficient with or needs training on each. Also state the trainer's name in the latter case.

Terminal perfusion - needs training, will be trained by Jane Doe