**Annual Animal Census Reporting Instructions and Form**

**Instructions:** The Animal Care and Use Program has 3 reports to submit each year: 1) USDA Annual Report, 2) OLAW Annual Report, and 3) AAALAC Annual Report. The animal program is required to report all vertebrate animal use numbers. The annual reporting period goes by the federal calendar which is October 1st -September 30th, each year.PIs are asked to report all vertebrate animal use by submitting this form to the Laboratory Animal Manager by October 15th each year.

Please refer to your current protocol and the USDA pain category reference chart below to assist with reporting your animal numbers. The USDA Annual Reporting Guidance may also be referenced to assist with assigning animals to the appropriate pain category: [**FY21 Annual Report Packet (usda.gov)**](https://www.aphis.usda.gov/animal_welfare/downloads/reports/fy21-annual-report-packet.pdf)

Tips for reporting animal numbers:

* Animals used in more than one protocol should be counted only once, in the highest pain category.
* Animals used for research, testing, teaching, or experiments at any time during the reporting year must be reported in USDA Pain Category C, D or E, as appropriate, whether or not they are still being held at the facility.
* For any animals that have been used (USDA pain category C, D, or E) and transferred to another facility during the fiscal year, the facility that used the animals in the highest pain category is required to report the animals according to the pain category of the work performed at that facility on their annual report. The animal should only be reported once by either:
  + the research facility with the highest pain category for the animal, or
  + if the pain categories are the same, then the last research facility to possess the animal
* Animals held but not used (USDA pain category B) during the reporting year, and that have been moved to another facility and are not present at the facility on September 30, should only be reported by the facility currently in possession of them. Example: A litter of 13-lined ground squirrels born at UWO are shipped to another institution (Institution B) before September 30th. The receiving institution (Institution B) should report the 13-lined ground squirrels on their USDA annual report.

**Category C** — Enter the number of animals that underwent study-related procedures that involved no more than slight or momentary pain, distress, or use of pain-relieving drugs. Routine procedures (e.g., injections, tattooing, blood sampling) should be reported here.

**Category D** — Enter the number of animals that underwent study-related procedures that involved more than momentary pain or distress that was alleviated with anesthetics, analgesics, or tranquilizers.

**Category E** — Enter the number of animals that experienced more than slight or momentary pain or distress that could not be relieved for study-related reasons. These require attached explanations.

**Reference Chart for USDA Pain Categories:**

|  |  |  |  |
| --- | --- | --- | --- |
| **USDA Category B** | **USDA Category C** | **USDA Category D** | **USDA Category E** |
| Animals being held, bred, or conditioned for use in teaching, testing, experiments, research, or surgery, but not yet used for that purpose | No more than momentary or slight pain or distress and no use of pain-relieving drugs, or no pain or distress. | Pain or distress appropriately relieved with anesthetics, analgesics, and/or tranquilizer drugs or other methods for relieving pain or distress | Pain or distress, or potential pain or distress, that is NOT relieved with anesthetics, analgesics, and/or tranquilizer drugs or other methods for relieving pain or distress |
| **Examples:** | **Examples:** | **Examples:** | **Examples:** |
| * Animal breeding, pregnancy, parturition, and lactation * Preventative health veterinary procedures * Routine husbandry procedures | * Animals upon which teaching or research will be conducted involving no pain, distress, or use of pain-relieving drugs * Animals observed under normal conditions * Live trapping * Holding or weighing animals in teaching or research activities * Routine procedures such as injections, blood collection, or catheter implantation via superficial vessels done per standard veterinary practice by trained personnel * Oral gavage when performed by trained personnel proficient in procedure * Tattooing or microchipping animals * Ear punching of rodents * Routine physical examinations * Feeding studies that do not result in clinical health problems * Positive reward projects * AVMA approved humane euthanasia procedures * Animals sacrificed for tissues * Management procedures in agriculture species as listed in the Ag Guide * Animal transportation | * Diagnostic procedures such as laparoscopy or needle biopsies * Non-survival surgery * Survival surgical procedures * Post-operative pain or distress * Periorbital blood collection in rodents * Terminal cardiac blood collection * Any post-procedural outcome resulting in evident pain, discomfort, or distress, such as that associated with decreased appetite or activity level, adverse reactions such as open skin lesions, abscesses, lameness, conjunctivitis, corneal edema, and photophobia * Exposure of blood vessels for catheter implantation * Exsanguinations under anesthesia * Induced infections or antibody production with appropriate anesthesia and post-op/post-procedure analgesia when necessary * Administration of drugs, chemicals, toxins or organisms that would be expected to produce pain or distress, but which will be alleviated by analgesics | * Toxicological or microbial virulence testing, cancer research or infections disease research that requires continuation until clinical symptoms are evident or death occurs * Ocular or skin irritancy testing * Food or water deprivation beyond that necessary for ordinary per-surgical preparation * Application of noxious stimuli, such as electrical shock, if the animal cannot avoid/escape the stimuli and/or it is severe enough to cause injury or more than momentary pain or distress * Infliction of burns or trauma * Prolonged restraint * Any procedures for which needed analgesics, tranquilizers, sedatives, or anesthetics must be withheld for justifiable study purposes * Use of paralyzing or immobilizing drugs for restraint * Exposure to abnormal or extreme environmental conditions * Euthanasia by procedures not approved by the AVMA * Induction of self-mutilation |

**Annual Animal Census Reporting Form**

**Please insert your animal numbers for the reporting period October 1- September 30 (see tips on page 1):**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Reporting Period Dates (Ex: October previous year-September current year)** | **Principal Investigator** | **Species**  **(use common name)** | **# of Animals Category B** | **# of Animals Category C** | **# of Animals Category D** | **# of Animals Category E** |
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