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| **ACUC#:**  |  |
| **ACUC APPROVED:** |  |
| **PROJECT END DATE:** |  |



**FLORIDA STATE UNIVERSITY**

**ANIMAL CARE AND USE COMMITTEE (ACUC)**

##### REQUEST FOR ACUC REVIEW

##### OF

**PROPOSED VERTEBRATE ANIMAL USE**

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| Principal Investigator: | Tony Ciarlariello |
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| E-Mail Address: | tciarlariello@admin.fsu.edu or tciarlariello@film.fsu.edu |
|  |  |
| Campus Address: | A5100 University Center, Building A, Tallahassee, FL 32306-2350 |
|  |  |
| Department: | Film School |
|  |  |
| Phone: | (850) 644-7910 |

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| Student Name: |  |
|  |  |
| E-Mail Address: |  |
|  |  |
| Phone: |  |

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| Department Contact (if other than Mr. Ciarlariello or student producer): |  |
|  |  |
| E-Mail Address: |  |
|  |  |
| Phone: |  |

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| Proposal Title: |  |
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| Filming Dates: |  |

***Note: This Questionnaire must contain all animal use information necessary for ACUC approval.***

**Before filling out the form, you must review the American Humane Association’s *Guidelines for the Safe Use of Animals in Filmed Media (2009).* All individuals on the set must read relevant sections of the *Guidelines* prior to the start of filming to understand their responsibilities with regard to the use of animals in the production.** [**http://www.americanhumane.org/protecting-animals/programs/no-animals-were-harmed/for-producers-filmmakers/guidelines.html**](http://www.americanhumane.org/protecting-animals/programs/no-animals-were-harmed/for-producers-filmmakers/guidelines.html)

**Copies of the filming schedule or call sheets for days related to animal filming as well any changes to the use of animals must be sent to the LAR veterinarians in advance of filming.**

*Your signature acknowledges your responsibility for the contents of this questionnaire and the conduct of any animal use that may be approved by the Committee, by yourself or the production staff* *Any change in procedure, animal use or personnel* ***must*** *be approved by the ACUC or Attending Veterinarian prior to implementation. Failure to do so may result in suspension of approval to utilize animals in productions at FSU and possibly eliminate any educational credit or submission of the film at competitions*

# P.I. Signature: Date:

**Description of Animal Use for FSU Projects**

1. **Will this production use dead animals or animal parts: Yes \_\_\_\_\_ No \_\_\_\_\_**
2. **If yes, will all animal use be limited to just the use of dead animals or animal parts? Yes \_\_\_\_\_ No \_\_\_\_\_**

**(If yes, complete questions 3-6, skip questions 7-14, review number 15 and complete questions 16-17.)**

1. **List species and number of animal(s) per species:**
2. **Describe why animal(s) must be used.**
3. **Describe how the animals will be used. Be concise (but complete) with the description. Attach a copy of the script or storyboard, indicating scenes with animals.**
4. **Who will supply the animal(s)? Please note that every owner/supplier must be provided with a copy of the American Humane Association’s Guidelines for the Safe Use of Animals in Filmed Media (2009) section, Special Requirements for Extras/Others Who Supply Animals.**
5. **If the owner or wrangler has a USDA Exhibitor’s license, please list number:**
6. **Who will be the person responsible for the animal(s) on the production set?**
7. **The person working with the animals in the production may not be the animal owner, care provider or wrangler. Please provide the names of all animal rider(s), wrangler(s) and/or trainer(s). List qualifications and/or experience for each person.**
8. **Briefly, describe the housing, care and feeding of the animal while on site when not being used for activity described above. Include caging type and size; type and quantity of food; frequency of feeding and watering; exercise and training. List name of veterinarian or veterinary clinic that will provide care during filming if needed. In addition to normal care, consider the possible environmental conditions expected when answering this question (e.g. heat in summer, insect or snake exposure potential, etc.). *(AHA Guidelines 1-30: Each animal’s needs must be addressed individually, considering such factors as the species, age and condition of the animal; the exertion required to accomplish the action; and the terrain, climate and weather conditions.)***
9. **The majority of animals used for FSU productions are not professional animal actors and therefore not accustomed to the filming process. Thus, filming may prove stressful to the animal. If an animal becomes stressed or seems to be in discomfort, what steps will you take to alleviate its stress?**
10. **As noted above, the majority of animals used for FSU productions are not professional animal actors. It is the responsibility of the production team to provide a safety plan in accordance with the AHA Guidelines 1-35.**

***“Animals shall not be allowed to escape the set or location.***

* 1. ***Production and the animal handler must have a safety plan in place that will prevent the escape of animals from the set or location.***
	2. ***Production and the animal handler shall also have a safety plan in place for an animal’s safe recapture, should an accident or escape occur.***
	3. ***… must approve the above safety plans prior to filming. The requirements of those safety plans shall be determined by the training, conditioning and preparation of the animals, and if the animals used are restricted, loose or liberty animals.”***

**List the steps that will be taken to (1) prevent escape from the set or location and (2) to recapture the animal(s) if it escapes.**

1. **What will be done with the animal(s) after filming is completed?**

***Note: If live animals are borrowed or purchased from a pet store or adoption agency and are returned to the seller or owner (or adopted) at the end of filming, a document from the seller/owner/adopter indicating that the animals were returned in good health and condition must be submitted to the ACUC. If adopting the animals, production and/or animal handlers shall exercise care in ensuring that animals are placed in appropriate adoptive environments.***

1. **The Producer, Director, or person in charge of project has informed the owner(s) of the proposed use of the animals as described in this protocol, and has obtained their consent.**

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| **YES** | **NO** |
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1. **Classroom projects, FSU Film School projects or university sponsored programs with vertebrate animal contact will undergo a review for the extent and type of contact associated with their project or program by the Department of Environmental Health & Safety (EH&S) during the ACUC protocol review process. Based on the information submitted, EH&S will determine whether individuals participating in these programs and projects will be required to enroll in the FSU Medical Monitoring Program for Vertebrate Animal Exposure (MMPVAE). If there are any questions about MMPVAE, please contact the Environmental Health & Safety Department (EH&S) at 644-8916 or 644-5374.**

If using dead animals or animal parts, the production team must take appropriate safety precautions before, during and after handling. Dead animals or animal parts must be disposed in accordance with state and federal regulations. *(AHA Guidelines 1-19 and 1-20)*

1. **Please provide the filming location (i.e., address if available, and map from the FSU main campus to the filming location). Indicate if it is an indoor or outdoor location.**
2. **Please provide a signed and dated statement (see attached) that all participants have reviewed the AHA film and TV guidelines and agree to abide by them, including the fact that all actors and other production set personnel will be trained to handle and behave appropriately in the presence of animals**.

## I, [Producer’s Name], the producer of [Film Title], hereby state that a complete copy of the Guidelines for the Safe Use of Animals in Filmed Media (2009) will be on set during filming with animals. All participants in the stated film will be made aware of the American Humane Association’s Guidelines for the Safe Use of Animals in Filmed Media (2009) and agree to abide by them.

## All members of the cast and crew will review relevant sections of the guidelines before filming begins. At a minimum, the relevant sections include the following: Special Requirements for Extras/Others Who Supply Animals; Chapter 1 - General Guidelines; Chapter 3 - Guidelines for Production, Cast and Crew; Chapter 5 – Locations And/Or Set Safety and the Species-Specific Guidelines in Chapter 8. All persons (cast and crew) on set shall be made aware of how to behave appropriately in the presence of the above-mentioned animal(s).

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| Members of Cast and Crew |
| Name (Print) | Signature |
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