

ACUC JOB AID: (VVC)

VETERINARY VERIFICATION AND CONSULTATION

<u>Purpose</u>: 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:

- X <u>Cannot be used to add new procedures, experiments or techniques.</u>
- 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.

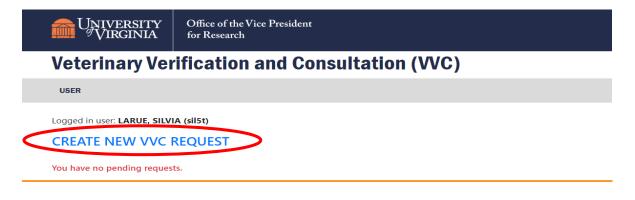
THE PROCESS: FOLLOW THESE STEPS TO SUBMIT A VVC

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

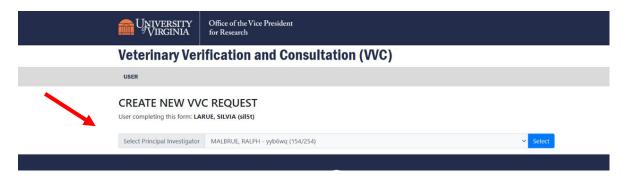


PI	Protocol Number	Unique ID	Date Record Created	Status	Edit Copy View Export
LARUE, SILVIA	1111 10 17	JC24967	11/21/08	APPROVED	[copy]
Title: Gustatory Biochemistry of Feral Ungulates					view
update Contact Person: RIGGINS, MARY (msr5p) Create and submit a Veterinary Verification & Consultation request.					pdf
create and submit a <u>vetern</u>	ary vernication a consultat	ion request.			

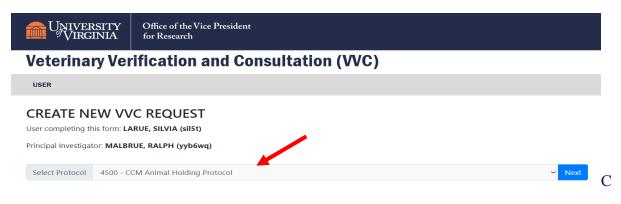
<u>STEP 2</u>: Select Create New VVC Request



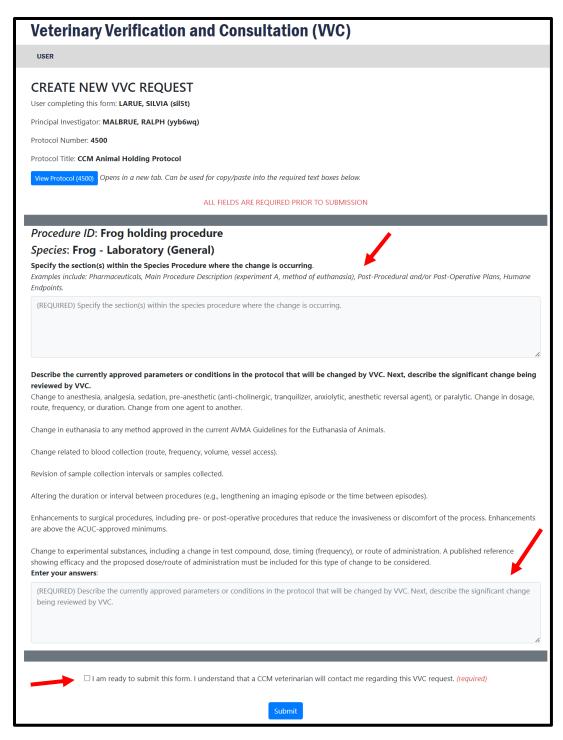
<u>STEP 3</u>: Select PI



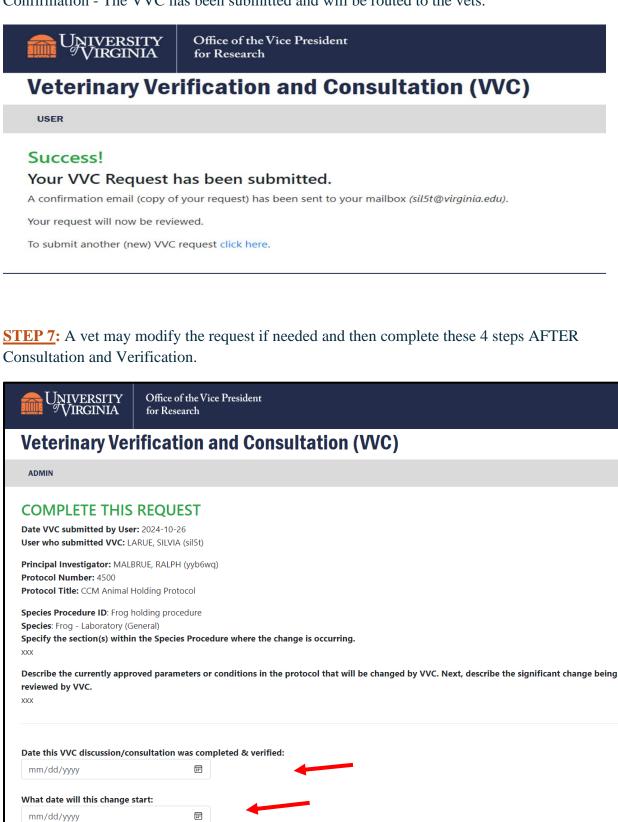
<u>STEP 4</u>: Select Protocol (if you have several)







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



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

:::

mm/dd/yyyy

VVC Completed By (CCM Vet):

Or. Malbrue

- Or. Collins
- Or. Palillo

<u>STEP 8:</u> *WITHIN TWO WEEKS* of the VVC completion, the PI or PI Associate <u>must</u> 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).

<u>STEP 9:</u> 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).

ACUC Office 11/2024