



## ACUC JOB AID: (VVC)

### VETERINARY VERIFICATION AND CONSULTATION

**Purpose:** This job aid provides information, steps and examples detailing the recent ACUC implementation of the Veterinary Verification and Consultation (VVC) review process.

**Introduction:** The VVC is a rapid, flexible review for certain significant changes on approved animal use protocols. Changes **MUST NOT** result in a change in study objectives or greater pain, distress, or degrees of invasiveness for the animal. The changes will be approved administratively, **WITHOUT** review by the ACUC Committee. Consultation with a CCM Vet is required. The VVC process allows the veterinarian to consult with the PI then verify that the significant changes being requested are consistent with the IACUC Policy on VVC and within all ACUC policies, allowable parameters, guidance documents, drug formularies, or references listed in the policy. It can only be used to modify a previously approved procedure, technique, or experiment within the scope of the same approved ACUC protocol.

#### **Eligible Significant Changes Permitted by VVC: (Please Review Policy on VVC)**

1. Changes to anesthesia, antibiotics, analgesia, sedation, pre-anesthetic (anti-cholinergic, tranquilizer, anxiolytic), anesthetic reversal agent or paralytic to referenced drugs and dosages for the given species listed. Examples of eligible changes include:
  - A change in dosage, route, frequency, or duration.
  - Switching from one analgesic, anesthetic, or sedative agent to another.
2. Changes in euthanasia to any method approved in the current *AVMA Guidelines for the Euthanasia of Animals*. Animal handlers must be adequately trained in the use of the new procedure as required by IACUC policy.
3. Changes in duration, frequency, type, or the number of approved procedures performed on an animal. The change may lessen or involve equivalent pain, similar acute or chronic stress or distress. The change cannot increase animal pain or distress. Examples include:
  - Changes related to blood collection (e.g., route, frequency, volume, vessel access)
  - Revision of sample collection intervals, route, or total samples collected
  - Altering the duration or interval between approved imaging procedures (lengthening or shortening an imaging episode or the time between episodes)

#### **Changes NOT Eligible for VVC:**

- ✗ Cannot be used to add new procedures, experiments or techniques.
- ✗ Cannot be used to add non-pharmaceutical grade (NPG) drugs or change from pharma grade to NPG.
- ✗ Cannot be used to add new pharmaceutical substances not previously approved in the protocol.

# VVC Submission Overview

1. The PI or PI Associate submits a request for a veterinary consultation via the ACUC protocol system.
2. The submission triggers an automated notification email to the CCM vets to allow scheduling of the VVC. The request contains details of the proposed changes to the protocol.
3. A CCM vet meets with the PI or PI Associate to discuss and agree on which changes can be made and ensure that the change meets the criteria for a VVC.
4. The CCM vet may modify the original details of the requested changes in the VVC submission to include only the agreed upon changes.
5. The CCM vet completes the request and provides dates for completion, start date, and anticipated inclusion date into protocol.
6. Completion of the request triggers an automated notification email to the ACUC Office alerting them to the completion of the VVC.
7. The ACUC Director (or designee) will email the completed VVC request form, which includes significant change(s) made to the protocol and the date the change was implemented, to the PI or PI Associate. The Attending Veterinarian and ACUC Chair will be copied on the notification.
8. The PI or PI Associate **must** submit a modification incorporating the VVC changes as stated in the VVC request form to the ACUC protocol as soon as possible, but no later than **two weeks** upon receipt of the official VVC request form to remain compliant.
9. The ACUC Office will then ensure the VVC change is documented within a modification submission from the corresponding PI and approves the protocol.
10. The ACUC office returns to the VVC request online and updates the date of inclusion into the approved protocol.

## THE PROCESS: FOLLOW THESE STEPS TO SUBMIT A VVC

**STEP 1:** Enter the ACUC protocol portal (PI and PI Associate Access) and on an approved protocol select: Create and submit a Veterinary Verification & Consultation request.



**Animal Care & Use Committee**  
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Web Applications

[PI and PI Associate Access](#) -- Primary Investigators (Faculty Members) and their Associates use this link to create, modify and submit your animal research protocols.

[Animal Handler Access](#) -- Safety, Training and Health Information for Animal Handlers.

[Field Station Research Registration](#) -- Register for Research at UVa's Field Stations.

PI	Protocol Number	Unique ID	Date Record Created	Status	Edit Copy View Export
LARUE, SILVIA	1111 10 17	JC24967	11/21/08	APPROVED	[copy]
<b>Title:</b> Gustatory Biochemistry of Feral Ungulates					
<a href="#">update Contact</a> Contact Person: RIGGINS, MARY ( <i>msr5p</i> )					
Create and submit a <a href="#">Veterinary Verification &amp; Consultation request</a> .					

**STEP 2:** Select Create New VVC Request

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### Veterinary Verification and Consultation (VVC)

USER

Logged in user: **LARUE, SILVIA (sil5t)**

**CREATE NEW VVC REQUEST**

You have no pending requests.

**STEP 3:** Select PI

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### Veterinary Verification and Consultation (VVC)

USER

**CREATE NEW VVC REQUEST**  
User completing this form: **LARUE, SILVIA (sil5t)**

Select Principal Investigator MALBRUE, RALPH - yyb6wq (154/254) Select

**STEP 4:** Select Protocol (if you have several)

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### Veterinary Verification and Consultation (VVC)

USER

**CREATE NEW VVC REQUEST**  
User completing this form: **LARUE, SILVIA (sil5t)**  
Principal Investigator: **MALBRUE, RALPH (yyb6wq)**

Select Protocol 4500 - CCM Animal Holding Protocol Next

C

**STEP 5:** Select the Species Procedure Requiring Changes

## Veterinary Verification and Consultation (VVC)

USER

### CREATE NEW VVC REQUEST

User completing this form: **LARUE, SILVIA** (sil5t)

Principal Investigator: **MALBRUE, RALPH** (yyb6wq)

Protocol Number: **4500**

Protocol Title: **CCM Animal Holding Protocol**

**Select the Species Procedure(s) to be modified by this VVC request.**

*You must select at least 1 Procedure ID and Species.*

- Procedure ID: **Chicken holding protocol**  
Species: **Bird - Laboratory - Chicken**
- Procedure ID: **White crowned sparrow holding**  
Species: **Bird - Laboratory - Sparrow**
- Procedure ID: **Zebra Finch confiscation procedure**  
Species: **Bird - Laboratory - Zebra Finch**
- Procedure ID: **Ferret Holding Procedure**  
Species: **Ferret**
- Procedure ID: **Zebra fish holding protocol**  
Species: **Fish - Laboratory - Zebrafish - Danio**
- Procedure ID: **Frog holding procedure**  
Species: **Frog - Laboratory (General)**

## STEP 6: Complete the TWO questions and Agreement and Submit

### Veterinary Verification and Consultation (VVC)

USER

#### CREATE NEW VVC REQUEST

User completing this form: **LARUE, SILVIA (sil5t)**

Principal Investigator: **MALBRUE, RALPH (yyb6wq)**

Protocol Number: **4500**

Protocol Title: **CCM Animal Holding Protocol**

[View Protocol \(4500\)](#) Opens in a new tab. Can be used for copy/paste into the required text boxes below.

ALL FIELDS ARE REQUIRED PRIOR TO SUBMISSION

**Procedure ID: Frog holding procedure**

**Species: Frog - Laboratory (General)**

Specify the section(s) within the Species Procedure where the change is occurring.

Examples include: Pharmaceuticals, Main Procedure Description (experiment A, method of euthanasia), Post-Procedural and/or Post-Operative Plans, Humane Endpoints.

(REQUIRED) Specify the section(s) within the species procedure where the change is occurring.

Describe the currently approved parameters or conditions in the protocol that will be changed by VVC. Next, describe the significant change being reviewed by VVC.

Change to anesthesia, analgesia, sedation, pre-anesthetic (anti-cholinergic, tranquilizer, anxiolytic, anesthetic reversal agent), or paralytic. Change in dosage, route, frequency, or duration. Change from one agent to another.

Change in euthanasia to any method approved in the current AVMA Guidelines for the Euthanasia of Animals.

Change related to blood collection (route, frequency, volume, vessel access).

Revision of sample collection intervals or samples collected.

Altering the duration or interval between procedures (e.g., lengthening an imaging episode or the time between episodes).

Enhancements to surgical procedures, including pre- or post-operative procedures that reduce the invasiveness or discomfort of the process. Enhancements are above the ACUC-approved minimums.

Change to experimental substances, including a change in test compound, dose, timing (frequency), or route of administration. A published reference showing efficacy and the proposed dose/route of administration must be included for this type of change to be considered.

Enter your answers:

(REQUIRED) Describe the currently approved parameters or conditions in the protocol that will be changed by VVC. Next, describe the significant change being reviewed by VVC.

I am ready to submit this form. I understand that a CCM veterinarian will contact me regarding this VVC request. (required)

Submit

Confirmation - The VVC has been submitted and will be routed to the vets.

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## Veterinary Verification and Consultation (VVC)

USER

### Success!


#### Your VVC Request has been submitted.

A confirmation email (copy of your request) has been sent to your mailbox (*sil5t@virginia.edu*).

Your request will now be reviewed.

To submit another (new) VVC request [click here](#).

**STEP 7:** A vet may modify the request if needed and then complete these 4 steps AFTER Consultation and Verification.

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## Veterinary Verification and Consultation (VVC)

ADMIN


### COMPLETE THIS REQUEST


**Date VVC submitted by User:** 2024-10-26  
**User who submitted VVC:** LARUE, SILVIA (sil5t)


**Principal Investigator:** MALBRUE, RALPH (yyb6wq)  
**Protocol Number:** 4500  
**Protocol Title:** CCM Animal Holding Protocol

**Species Procedure ID:** Frog holding procedure  
**Species:** Frog - Laboratory (General)  
**Specify the section(s) within the Species Procedure where the change is occurring.**  
xxx

**Describe the currently approved parameters or conditions in the protocol that will be changed by VVC. Next, describe the significant change being reviewed by VVC.**  
xxx

**Date this VVC discussion/consultation was completed & verified:**  
  ←

**What date will this change start:**  
  ←

**Date of anticipated inclusion into approved protocol (submission of protocol modification describing the VVC approved change):**  
  ←

**VVC Completed By (CCM Vet):**  
 Dr. Malbrue ←  
 Dr. Collins  
 Dr. Palillo

**STEP 8:** ***WITHIN TWO WEEKS*** of the VVC completion, the PI or PI Associate must copy the protocol to add the VVC modifications provided by the vet in the VVC request (i.e., copy paste from the VVC data found online).

**STEP 9:** The protocol is submitted as normal and approved.

For further assistance and guidance on the use of the VVC process, please contact the ACUC office ([acuc@virginia.edu](mailto:acuc@virginia.edu)).

*ACUC Office  
11/2024*