

The PREPARE Guidelines Checklist

Planning Research and Experimental Procedures on Animals: Recommendations for Excellence

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PREPARE¹ consists of planning guidelines which are complementary to reporting guidelines such as ARRIVE².

PREPARE covers the three broad areas which determine the quality of the preparation for animal studies:

1. **Formulation of the study**
2. **Dialogue between scientists and the animal facility**
3. **Quality control of the components in the study**

The topics will not always be addressed in the order in which they are presented here, and some topics overlap. The PREPARE checklist can be adapted to meet special needs, such as field studies. PREPARE includes guidance on the management of animal facilities, since in-house experiments are dependent upon their quality. The full version of the guidelines is available on the Norecopa website, with links to global resources, at <https://norecopa.no/PREPARE>.

The PREPARE guidelines are a dynamic set which will evolve as more species- and situation-specific guidelines are produced, and as best practice within Laboratory Animal Science progresses.

Topic	Recommendation
(A) Formulation of the study	
1. Literature searches	<input type="checkbox"/> Form a clear hypothesis, with primary and secondary outcomes. <input type="checkbox"/> Consider the use of systematic reviews. <input type="checkbox"/> Decide upon databases and information specialists to be consulted, and construct search terms. <input type="checkbox"/> Assess the relevance of the species to be used, its biology and suitability to answer the experimental questions with the least suffering, and its welfare needs. <input type="checkbox"/> Assess the reproducibility and translatability of the project.
2. Legal issues	<input type="checkbox"/> Consider how the research is affected by relevant legislation for animal research and other areas, e.g. animal transport, occupational health and safety. <input type="checkbox"/> Locate relevant guidance documents (e.g. EU guidance on project evaluation).
3. Ethical issues, Harm-Benefit Assessment and humane endpoints	<input type="checkbox"/> Construct a lay summary. <input type="checkbox"/> In dialogue with ethics committees, consider whether statements about this type of research have already been produced. <input type="checkbox"/> Address the 3Rs (Replacement, Reduction, Refinement) and the 3Ss (Good Science, Good Sense, Good Sensibilities). <input type="checkbox"/> Consider pre-registration and the publication of negative results. <input type="checkbox"/> Perform a Harm-Benefit Assessment and justify any likely animal harm. <input type="checkbox"/> Discuss the learning objectives, if the animal use is for educational or training purposes. <input type="checkbox"/> Allocate a severity classification to the project. <input type="checkbox"/> Define objective, easily measurable and unequivocal humane endpoints. <input type="checkbox"/> Discuss the justification, if any, for death as an end-point.
4. Experimental design and statistical analysis	<input type="checkbox"/> Consider pilot studies, statistical power and significance levels. <input type="checkbox"/> Define the experimental unit and decide upon animal numbers. <input type="checkbox"/> Choose methods of randomisation, prevent observer bias, and decide upon inclusion and exclusion criteria.

Topic	Recommendation
(B) Dialogue between scientists and the animal facility	
5. Objectives and timescale, funding and division of labour	<input type="checkbox"/> Arrange meetings with all relevant staff when early plans for the project exist. <input type="checkbox"/> Construct an approximate timescale for the project, indicating the need for assistance with preparation, animal care, procedures and waste disposal/decontamination. <input type="checkbox"/> Discuss and disclose all expected and potential costs. <input type="checkbox"/> Construct a detailed plan for division of labour and expenses at all stages of the study.
6. Facility evaluation	<input type="checkbox"/> Conduct a physical inspection of the facilities, to evaluate building and equipment standards and needs. <input type="checkbox"/> Discuss staffing levels at times of extra risk.
7. Education and training	<input type="checkbox"/> Assess the current competence of staff members and the need for further education or training prior to the study.
8. Health risks, waste disposal and decontamination	<input type="checkbox"/> Perform a risk assessment, in collaboration with the animal facility, for all persons and animals affected directly or indirectly by the study. <input type="checkbox"/> Assess, and if necessary produce, specific guidance for all stages of the project. <input type="checkbox"/> Discuss means for containment, decontamination, and disposal of all items in the study.
(C) Quality control of the components in the study	
9. Test substances and procedures	<input type="checkbox"/> Provide as much information as possible about test substances. <input type="checkbox"/> Consider the feasibility and validity of test procedures and the skills needed to perform them.
10. Experimental animals	<input type="checkbox"/> Decide upon the characteristics of the animals that are essential for the study and for reporting. <input type="checkbox"/> Avoid generation of surplus animals.
11. Quarantine and health monitoring	<input type="checkbox"/> Discuss the animals' likely health status, any needs for transport, quarantine and isolation, health monitoring and consequences for the personnel.
12. Housing and husbandry	<input type="checkbox"/> Attend to the animals' specific instincts and needs, in collaboration with expert staff. <input type="checkbox"/> Discuss acclimation, optimal housing conditions and procedures, environmental factors and any experimental limitations on these (e.g. food deprivation, solitary housing).
13. Experimental procedures	<input type="checkbox"/> Develop refined procedures for capture, immobilisation, marking, and release or re-homing. <input type="checkbox"/> Develop refined procedures for substance administration, sampling, sedation and anaesthesia, surgery and other techniques.
14. Humane killing, release, re-use or re-homing	<input type="checkbox"/> Consult relevant legislation and guidelines well in advance of the study. <input type="checkbox"/> Define primary and emergency methods for humane killing. <input type="checkbox"/> Assess the competence of those who may have to perform these tasks.
15. Necropsy	<input type="checkbox"/> Construct a systematic plan for all stages of necropsy, including location, and identification of all animals and samples.

References

- Smith AJ, Clutton RE, Lilley E, Hansen KEA & Brattelid T. PREPARE: Guidelines for Planning Animal Research and Testing. *Laboratory Animals*, 2017, DOI: 10.1177/0023677217724823.
- Kilkenny C, Browne WJ, Cuthill IC *et al.* Improving Bioscience Research Reporting: The ARRIVE Guidelines for Reporting Animal Research. *PLoS Biology*, 2010; DOI: 10.1371/journal.pbio.1000412.

Further information

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