
Institutional Animal Care and Use Committee

Policies and Procedures



Division of Research
North Carolina A&T State University

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NORTH CAROLINA A&T STATE UNIVERSITY POLICY FOR THE CARE AND USE OF ANIMALS

I. INTRODUCTION

North Carolina A&T State University is committed to compliance with the National Institutes of Health “Principles for the Care and Use of Laboratory Animals,” [“The Guide for the Care and Use of Laboratory Animals,”](#) the [“Guide for the Care and Use of Agriculture Animals in Agriculture Research and Teaching,”](#) the provisions of the [Animal Welfare Act](#), and [the Good Laboratories Practice Act](#). To ensure institutional compliance, the university established an Institutional Animal Care and Use Committee (**IACUC**) to review activities involving the use of vertebrate animals for research, teaching, production, demonstration, or another use. Protocols for proposed activities will be submitted on the proper form to the **IACUC** and must be approved by the **IACUC** prior to animal acquisition and initiation of the activity. The committee will review proposed protocols and procedures involving the use of vertebrate animals in accordance with the Public Health Service Policy, federal law and institutional guidelines, whether the proposed activity is to be funded or not.

This document was developed to assist A&T State University faculty and staff in complying with institutional policy with regard to animal-use activities. For additional information concerning the university’s policy for care and use of animals, contact the Coordinator for Laboratory Animal Science, B.C. Webb Hall Rm. 107, Benbow and Market Street, (336) 334-7720, extension 2003, or the Institutional Animal Care Program office, or the Compliance Officer at (336) 334-7995.

II. REGULATIONS AND GUIDELINES

There are three separate classes of regulations and/or guidelines to protect animals from mistreatment and to ensure their proper care and use: (1) federal, (2) independent accrediting organizations, and (3) institutional. The United States Department of Agriculture (USDA) administers the Animal Welfare Act, and enforcement is provided by the Animal Plant and Health Inspection Services' (APHIS) Regulatory Enforcement of Animal Care (REAC) group. Unannounced inspections are made twice yearly. Uncorrected deficiencies could lead to suspension of research, fines, and withdrawal of all Public Health Service funds.

Each institution receiving monies from the U.S. Public Health Service must file a new assurance of compliance with federal policies and laws with the Office of Laboratory Animal Welfare (OLAW) every five years, with updates of the assurance required annually. The Institutional Animal Care and Use Committee will make semiannual inspections of all animal facilities maintained and operated by A&T State University covered by the assurance and submit to the committee and to the university official (Vice Chancellor for Research and Economic Development) a report of their findings.

The American Association for Accreditation of Laboratory Animal Care (AAALAC) sets the highest standards of animal care. Accreditation by AAALAC-International provides adequate assurance to the general public, enforcement agencies, the National Institutes of Health (OLAW), and other funding agencies that these standards are met.

A&T State University has a number of regulations and guidelines regarding the care and use of animals. We have on file with OLAW of the Public Health Service an assurance of compliance with regulations. We have also filed a description of our program with USDA-APHIS.

An important part of A&T State University's policy is the requirement that an **Animal Use Review Form** for all vertebrate animal-related activities be submitted by investigators for consideration by the **IACUC**. This process is the central, most important mechanism by which the institution oversees animal use in biomedical research, teaching, and demonstration programs.

III. RESPONSIBILITIES OF INVESTIGATORS

The support of investigators is crucial to maintaining high standards of animal care in a research setting. The following recommendations are provided for implementation by research faculty and staff:

- Be knowledgeable about and conduct all research and inquiry in accordance with approved policies governing the care and use of animals;
- Submit research protocols in a timely fashion as required by IACUC procedure, along with a description, in layman's terms, of the project and its intended benefits for use as needed by the Institutional Animal Care and Use Committee or public relations office;
- Maintain complete records of all procedures undertaken during all animal experiments;
- Conduct a thorough orientation for students, postdoctoral fellows, technicians, and other personnel participating in research on the rationale for the use of animals in each protocol. Be sensitive to the needs of faculty, staff, and students to adjust to participating in research performed on animals;
- Maintain a scholarly, sensitive, respectful environment during all animal experimentation;
- Participate in continuing education and training programs designed to keep investigators abreast of the latest laws, techniques, and procedures in animal research; and
- Emphasize the positive role of animal models when presenting research results or discussing human or animal disease with lay audiences, and describe the contributions of humanely-conducted animal studies to the development of new technologies and treatment capabilities for both man and animals.

IV. INSTITUTIONAL ANIMAL CARE AND USE COMMITTEE

A. Membership

1. The committee shall be a University Committee and shall consist of not less than 5 voting members.
2. Membership will include at least:
 - a. Two scientists
 - b. The attending veterinarian
 - c. Two “non-scientist” at the University
 - d. One “lay-person” who is not directly or indirectly, through family relationship, affiliated with the University
 - e. Representative from the Division of Research and Economical Development (DORED) and legal counsel.
3. New members will/or may be appointed, by the Chancellor at the beginning of each school year.
4. All members will serve one-year appointments except the attending Veterinarian.
5. The Chairperson of the Committee shall be appointed annually by the Chancellor and may serve more than one term.
6. Members may also be asked to serve more than one term.
7. The Chairperson may in some instances, request an outside consultant to serve as a primary reviewer of a particular animal usage protocol request.

B. Committee Responsibilities

1. The **IACUC** will review annually the institution’s program for humane animal care and use during the months of October and April utilizing a subcommittee which reports to the full committee for recommendations or changes in program procedures.
2. **IACUC** will inspect all of the campus and satellite animal facilities twice annually during the months of October and April utilizing a subcommittee, which reports to the full committee for recommendations regarding facility repair or improvement.

3. **IACUC** will have access for review and approval of all protocols and procedures involving the use of **any** animal for research, production, demonstration, and teaching. Certain persons will be asked to be primary reviewers, although any member of the committee can request a full committee review of any protocol.
4. The Chairman and the DORED will provide the necessary assurances to granting agencies that the A&T State University Institutional Animal Care and Use Committee has approved all research activities and is committed to the highest principles of humane animal care and use.
5. The **IACUC**, or the attending veterinarian acting for the **IACUC**, will initiate whatever action necessary to alter or suspend any animal activity whenever it is determined that the activity is not in compliance with acceptable practices or the investigator has deviated from their approved protocol. Problems that cannot be resolved through further consultation with the animal user and/or his/her department head will be referred to the appropriate dean, and if necessary, to the Vice Chancellor for DORED. The Chancellor may choose to consult with any or all parties concerned prior to termination of the animal-use activity.
6. All proposals for the renovation or construction of animal facilities must be approved in advance by the **IACUC**.

C. Committee Actions

1. The Compliance Officer will assign a Protocol Review Number (PRN) to all protocols **r e v i e w e d** and approved for use of animals.
2. The PRN will consist of the following information:
 - a. Number, letter and year
 - b. Use category:
 - R-Research**
 - T-Teaching**
 - P-Production**
 - D-Demonstration**
 - X-Other**
 - c. Consecutive Number and Proposal Number Assigned
EXAMPLE: (“05-0111-05-A94R)” or “(05-0000-05-A94R)”; 05-1111 - Indicates the proposal number assigned by the funding agency; or as in the second example, 05-indicates the year the protocol was received; 0000-indicates the protocol is not funded by a proposal; the second 05-indicates the year the protocol was approved; A-indicates it is an animal protocol

(versus human subjects), the 94-indictaes the 94th animal protocol approved in 2005; the R-indicates the protocol in the Research category.

3. All original Animal Use Review Forms can be obtained from the Division of Research section of the University's website. Principal Investigators should download the forms, complete, and obtain the appropriate signatures. All forms should be signed by the Principal Investigators, co-investigators and faculty advisors (if applicable), and appropriate department heads. Two copies should be sent to the IACUC chairperson; the hard copy with original signatures, in addition to one copy submitted via email.
4. The Committee will meet no less than once per semester, and at other times deemed necessary to promptly serve the faculty.
5. While the main intent of the committee is to review protocols relative to the humane care and use of animals, the Committee cannot always divorce itself from consideration of scientific merit.
6. Before a protocol is disapproved, the Committee shall interview the project leader and attempt to resolve the issues leading to disapproval.
7. If a protocol is disapproved, the applicant must be notified in writing as to what specifically warranted the rejection.
8. If a protocol is disapproved, the applicant can appeal directly to the **Vice Chancellor for the DORED**, who may wish to obtain additional input from other scientists on or off campus.
9. Under no circumstances shall the project proceed if rejected by the Committee.

D. Protocol Review Procedures

1. Protocol forms have been developed to assist the animal user in the review process. The "**Animal Use Review Form**" will be used for all activities. **IT IS UNDERSTOOD THAT THESE REVIEW PROCEDURES DO NOT APPLY TO THE VETERINARY TREATMENT OF CLIENT ANIMALS.**
2. **Review** forms can be obtained from the DORED website. Care should be taken to use the most recent version of the form. Obsolete versions of the form will not be accepted.
3. "**ANIMAL USE REVIEW FORMS**" (**Appendix A**) (the complete original and one electronic copy) **MUST BE RECEIVED BY THE CHAIRMAN OF THE IACUC WHICH WILL THEN BE SENT TO THE COMPLIANCE OFFICER AND DISTRIBUTED TO THE COMMITTEE PERSONS FOR REVIEW OR DESIGNATED REVIEWER.**

4. It is the responsibility of the investigator to submit written requests for modifications to an **approved protocol prior to initiation of any changes**. The request should fully explain the proposal changes (i.e., change in dosage intervals; modified surgical procedures; number of additional animals required, by species; proposed expiration date, etc.) and must be signed by the investigator.
5. A notification will be issued by the Compliance Officer prior to **PRN** expirations. The investigator will be required to complete a “Progress Report” form (Appendix B) in order for the protocol to be reviewed and considered for renewal approval. Investigators must maintain proper authorizations to insure compliance and continue their research effort.
6. Progress reports of concluded projects/courses are not required; however it is the investigator’s responsibility to provide notification to the **IACUC** when an approved project is terminated, completed, or not approved for funding.
7. Investigators are encouraged to submit protocols to the **IACUC** in ample time to allow for any changes, which may be necessary prior to **IACUC** approval. Accompanying certification is preferred by all federal agencies, and its inclusion in the original application greatly reduces possibilities that the application will be deferred or eliminated from consideration.
8. Members of the **IACUC** who are investigators and have protocols being reviewed by the Committee may not participate in the discussion of or vote on that protocol. This restriction includes co-investigators or others with a direct interest in the study.
9. Farm animals-Principal Investigators are required to send a P-395 form to the **IACUC** chair although farm animals are exempt.

V. ATTENDING VETERINARIAN

1. The attending veterinarian shall have appropriate expertise in laboratory animal medicine or veterinary pathology.
2. The attending veterinarian is a voting member of the **IACUC** and may also serve as the Institutional Veterinarian on the Committee.
3. As the “working arm” of **IACUC**, the attending veterinarian is responsible for monitoring the housing, feeding, care, and use of all animals at the institution.
4. The attending veterinarian will arrange frequent visits to all animal holding facilities and report regularly to the **IACUC** regarding the appropriateness of:
 - a. General animal health;

- b. Experimental procedures;
 - c. Preventive care;
 - d. Attention to sick animals;
 - e. Facility sanitation; and
 - f. Adequate supervision of technicians and caretakers.
5. The attending veterinarian will maintain a close working relationship with animal users and advise and assist them on such matters as:
 - a. Animal husbandry;
 - b. Animal biology;
 - c. Animal disease and zoonoses; and
 - d. Experimental surgery.
6. The attending veterinarian, acting for the **IACUC**, will initiate appropriate action to alter or suspend any animal-use activity whenever he/she determines that the activity is not in compliance with accepted practices, or the investigator has deviated from their approved protocol.
7. The attending veterinarian will notify the **IACUC** Chairman of any situation requiring corrective action. In situations requiring immediate/emergency response or corrective action the attending veterinarian will notify the Chairman within 24-48 hours and will provide written documentation of the incident when available.

VI. INVESTIGATOR AND TECHNICIAN TRAINING

1. The 1985 amendment to the Animal Welfare Act requires that staff training and instruction be made available with sufficient frequency to fulfill the research facility's responsibilities to ensure its personnel are qualified and that it is in compliance with the regulations.
2. Seminars and workshops will be provided to Investigators and technicians on the main campus on an annual basis. The seminars may cover such topics as institutional policies, investigator responsibilities, proper completion of the Animal Use Review Form, proper care of animals, and current laws and policies. Institutional training for scientists, technicians, and anyone using laboratory animals in research and teaching will be supported by the Division of Research and Economic Development. Graduate students working with research projects using animals are generally trained by the LARU staff on the particular species they are working with and receive a certificate of training.

3. The laboratory animal technicians on the main campus will be following the Training guidelines of the Animal Technician Certification Board of the American Association for Laboratory Animal Science.

VII. OCCUPATIONAL HEALTH PROGRAM

1. Responsible department laboratory unit heads are asked to identify individuals in their respective departments who are exposed to animals on a regular basis that should be included in the health program. Examinations for new employees should be arranged before the employee actually reports for work either with the university health center or personal physician. All employees of North Carolina A&T State University will enter into a personal health insurance program with the university.
2. Departmental laboratory unit heads should maintain at all times a complete list of employees covered under these guidelines. A periodic review should be conducted by the department laboratory unit head to insure that all employees are in compliance with this requirement.
3. The program will encourage an initial physical examination, a recorded medical history, the necessary immunizations, and an annual physical. All health records will be maintained by the Student Health Service or personal physician.

VIII. ANIMAL FACILITIES

1. All construction and renovation projects that involve animal rooms or facilities must be reviewed and approved by the **IACUC** before final authorization can be granted to proceed with the project. Line drawings may be used during preliminary reviews, however, exact specifications must be provided prior to final approval.
2. Animals may not be relocated for more than 24 hours from the area approved in the original protocol to any other site without the prior written approval of the attending veterinarian, or the **IACUC**.
3. Animal facilities which consistently fail to meet acceptable standards as established by the Animal Welfare Act and endorsed by A&T State University and the **IACUC** may be closed and the project suspended until the facilities are brought into satisfactory compliance with the guidelines.
4. When possible, all activities should be conducted in facilities under the direct supervision of the attending veterinarian. When activities are proposed at other locations, the facilities must be inspected and approved, in advance of use, by the attending veterinarian and Staff.

For further information on operating procedures for the use of animals on this campus, please contact the following person:

***Dr. Tracy Hanner, Chairman, IACUC
B.C. Webb Hall, Room 107 Tel: 334-7720***