



Request for Special Treatment or Procedure (STOP) Form

Instructions on how to properly complete this form are available below.

- ULAM Review
 IACUC Review

DESCRIPTION OF REQUEST

RATIONALE (must be scientific or animal welfare related. Include history, if pertinent)

ANIMALS AFFECTED

Species	Principal Investigator	U-M email address	Phone #	IACUC Approval #	Protocol Expiration Date

RESPONSIBLE PERSONNEL (Principal Investigator, Facility Manager, Animal Technician, etc.)

- This is the person filling out the request form
- This is the lab contact person who is requesting the special treatment or procedure.

Name	Department	U-M email address	Phone #
1.			
2.			

AUTHORIZED BY

Signature	Title	Date

REQUEST APPROVAL PERIOD

From:	/ /	To:	/ /
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(Please enter in MM/DD/YY format)

Non-ULAM requests should be submitted to:
acuoffice@umich.edu

ULAM requests should be submitted to:
ulam-h-managers@umich.edu

* Physical signature required in order to complete this form. Please print and sign before submitting. *



Instructions for Creating Requests for Special Treatments or Procedures (STOP)

Requests for Special Treatment or Procedures (STOP) Forms can be completed by research staff or ULAM and submitted according to the instructions in this document. The forms are reviewed and approved by ULAM Husbandry Managers or IACUC compliance staff.

Examples of special treatments and/or procedures that are exceptions to the Animal Welfare Act, PHS Policy, IACUC policies and/or guidelines, or the Guide, and which require approval in the IACUC protocol and review by IACUC compliance staff:

- Delayed weaning
- Food/water manipulation
- Food/water restriction (not including routine pre-surgical fast)
- Delayed suture removal
- Not providing exercise or human contact for dogs
- Housing animals in cages/enclosures smaller than normal
- Animals housed outside of normal light/dark cycle (e.g., 24-hour darkness)
- Animals housed outside of normal temperature range
- Rodents housed on wire-bottom cages
- Different species housed together in the same room (requires faculty veterinarian approval; does not need to be in the IACUC protocol)
- Expected adverse consequences or adverse phenotype expressions
- Single-housing of social species (not including fighting rodents/rabbits or for veterinary treatment)
- Prolonged restraint (USDA species)
- Not providing environmental enrichment
- Multiple survival surgery if surgeries occur on the same animal over multiple protocols (USDA species)

Examples of special treatments and/or procedures that are exceptions to ULAM policies and SOPs, which only require review by ULAM Husbandry Managers (or IACUC compliance staff for non-ULAM areas):

- Feeding animals on the cage floor
- Lab to feed, water, and/or provide other husbandry care to certain animals or cages within a room, or on certain days
- Contacting lab prior to removing dead animals
- Contacting lab when a birth or death occurs
- Turning laminar flow hood off after each use
- Changing cage daily or more frequently than normal
- Housing on a specific type of bedding/substrate



Instructions for Creating Requests for Special Treatments or Procedures (STOP)

Completing and Submitting the Form

Ensure that all information is complete, up-to-date, and correct. The *Description of Request* should be simple, straightforward, and brief. It should convey the special circumstance (see examples above). The *Rationale* must be related to scientific objectives or animal welfare.

Completed forms must be submitted to ulam-h-managers@umich.edu (for ULAM-managed areas) or acuoffice@umich.edu (for non-ULAM areas).

Notification of Approval

The approved form will be sent to the appropriate animal facility supervisor. It will be prominently posted or readily available in the animal housing area. The Principal Investigator (PI) will also receive a copy.

Form Approval Period

Requests for special treatments or procedures for non-USDA species (*Mus Musculus*, *Rattus Norvegicus*, birds, amphibians, reptiles, fish) are approved for the life of the protocol.

Requests to house mixed species (all non-USDA) in the same room are approved for a one-year period regardless of the protocol expiration dates.

For USDA-covered species (other rodents, rabbits, cats, dogs, ruminants), requests are valid for a six-month period of time. If it is known the special treatment or procedure request will still be needed, it should be renewed prior to expiration date, following the outlined procedure above.

Who to Contact with Questions

If questions arise about this process, filling out the form, or where to start, please contact the area animal facility supervisor or the Animal Care & Use Office at (734) 763-8028 or acuoffice@umich.edu.

Related Documents

- U-M Program for Reviewing Requests for Exceptions to Regulations, Policies, and Nationally Accepted Standards