



Angelo State University
Operating Policy and Procedure

OP 56.06: Institutional Animal Care and Use Committee (IACUC)

DATE: December 16, 2019

PURPOSE: The purpose of this Operating Policy/Procedure (OP) is to establish policies and procedures to comply with the Animal Welfare Act (7 USC, 2131-2159), as amended, and the Public Health Service Policy on Animals in Research. These policies and procedures also follow the guidance provided by the *Guide for the Care and Use of Laboratory Animals* (ILAR Guide) published by the Institute of Laboratory Animal Resources and the *Guide for the Care and Use of Agricultural Animals in Agricultural Research and Teaching* (Ag Guide) published by the Federation of Animal Science Societies.

REVIEW: This OP will be reviewed July every three years, or as needed, by the dean of the College of Graduate Studies and Research, who also serves as the institutional official (IO) by appointment of the president, with recommended revisions forwarded through the provost and vice president for academic affairs to the president by August 15.

POLICY/PROCEDURE

1. Authority
Public Law 99-158

Angelo State University shall establish an Institutional Animal Care and Use Committee (IACUC) in accordance with Public Law 99-158. The president of Angelo State University shall appoint the Institutional Official (IO) who, in turn, will appoint the members of the IACUC. The IO and the IACUC, together, are charged to oversee the use of vertebrate animals in research and teaching in accordance with the federal law, regulation, and guidelines referenced above.

2. Committee Appointment and Composition

The IACUC is appointed by the IO. The membership of Angelo State University's IACUC will be consistent with applicable laws, regulations, and guidelines. At minimum, members will include:

- a. At least one veterinarian;
- b. At least one scientist from each academic department that uses animals;
- c. At least two animal scientists (required by Ag Guide);
- d. One member from the community; and

[Major revisions: December 16, 2019]

- e. One non-scientist (note: the community member and the non-scientist may or may not be the same person).

No department may have more than three members on the IACUC.

3. IACUC Responsibilities

The IACUC shall:

- a. Review the university's program for humane care and use of animals at least once every six months;
- b. Inspect all of the university's animal facilities, including animal study areas at least once every six months;
- c. Prepare reports of its evaluations conducted as required by subsections (a) and (b) above, and submit the reports to the IO. If deficiencies are noted, the reports must contain a reasonable and specific plan and schedule with dates for correcting each deficiency. Any failure to adhere to the plan and schedule that results in a significant deficiency remaining uncorrected shall be reported in writing within 15 business days by the IACUC, through the IO, to the Animal and Plant Health Inspection Service (APHIS) and any federal agency funding that activity;
- d. Review and, if warranted, investigate concerns involving the care and use of animals at the university resulting from public complaints and from reports of noncompliance received from laboratory or university employees;
- e. Make recommendations to the IO regarding any aspect of the university's animal program, facilities, or personnel training;
- f. Review and approve, require modifications in (to secure approval), or withhold approval of those components of proposed activities related to the care and use of animals;
- g. Review and approve, require modifications in (to secure approval), or withhold approval of proposed significant changes regarding the care and use of animals in ongoing activities; and
- h. Be authorized to suspend an activity involving animals in accordance with the specifications set forth in the regulations referenced above.

4. Review of Activities Involving Animals

The IACUC shall review all university activities related to the care and use of animals and determine whether the proposed activities meet the following requirements to ensure that:

- a. Procedures involving animals will avoid or minimize discomfort, distress, and pain to the animals;

[Major revisions: December 16, 2019]

- b. The principal investigator has considered alternatives to procedures that may cause more than momentary or slight pain or distress to the animals and has provided a written narrative description of the methods and sources (e.g., the Animal Welfare Information Center was used to determine that alternatives were not available);
- c. The principal investigator has provided written assurance that the activities do not unnecessarily duplicate previous experiments;
- d. Procedures that may cause more than momentary or slight pain or distress to the animals will:
 - (1) Be performed with appropriate sedatives, analgesics or anesthetics, unless withholding such agents is justified for scientific reasons, in writing, by the principal investigator and will continue for only the necessary period of time;
 - (2) Involve, in their planning, consultation with the attending veterinarian or his or her designee;
 - (3) Not include the use of paralytics without anesthesia unless scientifically justified or approved by the IACUC;
- e. Animals that would otherwise experience severe or chronic pain or distress that cannot be relieved will be painlessly euthanized at the end of the procedure or, if appropriate, during the procedure;
- f. The animals' living conditions will be appropriate for their species and contribute to their health and comfort. The housing, feeding, and nonmedical care of the animals will be directed by the attending veterinarian or other scientist trained and experienced in the proper care, handling, and use of the species being maintained or studied;
- g. Medical care for animals will be available and provided as necessary by a qualified veterinarian or as prescribed by a qualified veterinarian;
- h. Personnel conducting procedures on the species being maintained or studied will be appropriately qualified and trained in those procedures (see Section 7. Training Requirements)
- i. Activities that involve surgery include appropriate provision for pre-operative and post-operative care of the animals in accordance with established veterinary medical and nursing practices. All survival surgery will be performed using aseptic procedures, including surgical gloves, masks, sterile instruments, and aseptic techniques. Major operative procedures on non-rodents will be conducted only in facilities intended for that purpose which shall be operated and maintained under aseptic conditions. Non-major operative procedures and all surgery on rodents do not require a dedicated facility, but must be performed using aseptic procedures. Operative procedures conducted at field sites need not be performed in dedicated facilities, but must be performed using aseptic procedures;
- j. No animal will be used in more than one major operative procedure from which it is allowed to recover, unless:

- (1) It is justified for scientific reasons, in writing, by the principal investigator;
 - (2) It is required as routine veterinary procedure or to protect the health or well-being of the animal, as determined by the attending veterinarian; or
 - (3) Other special circumstances exist as determined by APHIS.
- k. Methods of euthanasia used must be in accordance with the definition of the term set forth in 9 CFR Part 1, Sec. 1.1 unless a deviation is justified for scientific reasons, in writing, by the investigator.

5. Committee Operations

- a. Prior to IACUC review, each member of the committee shall be provided with a list of proposed activities to be reviewed. Written descriptions of all proposed activities that involve the care and use of animals shall be available to all IACUC members, and any member of the IACUC may obtain, upon request, full committee review of those activities. If full committee review is not requested, at least one member of the IACUC, designated by the chair and qualified to conduct the review, shall review those activities and shall have the authority to approve, require modifications in (to secure approval), or request full committee review of any of those activities. If full committee review is requested for a proposed activity, approval of that activity may be granted only after review, at a convened meeting of a quorum of the IACUC, and with the approval vote of a majority of the quorum present. No member may participate in the IACUC review or in the approval of an activity in which that member has a conflicting interest (e.g., one who is personally involved in the activity), except to provide information requested by the IACUC, nor may a member who has a conflicting interest contribute to the constitution of a quorum.
- b. The IACUC may invite consultants to assist in the review of complex issues arising out of its review of proposed activities. Consultants may not approve or withhold approval of an activity and may not vote with the IACUC unless they are also members of the IACUC.
- c. The IACUC shall notify principal investigators and the research facility in writing of its decision to approve or withhold approval of those activities related to the care and use of animals, or of modifications required to secure IACUC approval. If the IACUC decides to withhold approval of an activity, it shall include in its written notification a statement of the reasons for its decision and give the principal investigator an opportunity to respond in person or in writing. The IACUC may reconsider its decision, with documentation in committee minutes, resulting from additional information provided by the principal investigator.
- d. The IACUC shall conduct reviews of research activities not less than annually.
- e. The IACUC may suspend an activity that it previously approved if it determines that the activity is not being conducted in accordance with the description of that activity provided by the principal investigator and approved by the committee. The IACUC may suspend an activity only after review of the matter at a convened meeting of a quorum of the IACUC and with the suspension vote of a majority of the quorum present.

[Major revisions: December 16, 2019]

- f. If the IACUC suspends an activity involving animals, the institutional official, in consultation with the IACUC, shall review the reasons for suspension, take appropriate corrective action, and report that action with a full explanation to APHIS and any federal agency funding that activity.
- g. Proposed activities and proposed significant changes in ongoing activities that have been approved by the IACUC may be subject to further appropriate review and approval by university officials. However, those officials may not approve an activity involving the care and use of animals if it has not been approved by the IACUC.

6. Proposals for Activities Involving Animals

- a. The IACUC will develop and publish guidelines for submitting proposals. Proposals must be submitted on forms prescribed by the committee (Attachment A).
- b. A proposal to conduct an activity involving animals or to make a significant change in an ongoing activity (Attachment B) involving animals must contain the following:
 - (1) Identification of the species and the approximate number of animals to be used;
 - (2) A rationale for involving animals and for the appropriateness of the species and numbers of animals to be used;
 - (3) A complete description of the proposed use of the animals;
 - (4) A description of procedures designed to assure that discomfort and pain to animals will be limited to that which is unavoidable for the conduct of scientifically valuable research, including provision for the use of analgesic, anesthetic, and tranquilizing drugs where indicated and appropriate to minimize discomfort and pain to animals; and
 - (5) A description of any euthanasia method to be used.
- c. Researchers with IACUC approved protocols must complete an Annual Review and Progress Report (Attachment C) for each project before the annual expiration date. Researchers are also responsible for ensuring that all personnel involved in an IACUC approved protocol are appropriately trained for the activities being performed with accompanying documentation.

7. Training Requirements

All animal users must receive training prior to working with animals.

- a. Minimum training requirements will be determined by each department involved in animal handling and approved by the IACUC.
- b. Training should be appropriate for the species and activity being conducted.
- c. Training criteria will be reviewed by the departments involved in animal handling every three years.

[Major revisions: December 16, 2019]

- d. Documentation of training completion will be submitted to the IACUC with the proposal.
- e. Personnel changes for an IACUC approved project do not require resubmission unless the changes constitute a substantive change to the overall protocol. However, records of all training and personnel involved with the project at any time, must be maintained with the project documentation through the end of the records retention period.

8. Additional Charges to the IACUC

- a. The IACUC may set its own policies and procedures.
- b. The IACUC will indicate facility and programmatic needs to the IO so that facility and programmatic issues can be resolved and proper long-term planning can take place.
- c. The IACUC will develop an animal care and use program that includes respect and safety for animals and for people that work with animals.
- d. The IACUC will facilitate high-quality animal use in teaching and research on campus.

Attachment A: [IACUC Protocol Form](#)

Attachment B: [IACUC Amendment Form](#)

Attachment C: [IACUC Annual Review and Progress Report](#)