



THE UNIVERSITY OF TOLEDO
INSTITUTIONAL ANIMAL CARE AND USE COMMITTEE

SUBJECT: Institutional Animal Care and Use Committee (IACUC) Protocol Pre-Review
Standard Operating Procedure

DATE: May 28, 2019

This document provides the approved practice and procedures for pre-review of animal care and use protocol proposal by the University of Toledo. The focus of this pre-review is to confirm that the information provided in the IACUC protocol by the Principle Investigator (PI) is correct and complete. The process for the pre-review of protocols shall be as follows.

- Prior to submission, PIs are encouraged to consult with either the IACUC Administrator (Elaine Joseph Elaine.Joseph@utoledo.edu), Attending Veterinarian (Lisa Root, Lisa.Root@utoledo.edu), or IACUC Chair (Kate Eisenmann, Kathryn.Eisenmann@utoledo.edu).
- After submission to the IACUC Administrator, a pre-review of each protocol is performed focusing on the following:
 - administrative (form) issues (sections missed),
 - identification of sections where inadequate or incomplete information is provided,
 - animal welfare issues (proper endpoints, use of anesthesia and analgesia),
 - clarity in procedures being conducted.
- The IACUC Administrator will pre-review all protocols
- The Attending Veterinarian will pre-review the following protocols:
 - Protocols containing surgery, both recovery and non-recovery
 - Protocols with animals in Pain Category B and/or Pain Category C
- Upon completion of the pre-review all comments will be consolidated by the IACUC Administrator and forwarded to the PI for revision.
- The revised protocols will be reviewed by the committee via Full Committee Review or Designated Member Review.