
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

PREFACE

The purpose of this document is to assist A&T State University faculty and staff in complying with federal regulations and institutional policy with regard to animal care and use activities. For additional information concerning the university's policy for care and use of animals, contact the Institutional Animal Care and Use Committee (IACUC) Chair or the IACUC Administrator at (336) 334-7995.

DORED website address with contact information is:

http://www.ncat.edu/~divofres/compliance/IACUC/member_roster.php

I. INTRODUCTION

Individual faculty members who use animals in their research or teaching (including those whose research consists of field work involving animals) are, by law, accountable for conforming to the basic regulations and policies governing animal use on A&T's campus. These regulations and policies cover:

- The acquisition, care, and use of animals
- Efforts to minimize animal pain and distress
- The training of personnel using animals
- Consideration of alternatives to animal use
- Methods whereby deficiencies in animal care and treatment are reported

The privilege of using animals for research and teaching is accompanied by both ethical and legal responsibilities to use them in humane ways and in appropriate numbers. The use of animals in research and teaching is heavily regulated by federal, state, and local laws and for the protection of researchers and the university, all who use animals must know, understand, and comply with applicable laws, and are responsible for instructing their students and employees.

II. REGULATIONS AND GUIDELINES

There are regulations and guidelines that are in place to protect animals from mistreatment and to ensure their proper care and use. North Carolina A&T State University is committed to compliance with the National Institutes of Health (NIH) *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*. The chart below gives information regarding the different regulations and the organization responsible for oversight.

DOCUMENT/ORGANIZATION	STATUS	OVERSIGHT BY:
Animal Welfare Act	Federal Law	USDA; annual unannounced inspection
PHS Policy on Humane Care and Use of Laboratory Animals	PHS policy – applies to all PHS funded grants and contracts. PHS's	Office of Laboratory Animal Welfare (OLAW, formerly

	implementation of the above Principles	OPRR), NIH, PHS, HHS
Principles for the Care and Use of Animals Used in Testing, Research and Education	Principles endorsed by 9 federal agencies	Federal agencies including Health and Human Services (including PHS and NIH)
Association for Assessment and Accreditation of Laboratory Animal Care International (AAALAC)	Non-profit, "voluntary" accrediting organization	AAALAC; voluntary site visit every 3 years for accredited programs
Guide for the Care and Use of Laboratory Animals	Guidelines used by PHS Policy and AAALAC. Revised 1996	Used by NIH, AAALAC, and other organizations
2007 AVMA Guidelines on Euthanasia	The Guide defers to the AVMA report as the standard for acceptable methods of euthanasia	Used by AAALAC, NIH, IACUC's, and other organizations
Institutional Animal Welfare Assurance of Compliance to PHS	Required by PHS Policy in order to receive PHS funds for animal research at NCA&T	OLAW

III. INSTITUTIONAL ANIMAL CARE AND USE COMMITTEE

To ensure institutional compliance, the university established an Institutional Animal Care and Use Committee (**IACUC**) to review activities involving the use of all animals for research, teaching, production, demonstration, or other use. Protocols for proposed activities with animals are submitted 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 animals in accordance with the Public Health Service Policy, federal law and institutional guidelines, whether the proposed activity is to be funded or not.

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. Members will be appointed by the Chancellor at the beginning of each academic year.

4. All terms are one-year appointments except the attending Veterinarian; however, members may be asked to serve more than one term.
5. The Chairperson of the committee shall be appointed annually by the Chancellor and may serve more than one term.
6. The Chairperson may, in some instances, request an outside consultant to serve as a primary reviewer of a particular animal usage protocol request.

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. .
2. **IACUC** will inspect all of the campus and satellite animal facilities twice annually during the months of October and April.
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.
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 of 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 IACUC Administrator/Compliance Officer will assign a Protocol Number to all protocols reviewed for animal use. The protocol number will consist of the calendar year and the sequential number in order of receipt of proposal. *For instance, the 15th protocol received in the year 2010 will be: 10-015.*

2. The Committee will meet no less than once per semester, and at other times deemed necessary to promptly serve the faculty.
3. Before a protocol is disapproved, the Committee shall interview the project leader and attempt to resolve the issues leading to disapproval.
4. If a protocol is disapproved, the applicant must be notified in writing as to what specifically warranted the rejection.
5. 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.
6. Under no circumstances shall a project proceed if rejected by the Committee.

D. Protocol Review Procedures

1. The electronic Animal Care Application (ACAP) is accessible to assist the animal user in the review process. ACAP will be used for all activities.
2. ACAP can be accessed through the DORED website or following the link <https://ncat.myresearchonline.org/acap/index.cfm>
3. It is the responsibility of the investigator to submit an amendment via ACAP for modifications to an **approved protocol prior to initiation of any changes**.
4. Annual renewals are required for all protocols. A notification will be issued prior to the end of the first and second year. The investigator will be required to file a continuation via ACAP in order for the protocol to be reviewed and considered for renewal approval.
5. 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.
6. 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.

7. 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.

IV. ATTENDING VETERINARIAN

The attending veterinarian shall have appropriate expertise in laboratory animal medicine or veterinary pathology. S/he is a voting member of the **IACUC** and may also serve as the Institutional Veterinarian on the Committee. 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. The attending veterinarian will arrange frequent visits to all animal holding facilities and report regularly to the **IACUC** regarding the appropriateness of:

- General animal health;
- Experimental procedures;
- Preventive care;
- Attention to sick animals;
- Facility sanitation; and
- Adequate supervision of technicians and caretakers

The attending veterinarian will maintain a close working relationship with animal users and advise and assist them on such matters as husbandry, biology, surgery, disease and zoonoses.

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.

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.

V. RESPONSIBILITIES OF INVESTIGATORS

Investigators using animals in research or teaching have a responsibility to the scientific community and society as a whole for the proper stewardship of the animals under their care. Investigators, teachers, students, technicians and staff must be aware that use of animals in research is a privilege governed by public concerns, federal, state and local regulations, and North Carolina A&T State University policies. It is a violation of federal

regulations to carry out studies using vertebrate animals without an approved protocol or after expiration of a previously approved protocol.

Investigators are most importantly responsible for abiding by all approved protocol terms, training personnel involved in their projects, providing a safe working environment, and accurate record keeping. In further detail these responsibilities indicate:

- The continued ethical conduct of any research or instruction using animals, in compliance with the protocol as approved by IACUC;
- Submitting applications (initial, renewal, and modifications), via the ACAP system found on the DORED website, and adverse events reports to allow sufficient time for review and processing
- Ensuring that involved staff and students have been sufficiently trained and know how to handle and properly care for the species of animal being used in teaching or research;
- Ensuring that all personnel listed in an approved protocol have read, understand, and are thoroughly familiar with all aspects of the study.
- Maintain complete records of all procedures undertaken during all animal experiments
- Maintain a scholarly, sensitive, respectful environment during all animal experimentation;

VI. INVESTIGATOR AND TECHNICIAN TRAINING

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.

Seminars and workshops will be provided to Investigators and technicians on the main campus on an annual or as needed basis. The seminars may cover such topics as institutional policies, investigator responsibilities, submitting proposals using ACAP, 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.

VII. OCCUPATIONAL HEALTH AND SAFETY PROGRAM

An effective occupational health and safety program ensures that the risks associated with the experimental use of animals are reduced to acceptable levels. Potential hazards such as animal bites, chemical cleaning agents, allergens, and zoonoses that are inherent in or intrinsic to animal use should also be identified and evaluated. Procedures should be developed to manage such risks. The extent and level of participation of personnel in the occupational health and safety program should be based on the hazards posed by the animals and materials used; on the exposure intensity, duration, and frequency; on the susceptibility of the personnel; and on the history of occupational illness and injury in the particular workplace.

Responsible department laboratory unit heads are asked to identify individuals in their respective departments who are exposed to animals that should be included in the occupational health program. Examinations for new employees should be arranged before the employee actually reports for work with their personal physician.

Departmental laboratory unit heads should maintain, at all times, a complete list of employees covered under these guidelines. A periodic review conducted by the department laboratory unit head will ensure that all employees are in compliance with this requirement.

The occupational health and safety program encourages 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 (for students) or personal physician (faculty, staff, and students).

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. 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.
3. 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 **IACUC**, attending veterinarian and Staff.

4. 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**.