



RE: ANNUAL REPORT REMINDER  
Fiscal Year: 2022

Animal and Plant  
Health Inspection  
Service

September 15, 2022

Animal Care

Dear Registrant:

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

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 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.

Annual Reports are now submitted using our online reporting system. More information on submitting Annual Reports online could be found via the following link:  
[https://www.aphis.usda.gov/aphis/ourfocus/animalwelfare/SA\\_Obtain\\_Research\\_Facility\\_Annual\\_Report](https://www.aphis.usda.gov/aphis/ourfocus/animalwelfare/SA_Obtain_Research_Facility_Annual_Report)

Please fill out all applicable fields, including the signature of an authorized individual determined by the facility. 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. 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 970-494-7477.

Sincerely,

Elizabeth Goldentyer, D.V.M.  
Deputy Administrator  
USDA, APHIS, Animal Care



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## Announcement

### Discontinuation of Allowances to Delay Semi-annual Inspections of Research Facilities due to COVID-19

APHIS-Animal Care wishes to inform all research facilities that as of **October 1, 2022**, we will no longer make allowances for IACUCs to delay their semi-annual inspections due to COVID-19. This was a provision we made early in the pandemic as we worked to balance the need to ensure human health and safety with our commitment to supporting the proper care and welfare of the animals regulated under the Animal Welfare Act. Therefore, *effective October 1, 2022*, all institutions using live animals for research, testing, experimentation or teaching, as described in 9 CFR § 2.30, will be expected to inspect, at least every 6 months, all of the research facility's animal facilities, including animal study areas, as per 9 CFR § 2.31(c). This change is in keeping with NIH-OLAW's decision to discontinue the issuance of waivers to temporarily suspend or delay such semi-annual inspections at Assured institutions that goes into effect on the same date (see Guide Notice [NOT-OD-22-207](#)). Note that all other flexibilities we implemented for semi-annual inspections/reports during the COVID-19 pandemic remain in place.

# Fiscal Year 2022 Annual Report Instructions

## Completing the APHIS Form 7023

Annual Reports are now to be completed and submitted electronically.

The portal will be opened on October 1<sup>st</sup> and close on December 31<sup>st</sup>.

### **Top Right- Fiscal year**

- Enter the Fiscal Year you are reporting for

### **Block 1- Registration Number**

- Write in the facility's registration number, also known as certificate number.

### **Block 2- Headquarters Research Facility**

- Complete this Block with the mailing (or headquarters) information of the facility.
- Include the Name of the facility, mailing address with city, state and zip code.
- Include the main telephone number for the facility.
- P.O. Boxes are acceptable for a mailing address.

### **Block 3- Reporting Facility/ Facility Locations**

- List all facility locations, with addresses, of where animals are being used or held.
- Include any phone numbers if different from the headquarters phone number.
- If more than two facilities need to be listed use separate sheet.
- P.O. Boxes are not acceptable as addresses for facility site locations.

### **Blocks 4 through 13- Animal Usage Report**

- Column A- Animal's Covered by the Animal Welfare Regulations.
  - List all regulated animals by common name.
  - Wild/Exotic Rodents should be listed on this form.
  - Do Not list any numbers under column A.
  - Do Not report the use of laboratory rats and mice bred for research.
  - Do not report Birds, reptiles, fish, or any animals not regulated by the Animal Welfare Act.
  - List out each farm and other animals (Blocks 12 and 13) not listed on this form.

- If more animals are needed to be listed, please use the APHIS 7023A-Continuation Form.
  - If you are unsure if an animal should be listed, please contact the office at 970-494-7477.
- Column B- Animals bred, held, conditioned but not used for regulated purposes.
  - Enter in the total number of each animal that was held, bred, or conditioned for use in teaching, testing experiments, research, or surgery but not yet used for such purposes.
  - Include animals used in prior years but not during the reporting year.
  - Include animals used for breeding and their offspring, even if they were not used for reporting this year.
  - This column does not get included in the total number of animals listed under Column F.
- Column C- Animals used but had no distress or the use of pain-relieving drugs.
  - Enter in the total number of each animal that was used for regulated purposes and had no distress/pain or had the use of pain-relieving drugs.
  - Routine procedures (e.g.: Injections, tattooing, blood sampling) should be reported in this column.
  - Do Not use animals used in clinical trials in the context of veterinary-client relationship or do not include any animals in a field study.
- Column D- Animals used for regulated purposes that involved momentary pain or distress.
  - Enter in the total of each animal that was experienced a momentary pain or distress that was alleviated with anesthetic, analgesics, or tranquilizers.
- Column E- Animals upon which regulated activity accompanied pain or distress and any pain-relieving drug would have affected the activity.
  - Enter in the total number of each animal that was used for teaching, experiments research, surgery, or tests
  - The activity conducted involving accompanying pain or distress to the animal.
  - 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 each animal procedure must be included with this report, see the Column E and Exemption FAQ for additional guidance.

- Column F- Total Number of Animals
  - Total each number of animals listed under **Column C, D, and E.**
  - Do not include animals listed under column B.

### **Certification by Headquarters Research Facility Official**

- Any authorized person that was delegated by a high-ranking official can sign the form.
  - This can include but not limited to; CEO, COO, President, Vice President, Institutional Official, or Attending Veterinarian.
  - By signing the form, the facility is confirming the information provided on this form and included is true and accurate per the Animal Welfare Act and Regulations.
  - If you have any questions regarding this form or any information required to be included, please contact the office at 970-494-7477.
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### **Annual Report Do's and Do Not's**

- **DO** submit only one Annual Report per registered facility. All site locations should be consolidated into one annual report.
- **DO** include a list of all authorized personnel for the registered facility. (Including the Authorized person who signs the report) This is to ensure that our contact information stays up to date.
- **DO NOT** leave the form blank, if submitting all zero's please include those on the form.
- **DO NOT** report on any animals that are not regulated by the Animal Welfare Act.

## 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 7.5.3 (Annual Report) and 7.2.4.1 (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, 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.
- Animals used in more than one protocol should be counted only once, in the most painful/distressful category.
- COLUMN B- include animals involved in husbandry, veterinary care, or colony management procedures not listed in any pain categories.
- 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.