ANNUAL REPORT

Each registered research facility, including Federal research facilities, must submit an annual report to APHIS Animal Care. [2.36, Policy #17]

Criteria

The annual report: [Policy #17]

- must be submitted on APHIS Form 7023 (Annual Report of Research Facility) and APHIS Form 7023A (Continuation Sheet for Annual Report of Research Facility) (see 14.1.4 and 14.1.6)
- forms will be sent to the research facility by the appropriate AC Regional Office on or before September 15th of each year

The annual report must:[2.36(a)]

- cover the previous Federal fiscal year (October 1st through September 30th)
- be signed by the CEO or Institutional Official
- be submitted by December 1st of each calendar year
- be submitted to the Animal Care Regional Director for the State where the research facility is located

Content

Assurance Statements

The annual report must contain the following assurances (as found on Form 7023) from the research facility:

- professionally acceptable standards governing the care, treatment and use of the animals, including appropriate use of anesthetic, analgesic, and tranquilizing drugs, were followed prior to, during, and following actual research, teaching, testing, surgery, or experimentation [2.36(b)(1)]
- the research facility is adhering to the standards and regulations under the AWA [2.36(b)(3)]
- the research facility has required that exceptions to the standards and regulations: [2.36(b)(3)]
  - be specified and explained by the principal investigator
  - be approved by the IACUC

- each principal investigator has considered alternatives to painful procedures [2.36(b)(2)]

A summary of the IACUC-approved exceptions must be attached to the annual report and include: [2.36(b)(3)]

- the IACUC-approved exceptions
- a brief explanation of the exceptions
- the species and number of animals affected

Reporting Facilities

The research facility must report all locations where animals were: [2.36(b)(4)]

- housed
- held
- used in research, teaching, testing, or experimentation

NOTE: Specific addresses are not required; location descriptions, such as Biology Department, are acceptable.

Animals

The annual report must state the **common names** and the numbers of animals upon which research, teaching, testing, or experimentation was conducted involving:

- no pain, distress or need to use pain-relieving drugs (Category C) Note: Animals undergoing routine procedures, such as injections, tattooing, and blood sampling should be reported in this Category. [2.36(b)(5)]

- pain or distress to the animals for which appropriate anesthetic, analgesic or tranquilizing drugs were administered (Category D) [2.36(b)(6)]

- pain or distress to the animals for which the use of anesthetic, analgesic or tranquilizing drugs would have adversely affected the procedures, results, or interpretation of the research, teaching, testing, surgery, or experimentation (Category E) [2.36(b)(7)]
  NOTE: An explanation of the procedures producing pain or distress and the reasons pain/distress relieving drugs were not used must be attached to the annual report. (See Optional Column E Explanation Form - 14.1.8)

The annual report must state the **common names** and numbers of animals not used for research but being: (Category B)

- bred
- conditioned
- held

An animal is counted:

- only once per year, even if it was used in more than one protocol
- in the most painful/distressful Category, if used in more than one protocol

Animals exempt from regulation under the AWA should **not** be reported on the annual report. Examples of nonregulated animals are:

- birds
- reptiles
- amphibians
- laboratory mice of the genus *Mus*
- laboratory rats of the genus *Rattus*

NOTE: Wild rodents are regulated under the AWA and must be reported.