

POLICY AND PROCEDURES FOR THE UWF
INSTITUTIONAL ANIMAL CARE AND USE COMMITTEE (IACUC)

This policy document contains procedures describing how the UWF Institutional Animal Care and Use Committee (referred to hereafter as the Committee) fulfills each of the functions listed in its “Charter” and set forth in the Public Health Service Policy on Humane Care and Use of Laboratory Animals (referred to hereafter as “PHS Policy”). This description of procedures is required for any Animal Welfare Assurance filed by the University with the Office of Laboratory Animal Welfare (OLAW) as specified in the “PHS Policy” (Section IV.A.1.e; see also “OLAW” Sample Animal Welfare Assurance). Definitions from “PHS Policy” (Section III.) are used throughout.

1. The Committee shall meet and review at least once every six months, but as often as deemed necessary by the Committee Chairperson, the University’s program for the proper and humane care and use of animals, using the “Guide for the Care and Use of Laboratory Animals” as a basis for evaluation (See Section IV.A.1.a.-i. of the “PHS Policy” for program components).
2. The Committee shall inspect each of the University’s animal facilities, including satellite facilities, at least once every six months, but as often as deemed necessary by the Committee Chairperson, and whenever there are any significant modifications to such facilities. The “Guide for the Care and Use of Laboratory Animals” shall be used as the basis for evaluation. To facilitate inspections, the Office of Research shall maintain a current listing of all animal care and use facility locations (buildings, room numbers, etc.); their functions (vivarium, maintenance, storage, research lab, instructional lab, etc);

the animal species cared for or used at each location; and the responsible personnel (animal caretakers, principal investigators, etc.). Committee members shall be provided updated copies of this listing at the beginning of each academic year, and shall be consulted prior to any significant modifications.

Advanced notice of inspections shall ordinarily be given to Department Chairpersons so that personnel responsible for animal care and use, including principal investigators and caretakers, are present during inspections.

Unannounced inspections, when deemed appropriate, shall normally be called by a member of the Committee not associated with a department having an animal facility. Unannounced inspections shall not appear on meeting agendas.

3. The Committee shall prepare reports of its evaluations of the University's live vertebrate animal program and facilities and submit them to the Associate Vice President for Research, as specified in the "PHS Policy" (Section IV.A.2., Category 2, Section IV.B.3.; and Section IV.F.).
 - a. With regard to the University's program for the proper and humane care and use of animals, the reports shall address (among other things) the training or instruction available to scientists, animal technicians, and other personnel involved in animal care, treatment, or use; specifically, training or instruction in the humane practice of animal care and use, as well as training or instruction in research and testing methods that minimize the

number of animals required to obtain valid results and minimize animal distress.

- b. The reports shall be updated at least once every six months upon completion of the required semiannual evaluations and shall be maintained by the University and made available to OLAW upon request. The reports must contain a description of the nature and extent of the University's adherence to the "Guide" and the "PHS Policy," and must identify specifically any departures from the provisions of the "Guide" and the "PHS Policy," and must state the reasons for each departure. The reports must distinguish significant deficiencies from minor deficiencies. A significant deficiency is one that, consistent with the "PHS Policy," and, in the judgement of the Committee and the Associate Vice President for Research, is or may be a threat to the health or safety of the animals. If program or facility deficiencies are noted, the reports must contain a reasonable and specific plan and schedule for correcting each deficiency. If some or all of the University's facilities are accredited by the American Association for Accreditation of Laboratory Animal Care (AAALAC) or another accrediting body recognized by PHS, the report should identify those facilities as such.
- c. The Associate Vice President for Research shall keep the Committee fully informed of plans and progress in correcting identified deficiencies as well as any other modifications in the animal care and use program and

facilities. Every effort should be made to conform to the recommendations of the “Guide.”

- d. At least once every 12 months, the Committee, through the Associate Vice President for Research, shall report in writing to OLAWOPRR:
 1. any change in the University’s program or facilities which would place the University in a different category than specified in its Assurance (see IV.A.2. of the “PHS Policy”);
 2. any change in the description of the University’s program for animal care and use as required by IV.A.1.a.-i. of the “PHS Policy;”
 3. any changes in the Institutional Animal Care and Use Committee membership; and
 4. notice of the dates that the Committee conducted its semi-annual evaluations of the University’s program and facilities and submitted the evaluations to the Associate Vice President for Research.
- e. At least once every 12 months, the Committee, if it has no changes to report as specified above, shall submit a letter, through the Associate Vice President for Research, to OLAW stating that there are no changes and informing OLAW of the dates of the required Committee evaluations and submissions to the Associate Vice President for Research.
- f. The Committee, through the Associate Vice President for Research, shall promptly provide OLAW with a full explanation of the circumstances and actions taken with respect to:
 1. any serious or continuing noncompliance with the “PHS Policy;”

2. any serious deviation from the provisions of the “Guide;” or
 3. any suspension of an activity by the Committee.
- g. Reports shall include any minority views filed by members of the Committee.
4. Concerns of any individual or organization involving the care and use of animals at the University should be delivered in writing to the Associate Vice President for Research who shall log them and send copies to the Committee Chairperson. The concerns shall be reviewed by the Committee at its next scheduled meeting, or sooner if deemed appropriate by the Committee Chairperson or the Associate Vice President for Research (see Procedure 5).
 5. Recommendations regarding aspects of the University’s animal program, facilities, or personnel training shall be developed during Committee meetings and shall require majority approval. Such recommendations shall be forwarded to the Associate Vice President for Research via copy of the Committee’s minutes and/or memo from the Committee Chairperson. The Associate Vice President for Research shall consider the Committee’s recommendation and notify all involved parties of the Committee’s recommendations and what actions will be taken.
 6. Prior Committee approval of a project shall be required before any and all purchase, care, and use of animals, regardless of funding source.
 - a. To monitor compliance with this policy, the Office of Research shall maintain a record and develop a report for the previous year of any and all purchases, care, and use of animals, along with a list of involved

personnel (e.g., principal investigators and caretakers). Content for the report will be developed through the UWF purchasing process. Copies of these reports, with identification of any incidents of failure to obtain prior approval, shall be provided promptly to all members of the Committee.

The Office of Research shall ensure that department chairpersons and those using animals have access to copies of the “U.S. Government Principles for the Utilization and Care of Vertebrate Animals Used in Testing, Research and Training;” the “Guide for the Care and Use of Laboratory Animals;” the complete “Charter and Policy and Procedures for the UWF Institutional Animal Care and Use Committee;” and any other pertinent information deemed necessary. A physical copy of the UWF Policy and Procedures for the Institutional Animal Care and Use Committee and the Guide for the Care and Use of Laboratory Animals will be permanently located in each location where animals are used and/or housed.

The Office of Research shall also ensure that all Committee members have access to, in addition to the documents in the preceding paragraph, the “Public Health Service Policy on Humane Care and Use of Laboratory Animals,” the “Scientist Center for Animal Welfare Consensus Recommendations on Effective Institutional Animal Care and Use Committees,” the latest “Report of the American Veterinarian Medical Association Panel on Euthanasia,” the University’s current “Animal

Welfare Assurance,” and the “UWF Institutional Animal Care and Use Application.”

- b. To apply for the purchase, care, and use of live vertebrate animals, the UWF Institutional Animal Care and Use Application, in addition to an associated grant application or proposal, research protocol, or laboratory syllabus must be delivered to the Office of Research. As specified in the “PHS Policy” (Section IV.C.), the Committee shall review the submitted material to determine that the proposed activities are in compliance with the “PHS Policy.” In making this determination, the Committee shall confirm that the activity will be conducted in accordance 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 presented. Further, the Committee shall determine that the activity conforms to the University’s Animal Welfare Assurance and meets the requirements set forth in the “PHS Policy” (Section IV.C.1.a.-g.) which implement the “U.S. Government Principles for the Utilization and Care of Vertebrate Animals Used in Testing, Research and Training.”

A grant application or proposal involving live vertebrate animals shall not be mailed to an agency until a completed UWF Institutional Animal Care and Use Application has been delivered to the Office of Research. When considering granting agency deadlines, at least one month should be allowed for the Institutional Animal Care and Use Committee to complete its review of an application.

- c. To initiate review, the Office of Research shall provide each Committee member with a list of the UWF Institutional Animal Care and Use Applications to be reviewed, along with the UWF Applications and those sections of associated grant applications and proposals that relate to the care and use of animals, research protocols, and laboratory syllabi. Within five working days, the Committee members shall review the material for each application and transmit to the Office of Research their decision to either approve, require modifications in to secure approval, or convene the Committee as a whole to discuss an application under review. Withholding approval shall require convening the Committee as a whole. The Office of Research shall notify the Committee Chairperson of the members' decisions.

If full Committee review of an application is not requested, but one or more members require modifications in to secure approval, the Chairperson shall designate at least one member of the Committee, qualified to conduct further review, who shall have the authority after considering the decisions of other Committee members to either approve, require modifications in to secure approval, or request full committee review of an application. All Committee members shall be promptly notified of the decision.

If full committee review of an application is requested, approval may be granted only after review at a convened meeting of a quorum (majority) of the Committee, and with the approval vote of a majority of

the quorum present. The Chairperson shall attempt to convene a meeting of the Committee within two weeks.

No member may participate in the Committee review or approval of an application in which the member has a conflicting interest (e.g., is personally involved in the project), except to provide information when requested by the Committee; nor may a member who has a conflicting interest contribute to the constitution of a quorum. The Committee may invite principal investigators and consultants to assist in the review of specific issues.

- d. The Committee shall conduct continuing review of animal care and use activities that it has previously approved. This shall be done at appropriate intervals as determined by the Committee, but not less than once every three years. A calendar of approval periods and anniversary dates shall be maintained by the Office of Research. A current copy of the calendar shall be provided to all Committee members at the beginning of each academic year.

The maximum approval period for a project shall be three years. The procedure to be followed to apply for continuation of a project beyond an approval period shall be the same as that described above for initial approval. In addition, annual status reports for previously approved projects may be required by the Committee as an approval condition and those reports must be submitted by principal investigators to the Office of Research, which shall make them available to Committee members.

These reports, if required, must include a complete description of any and all changes in a project (see Procedure 7).

7. Prior Committee approval shall be required for significant changes in any and all care and use of animals in ongoing activities, regardless of the funding source. The procedure to be followed is to submit a letter describing the changes and requesting approval of the previously approved protocol to the Committee through the Office of Research. The Committee may request that additional information be provided in support of the request. The sharing or exchanging of approval with another principal investigator shall require prior approval of the Committee.
8. Thesis research conducted under the sponsorship of a faculty member who has already received IACUC approval shall be exempt from committee review. This assumes the thesis research to be conducted is actually a part of a research investigation that has already received IACUC approval, making it unnecessary for the research to be reviewed again. The research investigation must be active at the time the thesis research is to be conducted.
9. The Committee shall notify the Associate Vice President for Research in writing of its decision to approve or withhold approval of an application/proposal related to the care and use of live vertebrate animals, or of modifications required to secure Committee approval. This shall be done via copy of the "Official Use" page of the UWF Institutional Animal Care and Use Application. If the Committee decides to withhold approval or require modifications in to secure approval, 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. If modifications are required, the procedure to be followed to apply for approval shall be the same as that described above under Procedure 6 for initial approval.

An application/proposal that has been approved by the Committee may be subject to further appropriate review by the Associate Vice President for Research. However, the Associate Vice President may not approve an activity involving the care and use of animals unless the Committee has first approved it nor may s/he disapprove an activity that has been approved by the Committee without discussion with the Committee. Such discussion will be followed by a second vote by the Committee to either override or support the Associate Vice President for Research's decision. The Associate Vice President for Research shall notify the applicant and Committee in writing of the decisions of the Committee and the Office of Research. This shall be done within two working days from the decision via copy of the "Official Use" page of the UWF Institutional Animal Care and Use Application.

The University's Purchasing Department shall not order any live vertebrate animals until receiving written notification from the Associate Vice President for Research that both the Office of Research and the Institutional Animal Care and Use Committee has approved an application/proposal, and thus the care and use of a specific number of specified animals, for a specific project by a specified principal investigator, and for a specific period of time. This

notification may be communicated by means of a copy of an approved UWF Institutional Animal Care and Use Application.

10. The Committee may suspend an activity that it previously approved if it determines, after appropriate review, that the activity is not being conducted in accordance with applicable federal, state, and local regulations; e.g., the Animal Welfare Act, the “Guide for the Care and Use of Laboratory Animals,” the University’s Animal Welfare Assurance, and the “PHS Policy” (Section IV.C.1.a.-g.) which implements the “U.S. Government Principles for the Utilization and Care of Vertebrate Animals Used in Testing, Research and Training.” The Committee may suspend an activity only after review of the matter at a convened meeting of a quorum (majority) of the Committee and with the suspension vote of a majority of the quorum present.

If the Committee suspends an activity involving animals, the Associate Vice President for Research, in consultation with the committee, shall review the reasons for suspension, take appropriate corrective action, and report that action with a full explanation to the Office of Laboratory Animal Welfare (OLAW).

11. Recordkeeping, as specified in the “PHS Policy” (Section IV.E.), shall be carried out by the Office of Research.