



United States Department of Agriculture

Animal and Plant
Health Inspection
Service

Animal Care

Fort Collins Office
2150 Centre Avenue
Building B, 3W11
Fort Collins, CO
80526
Phone: 970-494-7478

Patricia Moulton
Vermont Technical College
124 Admin Drive
Randolph Center, VT 05061

RE: ANNUAL REPORT
Certificate Number: 13-R-0009

Fiscal Year: 2019
August 20, 2019
Customer ID Number: 265

Dear Registrant:

Animal Welfare Act regulations require all research registrants to file an *Annual Report of Research Facility* (APHIS Form 7023 and 7023A) with the Animal Care Regional Office documenting their activities and animal usage for that particular fiscal year (October 1 through September 30). These reports are due by December 1 of each year. Even if you did not use or hold any animals during the fiscal year, you still need to complete and submit an *Annual Report*. Likewise, registrants whose registrations were canceled or terminated during the fiscal year must complete and submit an *Annual Report*. Failure to do so constitutes a violation of the Animal Welfare Act regulations.

All *Annual Reports* must be mailed to the Regional Offices with an original signed signature. You may either 1) fill out the enclosed forms or 2) print fillable 7023 and 7023A forms via this link: http://www.aphis.usda.gov/animal_welfare/annual_report_forms.shtml.

Please fill out all applicable fields, including the signature of the Chief Executive Officer or the legally responsible institutional official. Also, please make sure that you have properly verified each total in Column F.

After you complete the form(s), please make a copy for your records and then mail the original(s) to the address listed on the left side of this page. Detailed instructions are provided in the enclosed *Annual Report Checklist*.

Thank you for your prompt attention to this matter. We appreciate your efforts in adhering to the Animal Welfare Act regulations.

If you have any questions, please contact us at (919) 855-7100.

Sincerely,

Elizabeth Goldentyer, D. V. M.
Director, Animal Welfare Operations
USDA, APHIS Animal Care

cc: Sara Savage

Enclosures

APHIS Form 7023 Site Addendum for FY:

Registration Number: 13-R-0009
Customer ID Number: 265

Facility Business Address Information:

Vermont Technical College
124 Admin Drive
Randolph Center, VT 05061

Telephone: (802-728-1000)

Facilities Site(s) Address Information:

Site Code(s):

According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0579-0036. The time required to complete this information collection is estimated to average 2 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

OMB APPROVED
0579-0036

This report is required by law (7 U.S.C. 2143). Failure to report according to the regulations can result in an order to cease and desist and to be subject to penalties as provided for in Section 2150.

Interagency Report Control
No. 0180-DOA-AN

Fiscal Year: 2019

UNITED STATES DEPARTMENT OF AGRICULTURE
ANIMAL AND PLANT HEALTH INSPECTION SERVICE

REGISTRATION NUMBER: 13-R-0009 265

Customer Number:

2. HEADQUARTERS RESEARCH FACILITY (Name and Address, as registered with USDA, include ZIP Code)

Vermont Technical College 124 Admin Drive R.

Telephone: 802-728-1281

ANNUAL REPORT OF RESEARCH FACILITY

(TYPE OR PRINT)

3. REPORTING FACILITY (List all locations where animals were housed or used in actual research, testing, teaching, or experimentation, or held for these purposes. Attach additional sheets if necessary.)

FACILITY LOCATIONS (Sites) See Attached Listing

Morrill 101, Morrill 102, VTC Livestock Barn

Morrill 101, Morrill 102, VTC Livestock Barn

Morrill 101, Morrill 102, VTC Livestock Barn

Morrill 101, Morrill 102, VTC Livestock Barn

REPORT OF ANIMALS USED BY OR UNDER CONTROL OF RESEARCH FACILITY (Attach additional sheets if necessary or use APHIS FORM 7023A.)

A. Animals Covered By The Animal Welfare Regulations	B. Number of animals being bred, conditioned, or held for use in teaching, testing, experiments, research, or surgery but not yet used for such purposes.	C. Number of animals upon which teaching, research, experiments, or tests were conducted involving no pain, distress, or use of pain-relieving drugs.	D. Number of animals upon which experiments, teaching, research, surgery, or tests were conducted involving accompanying pain or distress to the animals and for which appropriate anesthetic, analgesic, or tranquilizing drugs were used.	E. Number of animals upon which teaching, experiments, research, surgery, or tests were conducted involving accompanying pain or distress to the animals and for which the use of appropriate anesthetic, analgesic, or tranquilizing drugs would have adversely affected the procedures, results, or interpretation of the teaching, research, experiments, surgery, or tests. (An explanation of the procedures producing pain or distress on these animals and the reasons such drugs were not used must be attached to this report.)	F. TOTAL NUMBER OF ANIMALS (Cols. C + D + E)
4. Dogs	0	0	15	0	15
5. Cats	0	0	45	0	45
6. Guinea Pigs	0	0	0	0	0
7. Hamsters	0	0	0	0	0
8. Rabbits	0	6	6	0	6
9. Non-human Primates	0	0	0	0	0
10. Sheep	0	0	0	0	0
11. Pigs	0	0	0	0	0
12. Other Farm Animals					
Horses	0	3	0	0	3
13. Other Animals	0				
Calves	0	5	0	0	5
Rats	0	20	20	0	20
Chickens	0	6	0	0	6

ASSURANCE STATEMENTS

- 1.) Professionally acceptable standards governing the care, treatment, and use of animals, including appropriate use of anesthetic, analgesic, and tranquilizing drugs, prior to, during, and following actual research, teaching, testing, surgery, or experimentation were followed by this research facility.
- 2.) Each principal investigator has considered alternatives to painful procedures.
- 3.) This facility is adhering to the standards and regulations under the Act, and it has required that exceptions to the standards and regulations be specified and explained by the principal investigator and approved by the Institutional Animal Care and Use Committee (IACUC). A summary of all such exceptions is attached to this annual report. In addition to identifying the IACUC approved exceptions, this summary includes a brief explanation of the exceptions, as well as the species and number of animals affected.
- 4.) The attending veterinarian for this research facility has appropriate authority to ensure the provisions of adequate veterinary care and to oversee the adequacy of other aspects of animal care and use.

CERTIFICATION BY HEADQUARTERS RESEARCH FACILITY OFFICIAL
(Chief Executive Officer (C.E.O.) or Legally Responsible Institutional Official (L.R.O.))
I certify that the above is true, correct, and complete (7 U.S.C. Section 2143).

SIGNATURE OF C.E.O. OR L.R.O.

NAME AND TITLE OF C.E.O. OR L.R.O. (Type or Print)

DATE SIGNED

APHIS FORM 7023
JUL 2013

APHIS Form 7023 Site Addendum for FY:

Registration Number: 13-R-0009

Customer ID Number: 265

Facility Business Address Information:

Vermont Technical College 124 Admin Drive Randolph Center, VT 05061

Telephone: 802-728-1281

Facilities Site(s) Address Information:

Site Code(s):

2019 ANNUAL REPORTING GENERAL GUIDANCE



This document provides step-by-step guidance for completing your Annual Report, whether you are submitting online or by mail. When completing your Annual Report, remember to only include information for this reporting period: October 1, 2018 to September 30, 2019.

ANNUAL REPORT INSTRUCTIONS

- ☐ **ITEM 1** — Enter the registration number
- ☐ **ITEM 2** — Enter the complete name, mailing address, and telephone number of the Headquarters Research Facility, as registered with the USDA.

If the name or business information has changed, please notify Animal Care as soon as possible. Correcting this information cannot be done in the online system.

- ☐ **ITEM 3** — List the location of all facilities where animals were housed or used in actual research, testing, teaching, or experimentation, or were held for these purposes (attach additional sheets if necessary). Do not include specific buildings, laboratory names, or room numbers.
- ☐ **ITEMS 4-13** — Enter the required information for each regulated animal in Columns A-F.

Use common names rather than scientific names for all species. DO NOT enter numbers in Column A. If submitting by mail, include additional sheets if necessary or use APHIS Form 7023A. If submitting online, the system will allow you to add additional rows.

- ☐ **COLUMN B** — Include all animals the facility physically possesses on September 30, if those animals were:
- bred, conditioned, or held for research, testing, teaching or experiments, but not used in a project, including those that died without being used for a project during this reporting year;
 - used for research, testing, teaching, or experiments in prior years but were not used this reporting year and
 - used for breeding and their offspring, even if they were not used for research this reporting year, provided that such breeding colony animals are not for commercial sales.

Animals held but not used 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.

- ☐ **COLUMN C** — Enter the type and 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.
- ☐ **COLUMN D** — Enter the type and number of animals that underwent study-related procedures that involved more than momentary pain or distress that was alleviated with anesthetics, analgesics or tranquilizers
- ☐ **COLUMN E** — Enter the type and 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 (See next page for more)

Note that other methods may be used to relieve more than slight or momentary pain or distress. Examples include other types of pharmacologic agents, nursing care, or other palliative methods. However, the methods used must be substantively effective (able to reduce pain and distress to that which is slight or momentary) in order to change categorization from a Column E to a Column D.

- ☐ **COLUMN F** — If you are submitting your report by mail, DO NOT include Column B numbers into the totals for Column F. Column F should only include Columns C + D + E totals

DOS AND DON'TS

- + **DO** submit only one Annual Report per registered facility. Consolidate animal numbers for all sites into one report for submission. Site-specific numbers may be maintained at each site.
- + **DO** have the Annual Report signed by the Institutional Official or CEO, if submitting by mail. If submitting online, the report preparer may submit on behalf of the IO or CEO.
- **DO NOT** include personally identifiable information (such as names of principle investigators and research staff) or any proprietary information.
- **DO NOT** include grants, protocols or Institutional Animal Care and Use Committee (IACUC) meeting minutes, or excerpts of these documents

TIPS FOR CATEGORIZING ANIMALS

- + Please refer to the column headings on the Form 7023 and 9 C.F.R. § 2.36 for information on each pain category. Useful guidance for Column E categories is also available in chapter 7 of the Animal Welfare Inspection Guide in sections 7.6.3 (Annual Report) and 7.2.4.3 (Painful/Distressful Procedures). Help is also available at (970) 494-7477.
- + Animals used for research, testing, teaching, or experiments at any time during the reporting year must be reported in Column C, D or E, as appropriate, whether or not they are still being held at the facility. For any animals that have been used and transferred to another facility during the fiscal year, both facilities are required to report the animals according to the pain category of the work done at the facility.
- + Animals used in more than one protocol should be counted **only once** in the most painful/distressful category
- **DO NOT** include animals involved in husbandry, veterinary care, or colony management procedures in any pain categories. Only include those undergoing study-related procedures
- + Please note that euthanasia performed as per the definition of euthanasia under section 1.1 Animal Welfare Act regulations is not considered painful or distressful. **Euthanasia should not be categorized in terms of pain categories unless the method of destruction deviates from the criteria listed above for scientific reasons.**

TIPS ON ANNUAL REPORT ATTACHMENTS

(EXCEPTIONS)

You may be required to provide explanations for certain entries in your Annual Report. You must attach these to your Annual Report, whether you are submitting online or by mail. This sheet provides useful guidance on attachments related to Exceptions.

EXCEPTION ATTACHMENTS

Review the information below on "What to Report" and "What Not to Report". If you have any Exceptions to report, follow the guidance in this checklist.

- ☐ Ensure that attachments include a brief description of the exception, species (use common names), and the number of animals affected for the reporting year only (October 1, 2018 through September 30, 2019).
 - Exceptions or exemptions to a particular AWA regulation or standard that are approved by the IACUC must be for scientific reasons and justified in writing.
 - If a regulation or standard also provides specific parameters for an exception or exemption, those parameters must be followed.
- ☐ Check your numbers! If the numbers of animals listed in an Exception exceed the totals used in research for that species, you will receive a letter requesting clarification.
- ☐ Please provide all Exceptions in FOIA-ready form or call FOIA at: (301) 851-4102.

QUESTIONS ON SPECIFIC SITUATIONS?

- Useful guidance for Column E categories is available in chapter 7 of the Animal Welfare Inspection Guide in sections 7.6.3 (Annual Report) and 7.2.4.3 (Painful/Distressful Procedures).
- Help is also available via the Annual Report hotline at (970) 494-7477.



WHAT TO REPORT

Exceptions TO REPORT on the Annual Report should be noted as IACUC-approved on the report and include:

- + Exceptions approved by the IACUC under 9 C.F.R. § 2.38(k) that are not provided for under the AWA regulations and standards, such as:
 - + Removal of resting platforms from cat enclosures
 - + Extension of interval for cleaning/sanitization of enclosures
 - + Keeping animals in 24 hour dark cycle
 - + Keeping animals in temperatures outside range described in the AWA standards for the relevant species
- + Exceptions approved by Animal Care, such as:
 - + Approval for use of an animal in more than one major operative procedure from which it is allowed to recover on more than one protocol (9 C.F.R. § 2.31(d)(1)(x)(C))
 - + Exception to the health certificate requirements (9 C.F.R. § 2.38(h)(2))
 - + Temporary tethering of dogs used as the primary enclosure (9 C.F.R. § 3.6(c)(4))



WHAT NOT TO REPORT

Exceptions that should NOT be reported on the Annual Report include:

- Exceptions approved by the IACUC that are provided for under the AWA regulations and standards, such as:
 - Approval for use of an animal in more than one major operative procedure from which it is allowed to recover on one protocol (9 C.F.R. § 2.31(d)(1)(x)(A))
 - Short term withholding of food and water from animals (9 C.F.R. § 2.38(f)(2)(ii))
 - Exemption of an individual non-human primate from some or all of the environmental enhancement plan (9 C.F.R. § 3.81(e)(2))
 - Any deviation from the methods of euthanasia as defined in the AWA regulations which were justified for scientific reasons, in writing, by the investigator (9 C.F.R. § 2.31(d)(1)(xi))
- Exceptions approved by a veterinarian as part of the provision of veterinary care, such as:
 - Animal is fasted for surgery conducted for husbandry reasons
 - Any major operative procedures for medical or colony management purposes (9 C.F.R. § 2.31(d)(1)(x)(B))
 - Animals housed in an enclosure that does not meet space requirements for medical reasons while recovering from husbandry or veterinary care related surgery
 - An animal that develops vomiting/diarrhea (not study-related) and veterinarian prescribes IV fluids and severely restricts food and water intake by mouth for several days



USDA ONLINE ANNUAL REPORTING 2019 LOGIN INSTRUCTIONS



On October 1, USDA will launch the new and improved online Annual Reporting system. This year, research facilities that use the online system to submit their Annual Reports will see the following improvements:

- + Easier login process
- + Opportunity to manage research facility contacts online
- + Convenient entry of animals
- + Ability for facility representative to submit on behalf of CEO or IO
- + Instant confirmation of receipt via email, including attached copy of Annual Report

Follow the instructions below to submit your facility's Annual Report online.

INSTRUCTIONS FOR SUBMITTING ANNUAL REPORTS ONLINE

- ☐ **CREATE AN eAUTHENTICATION ACCOUNT.** USDA has an online credentialing system called eAuthentication (eAuth). To interact with USDA online, you must create an eAuth account. This allows USDA to verify your identity when you log in to the Annual Reporting system. Create an account at <https://www.eauth.usda.gov/eauth/b/usda/login>

Note: You can take this step now – there is no need to wait until October 1. If you already have eAuth, you do not need to take this step.
- ☐ **NAVIGATE TO THE ONLINE ANNUAL REPORTING SYSTEM.** On or after October 1, navigate to <https://efile.aphis.usda.gov/AnnualReports> and login with your eAuth credentials.
- ☐ **ANSWER A FEW eAUTH QUESTIONS.** Before logging into the system, the eAuth credentialing system will ask you a few additional questions to verify your identity. Once your identity has been verified, you will be directed to the Annual Reporting login page.
- ☐ **ENTER YOUR ACCESS CODE.** Use the following one-time access code and your facility's registration number to login to the system. Note that only one person from your organization will need to use this access code. The first person to log in will be tagged as your organization's "Administrator for USDA Systems", which means that they will have the ability to manage the contacts associated with your facility's account.

YOUR FACILITY'S LOGIN INFORMATION

REGISTRATION (CERTIFICATE) NUMBER: 13-R-0009

ORGANIZATION NAME: VERMONT TECHNICAL COLLEGE

ACCESS CODE: 101630

- ☐ **ADD ADDITIONAL USERS TO THE SYSTEM.** Once the USDA System's Administrator has logged into the system, this administrator can grant system access to others in their organization so that they can contribute to the online Annual Report. Before these additional users can log in, they must complete the outlined eAuth process.
- ☐ **CLICK THE "START ANNUAL REPORT" BUTTON.** You may start your Annual Report anytime on or after October 1. If you need to pause partway through, the system will allow you to save your work.

TIPS FOR SUBMITTING YOUR ANNUAL REPORT ONLINE

- > We recommend using the latest version of Google Chrome or Edge to access the online Annual Reporting system.
- > Note that the online system does not ask you to distinguish between "Other Farm Animals" and "Other Animals". Instead, you will enter the common names of any additional regulated animals in the category of "Other Animals"
- > Please remember to save your work frequently especially before you log out. Clicking "Back" and Save and Next" on most screens will save your updates, but always click "Save" before logging out to prevent the loss of information. Any information saved before you log out will be available the next time you log in.
- > You will be automatically logged out after 30 minutes of inactivity. You will receive a warning message before this happens. Be sure to save your work and heed the warning message to avoid losing your data.
- > If any changes need to be made after signing and submitting an Annual Report, contact the Fort Collins Animal Care Office. USDA will unlock your submitted Annual Report so that you can revise and re-submit it.
- > Each attachment may not be larger than 25 megabytes and we accept the following formats: .doc, .docx, .pdf, .xls, .xlsx, .ppt, .pptx, .zip, .jpeg, .png, .gif. You may upload multiple attachments if needed. If you upload a zip file, ensure that all files within the zip are saved as one or more of the acceptable formats.



QUESTIONS? WE'RE HERE TO HELP

- Questions about the eAuthentication process? Go to <https://www.eauth.usda.gov/eauth/b/usda/faq>
- For questions about Annual Report content and categorizing research animals, please refer to the instructions, tips and examples included in this packet, or call the Annual Report hotline at 1-970-494-7477.
- If you need to update your Business Address Information, call or send a request in writing to:

USDA/APHIS/AC
2150 Centre Ave.,
Bldg. B, Mailstop 3W11
Fort Collins, CO 80526-8117
Phone: (970) 494-7478

- For application support or other IT help, please call our APHIS Helpdesk at 1-866-794-2827
- If you would like to share feedback on the new system and/or suggestions for improvement, please email us at: animalcare@usda.gov