Instructions for Completion of the

ACORP Appendix 4 – ANTEMORTEM SPECIMEN COLLECTION

(ACORP App. 4 Instructions)

**Version 4**

These instructions provide detailed guidance on completing Appendix 4 of the ACORP, and are referenced to the numbers of the items in Appendix 4. ONLY complete this appendix if it is relevant to the protocol being submitted for review.

Always use the most recent version of Appendix 4 of the ACORP, available at <http://www.research.va.gov/programs/animal_research/>, when preparing a protocol for IACUC review. In general, no protocol should be submitted to the IACUC on an older version of the ACORP forms more than 1 year after a newer one becomes available, although protocols already approved by the IACUC less than 1 year after release of a newer version will be accepted for Just-In-Time review for three years after approval by the IACUC.

General Instructions:

Answer each question by completing the table provided or entering the requested information at the ►. Enter “N/A” for any item that does not apply to this protocol. The sections of the form will expand as needed.

To check an item, type “X” inside the ( ) provided.

Define each abbreviation the first time it is used.

Rows may be added to any of the tables in the form – to add a row to the bottom of a table, position the cursor in the far right cell of the bottom row, and press <Tab>. All Table Tools available when the cursor is placed in the table are also active.

**Header for Every Page.** Enter the same information in the header for this appendix as is entered in the header for the Main Body of the ACORP to which it applies, to identify each page of this Appendix with that ACORP:

PI’s last name

Protocol No. Assigned by the IACUC – a unique identifier for each protocol, to be assigned locally by the IACUC of Record to the protocol as a whole

Official Date of Approval – the date of final and unequivocal approval by the IACUC, as defined in the PHS Assurance, which determines the due dates of the first annual continuing review and the triennial *de novo* review, as applicable

1. **Summary.** Include in this Appendix each body fluid, tissue, or device that is listed in Item R of the main body of the ACORP and marked in the last column of Item R as “Other collection”. Post-mortem collection, blood collection associated with antibody production (detailed in Appendix 2), and collections that are part of the surgical procedures detailed in Appendix 5, need not be included here.

Remember that the procedure(s) for each collection listed here should be described in Item C of the main body of the ACORP (including how the instruments will be sterilized and the method of hemostasis to be used).

Indicate “yes” under “Anesthesia” if any measures will be taken to prevent pain or distress during collection of the specimens (including both administration of pharmacological anesthetics, analgesics, or tranquilizers, and use of non-pharmacologic methods such as cooling).

For the “Amount Collected”, enter the following:

* For fluids, enter the volume (ml). For blood samples, also give the % of total blood volume represented by each sample (total blood volume may be estimated for rodents and rabbits as 6% of lean body mass). Assume that 1 ml of blood weighs 1 gram.
* For any tail snips that will not be documented as surgical procedures in Appendix 5, enter here the length of tail to be removed (mm).
* For other solid tissues, enter the mass (g) or volume (ml)..

For “Volume Replacement”, enter “N/A” for samples of solid tissues. Enter “yes” or “no” for each fluid specimen collected.

1. **Use of Anesthetics, Tranquilizers, or Analgesics**.

For collection of specimens without application of any measures to prevent pain or distress, provide details of why such measures are not appropriate for this protocol, and describe how the animals will be restrained, if necessary.

For collection of specimens that involves application of measures to prevent pain or distress, describe the measures to be taken. Any agents that will be administered should be included in Appendix 3.

1. **Volume Replacement for Fluid Collections.**

For collection of fluid samples WITHOUT replacement of fluid volume, explain why the volume will not be replaced (give the calculations that show that the volumes removed are so small that replacement is not necessary, provide the scientific reasons, etc.).

For collection of fluid samples WITH replacement of the removed volumes, describe the replacements that will be provided (their composition, volume, and route of administration). Be sure to include the replacement fluids in Appendix 3.

1. **Monitoring the animals.** The animals must be monitored after each collection of specimens to ensure that they recover appropriately. Include the methods of monitoring to be used, and how long the animals will be monitored specifically for recovery from specimen collection. Describe the criteria that will be considered indicators of the need for intervention, and describe the corresponding interventions to be made (e.g., administration of analgesics, application of pressure, euthanasia).