A. Purpose:
This policy is designed to clearly delineate what types of changes are considered to be minor and the review process that is necessary for minor changes to be approved.

B. Principle
According to the 9th CFR (USDA regulations), and the Public Health Service Policy, the IACUC shall “Review and approve, require modifications in (to secure approval), or withhold approval of proposed significant changes regarding the care and use of animals in ongoing activities.” Those amendments deemed to be significant will be reviewed and approved through the same mechanism as outlined in policy #2-Protocol Review. Those amendments deemed to be non-significant; (minor) will be reviewed and approved as outlined in this policy.

C. Minor Amendment Determination

Category I
- Change in personnel other than the Primary Investigator
- Increase in animal numbers of less than 10%
- Change in administrative information such as funding agency, contact information, title, etc.
- Change between already approved animal housing locations
- Change in site of non-surgical animal procedures as long as animals are maintained there for less than 12 hours
- Change between approved methods of animal identification

Category II
- Change in humane endpoints which reduce the potential level of pain or distress
- Changes in anesthesia, analgesia, sedation or experimental substances
- Change in euthanasia to any method approved in the AVMA Guidelines for the Euthanasia of Animals
- Changes in the duration, frequency, type, or number of procedures performed
- Repetition of an already approved experiment
- Addition of noninvasive techniques or sampling/analysis
- Change from survival to non-survival surgery
- Change to a similar or less invasive method of blood collection
• Change to a similar or less invasive method of drug or agent delivery
• Change in amount of blood collected
• Change in medical materials used
• Change in method of sterilization of materials or instruments
• Change in the disposition of animals at the end of the study

D. Review Process

Category I
• This level of amendment will be reviewed and approved by the IACUC Coordinator
• The approval will be immediate upon their signature
• All approvals will be reported to the IACUC at the next scheduled meeting
• Any approved activity may be called for reconsideration by the IACUC if any member determines that such a review of an approved amendment is necessary

Category II
• This level of amendment will be reviewed and approved by the OCV Director or their committee designate
• The approval will be immediate upon their signature
• All approvals will be reported to the IACUC at the next scheduled meeting
• Any approved activity may be called for reconsideration by the IACUC if any member determines that such a review of an approved amendment is necessary

Approved by the WSU-IACUC on: 11.19.2014