

**California State University, Stanislaus
Institutional Animal Care and Use Committee**

IACUC

Authority

- The IACUC has the authority to review the animal program and facilities, and to approve, to require modification as a condition of approval, or to withhold approval of proposed research that is within its scope of authority.
- The IACUC has the authority to suspend, limit, or terminate any ongoing approved protocol.
- The IACUC has the authority to determine whether or not a research activity is covered by these policies and procedures, and whether the activity requires review by the IACUC.

Responsibilities

- To review, at least once every six months, the institution's program for humane care and use of animals, using the Guide as a basis for this evaluation;
- To inspect, at least once every six months, all the institution's animal facilities using the Guide as a basis for evaluation;
- To prepare reports of the IACUC evaluations defined above, and submit them to the Institutional Official;
- To review concerns involving the care and use of animals at the institution;
- To make written recommendations to the Institutional Official regarding any aspect of the institution's animal program, facilities or personnel training;
- To review and approve, require modifications in (to secure approval), or withhold approval of those activities related to the care and use of animals and consider the following in such review:
 - ♦ Justification for the use of animals, the choice of species and the number of animals;
 - ♦ Assurance that the activity will be conducted in accord with the Animal Welfare Act insofar as it applies to the activity, and that the activity is consistent with the Guide unless acceptable justification for a departure is present;
 - ♦ Procedures will avoid or minimize discomfort, distress, and pain to the animals, consistent with sound research design;
 - ♦ Procedures do not unnecessarily duplicate previous experiments;
 - ♦ Procedures that may cause more than momentary pain or distress to animals shall be performed with appropriate sedation, analgesia or anesthesia, unless the use of such pain relief measures is contraindicated for scientific reasons and is justified in writing;
 - ♦ Animals that would otherwise experience severe or chronic pain or distress that cannot be relieved for scientific reasons shall be euthanized at the end, or if appropriate, during the procedure;
 - ♦ Living conditions for the animals will be appropriate for their species and contribute to their health and comfort. The housing, feeding and daily care of the animals will be performed by persons experienced in the proper care, handling and use of the species being maintained;
 - ♦ Medical care for animals will be available and provided as necessary by a qualified licensed veterinarian;
 - ♦ Personnel conducting procedures on the species being maintained or studied will be appropriately qualified and trained in those procedures and such training and qualifications will be documented;
 - ♦ Methods of euthanasia used will be consistent with the recommendations of the American Veterinary Medical Association (AVMA) Panel on Euthanasia, unless a deviation is justified for scientific reasons in writing by the investigator.

Institutional Official

Responsibilities

- Sign the Assurance with the Office of Laboratory Animal Welfare (OLAW) to commit the institution to meet the requirements of PHS Policy
- Ensure the institution complies with all applicable animal welfare laws, regulations and policies, and commitments in its Assurance
- Ensure appointment of the Institutional Animal Care and Use Committee (IACUC)
- Receive semi-annual inspection reports from the IACUC
- In consultation with the IACUC, determine whether deficiencies are significant or minor
- Review and approve annual reports for the Office of Laboratory Animal Welfare (OLAW)
- Consult with the IACUC regarding suspensions of IACUC protocols and corrective actions; Report to regulatory and funding agencies as required by applicable regulations
- Ensure the institution maintains the required records for the specified period of time
- Ensure all personnel involved in animal care, treatment and use are qualified to perform their duties and that training and instruction in specific areas are available to those personnel
- Ensure the institution has an attending veterinarian who provides adequate veterinary care to its animals

Attending Veterinarian

Responsibilities

- Serve as a member of the IACUC
- Advise IACUC on the recognition and palliation of pain, medical care of animals, aseptic surgery and postoperative care, multiple major survival surgery and ensuring veterinary care is available to mitigate animal pain and/or distress
- Review IACUC submissions to ensure that methods of experimentation, surgery, analgesia and euthanasia are appropriate
- Prescribe treatments to ill animals
- Advise on development of programs for quarantine and isolation, monitoring of vendors, monitoring of colony health, and routine vaccinations and parasite control
- Advise investigators on proper use of methods to relieve or reduce pain and distress to animals
- Assure that animals are euthanized when appropriate and in a humane manner
- Advise on the programs for disinfection, housing, nutrition, breeding and environmental enrichment
- Advise investigators and the IACUC on the appropriateness of specific techniques and methods

Investigator/Instructor

Responsibilities

- Know and adhere to University policies and federal rules and regulations governing research involving animals.
- Submit research protocols to the IACUC for approval prior to start of work
- Retain copies of all correspondence with the IACUC.
- Ensure that all protocol personnel are appropriately qualified and trained.

- Ensure that animals are properly handled and monitored during a procedure or surgery, as defined in the IACUC approved protocol, and ensure that research procedures that are followed are those defined in the IACUC approved protocol.
- Ensure that animals receive appropriate post-procedure care and monitoring.
- Ensure that animals are transported, on and/or off-site, by proper methods.
- Report any unusual or adverse event or unanticipated problem to the IACUC.
- Maintain records according to Sponsor's requirements or for at least three years following completion of research.
- Make records available for inspection by the IACUC or federal or state government agencies as required.

IACUC Chair

Responsibilities

- Lead IACUC meetings and direct discussions
- Review the meeting minutes and reports for submission to the IO
- Report to the IO any activities that have been suspended by the IACUC or any serious or continuing protocol compliance or operations problems
- Meet regularly with the IACUC Administrator

IACUC Administrator

Responsibilities

- Coordinate and schedule IACUC meetings, facility inspections and laboratory site visits by IACUC
- Promptly convey IACUC decisions to investigators in writing
- Coordinate and schedule reviews of institution's animal care and use program by outside agencies
- Act as a resource for investigators and IACUC members for regulatory issues and the status of protocols
- Prepare, maintain and update as required all institutional policy and procedure documents, forms and website
- Screen IACUC submissions for accuracy and completeness and correspond with investigator if documentation is inaccurate and/or incomplete
- Prepare and distribute agenda to IACUC
- Ensure a quorum is present at every IACUC meeting
- Prepare IACUC meeting minutes
- Ensure that each approved IACUC protocol receives continuing review on the schedule established by the IACUC
- Maintain all IACUC records and manage access to records
- Function as point of contact between the IACUC and regulatory agencies
- Establish and maintain all correspondence with accrediting and regulatory agencies involved in laboratory animal research and care, including annual reporting
- Meet regularly with the IACUC Chair