

Institutional Animal Care and Use Committee

Policy on the Humane Care and Use of Laboratory Animals

John Carroll University is committed to the humane treatment of animals used in teaching and research. To justify the ethical costs of using live animals in research, teaching, or testing, there must be a reasonable expectation that such usage will contribute to the advancement of knowledge that may eventually benefit humankind and/or animals. John Carroll University's policy is to provide the best possible care for animals used in research or teaching, thereby meeting or exceeding accepted guidelines and all applicable federal, state, and local legislation.

The university follows the guidelines established by the Public Health Service in its publications, *Public Health Service Policy on Humane Care and Use of Laboratory Animals*. ~~University employees and students are responsible for adherence to this policy.~~ *All animals owned and cared for by the university with university funds are covered by this policy and all research proposing to use animals for which funding is received from or through the university is subject to this policy.*

Initially Approved February 19

Revised June 0

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nd Revision: January 0

3rd Revision: October 0

4th Revision: September 0

I. Institutional Policy

- A. This institution shall comply with all applicable provisions of the Animal Welfare Act and other federal statutes and regulations relating to animals including the Office of Laboratory Animal Welfare (formerly the Office for Protection from Research Risks Division of Animal Welfare) and the National Institutes of Health's Public Health Service Policy (PHS). Reporting will be done following the Office of Laboratory Animal Welfare's (OLAW) Guidelines.
- B. This institution is guided by the *U.S. Government Principles for the Utilization and Care of Vertebrate Animals Used in Testing, Research, and Training*, a copy of which is attached as Appendix A.
- C. This institution acknowledges and accepts responsibility for the care and use of animals involved in research and teaching. As partial fulfillment of this responsibility, this institution will make all possible efforts to ensure that all individuals involved in the care and use of animals understand their individual and collective responsibilities for compliance with all applicable laws and regulations pertaining to animal care and use.
- D. This institution has established and will maintain a program of activities involving animals in accordance with the *Guide for the Care and Use of Laboratory Animals (Guide)*.
- E. This institution has established an Institutional Animal Care and Use Committee (IACUC) that is qualified through the experience and expertise of its members to oversee the institution's animal program, facilities, and procedures.
- F. The ex officio Institutional Official (IO) of the IACUC is the Provost and Academic Vice President of John Carroll University.

II. Institutional Animal Care and Use Committee (IACUC)

A. Members

1. The Institutional Official (IO) appoints members nominated by the chair of the IACUC. The IACUC consists of at least five members who are ordinarily appointed for a three-year term. Membership meets the minimum composition requirements set forth in the PHS Policy (i)8 (o (on) T)Tt 2 (mon) T)g 1 Tf-0.004 T, (be)4 (r)3 (-6 (r

In addition to following PHS Policy and the Animal Welfare Act composition requirements, the Committee must also be comprised of at least two members from the Department of Biology.

2. The IACUC reports directly to the Institutional Official through the ex officio Chair of the committee, the Associate Academic Vice President. The ex officio Co-Chair of the IACUC is the Chair of the Department of Biology.
3. Duties of the IACUC Administrator include scheduling meetings, notifying members of meetings, writing and distributing minutes of the meetings, typing and distributing IACUC documents, receiving and distributing *Protocol Review Forms*, serving as the contact person for members' questions and investigators' responses regarding protocols, and recording approved or disapproved protocols. The Administrator also schedules the semiannual inspection and writes the report based on the subcommittee's comments.
4. An IACUC member shall be recused from reviewing an IACUC protocol from a principal investigator or co-investigator with whom the member has an unresolved personal, professional, or financial conflict of interest. For example, an IACUC member cannot review an IACUC protocol submitted by

subcommittee member will notify Facilities Management and the Principal Investigators of any deficiencies and will follow up with them to ensure that deficiencies are corrected in a timely manner.

3. Prepare

live vertebrates that involves invasive¹ procedures, potential harm to the animals, or materially alters the animals' behavior. This applies to field research projects that are conducted through or on the John Carroll University campus, associated with any teaching degree program at John Carroll

committee members are present at the meeting, the quorum of

New Protocol Review.

3. If the project will continue for a fourth year, the researcher must submit a new protocol form and wait for approval before the start of the fourth year. The IACUC can request a new protocol any time prior to the three-year renewal if warranted.
- M. Faculty sponsors have the responsibility of ensuring that student projects are conducted in accordance with the *Protocol Review Form* and in accordance with federal regulations.
- N. Projects conducted by JCU faculty at an institution assured by PHS and receiving IACUC approval from that institution need not be reviewed by the IACUC at John Carroll University. However, a copy of the *Protocol Review Form* submitted to the other institution, along with a copy of the approval memorandum or letter, should be provided to the Chair of the IACUC and maintained by the IACUC Administrator in the files of the Committee.
- O. Projects conducted by JCU students at an institution assured by PHS and receiving IACUC approval from that institution need not be reviewed by the IACUC at John Carroll University. However, a copy of the approval memorandum or letter from the other institution should be provided to the Chair of the IACUC and maintained by the IACUC Administrator in the files of the Committee.
- P. Any project proposing the use of animals for which John Carroll University will provide partial or total funding should submit a *Protocol Review Form* for consideration by the IACUC.

IV. Recordkeeping Requirements

- A. The IACUC shall maintain:
1. Minutes of its meetings, including records of attendance, activities of the committee, and committee deliberations.
 2. Records of applications, proposals, and proposed significant changes in the care and use of animals and whether IACUC approval was given or withheld.
 3. Records of semiannual IACUC reports and recommendations, including minority views, as forwarded to the Provost/Academic Vice President.
- B. All records shall be maintained for at least three years. Records that relate directly to applications, proposals, and proposed significant changes in ongoing activities reviewed and approved by the IACUC shall be maintained for the duration of the activity and for an additional three years after completion of the activity.

- VIII. Investigators and other personnel shall be appropriately qualified and experienced for conducting procedures on living animals. Adequate arrangements shall be made for their in-service training, including the proper and humane care and use of laboratory animals.
- IX. Where exceptions are required in relation to the provisions of these Principles, the decisions should not rest with the investigators directly concerned but should be made, with due regard to Principle II, by an appropriate review group such as an institutional animal care and use committee. Such exceptions should not be made solely for the purposes of teaching or demonstration.

Appendix B

Criteria for Evaluation of the Protocol Review Form

1. The IACUC reviews those components of projects related to the care and use of animals.
2. Projects must avoid or minimize unnecessary discomfort, distress, or pain to animals.
3. Procedures that may cause more than momentary or slight pain or distress to animals must: be performed with appropriate sedatives, analgesics, or anesthetics unless withholding such agents is justified for scientific reasons; involve consultation with the attending veterinarian; not include the use of paralytics without anesthesia; allow euthanasia to avoid severe or chronic pain or distress.
4. Projects must not unnecessarily dup1.41 -2 (us)-1 (t)-2 (not)-2 T3 1 Tf()in4 (r)3 (oj)g(l) Td(P) u