

**INSTITUTIONAL
ANIMAL
CARE
AND
USE
COMMITTEE**

**POLICY AND
PROCEDURE
MANUAL**



Illinois Institute of Technology
Institutional Animal Care and Use Policy

I. Introduction

- A.** The Illinois Institute of Technology (IIT) Institutional Animal Care and Use Policy is established to assure compliance with federal, state and local regulations and policies for the care and use of non-human vertebrate animals. IIT is governed by federal laws and regulations (Animal Welfare Regulation, 9 CFR Parts 1,2,3 and 4) issued by the U.S. Department of Agriculture (USDA) and National Institutes of Health (NIH.) IIT plans to file a Letter of Assurance with the National Institutes of Health which states that the Public Health Service Guidelines for the Care and Use of Laboratory Animals will be followed.

II. Applicability

- A.** This policy is applicable to the care and use of all living vertebrate animals (e.g., traditional laboratory animals, farm animals, wild life, and aquatic vertebrates), in instruction, research, service, and testing by IIT faculty, staff and students. Animals used by IIT faculty, staff and students fall under the purview of the Institutional Animal Care and Use Committee (IACUC).
- B.** IIT faculty or staff must submit protocols for review and approval. People who have approved protocols must assure that all individuals who work on that protocol are qualified. The Principal Investigator (PI) on all submitted protocols must be an IIT faculty or staff member. Students may be included as qualified personnel on a protocol if the principal investigator on that protocol assures their qualifications. If the animal care education is part of the class curriculum the professor responsible for the class is responsible for IACUC approval.
- C.** This policy applies to animal care and use activities conducted both on and off campus, by IIT faculty, staff or students.

III. Institutional Official

- A.** The President of IIT shall appoint an Institutional Official who shall be responsible for administering this policy. This Official will exercise administrative supervision for all IIT activities involving the humane treatment of animals used in teaching and/or research, and shall have regular contact with all areas of veterinary support. This individual shall execute and submit all reports

required by government regulatory agencies. IACUC policy shall be reviewed and revised by the IACUC and the Institutional Official as appropriate to remain in compliance with federal and state regulations.

IV. Veterinary Support

- A. Veterinary supervision and care will be provided in accordance with federal, state and local regulations and policies. Veterinarian will be certified by the American College of Laboratory Animal Medicine (ACLAM) or have experience in laboratory animal science or in the care of the species being used.

V. Animal Care and Use Committee

- A. IIT shall establish and maintain an Institutional Animal Care and Use Committee (IACUC). An individual will be nominated by the IACUC members to serve as Chair of the committee. Each member will be appointed for a term of three (3) years. consecutive terms may be served. Members unable to serve some portion, or the remainder of their term may be excused for that portion or the remainder with the President appointing a suitable replacement. Current IACUC members may make suggestions for new members to the Chair/Executive Officer. It will be the responsibility of the IACUC Chair to find a suitable replacement in a timely manner in order not to inconvenience the resigning member. The member shall notify the IACUC chair and/or the Executive Officer of his/her intended resignation at least 60 days prior to the resignation date.
- B. The Committee shall be composed of at least five members appointed by the President of IIT or the Institutional Official and shall include the following:
 - One of the members shall be the Veterinarian of Record.
 - At least one public member to represent community interests. The public member(s) should not be a laboratory animal user. The public member(s) should not be affiliated with the institution and should not be member(s) of the immediate family of a person who is affiliated with the institution.
 - At least one practicing scientist experienced in research involving animals.
 - Not more than three members shall be from the same administrative unit.
 - One member shall be an institutional representative and shall serve as an ex-officio non-voting member of the committee.

Each member shall be appointed for three years and may serve consecutive terms. The IACUC reports directly to the Institutional Official appointed by the President.

- C. The IACUC shall meet at least once every six months at a time and place acceptable to the membership, for the purpose of reviewing standard operating

procedures (SOPs) involving the care of animals and protocols involving the use of animals. SOPs are the appropriate documentation for animals involved in research. All other animal care and use activities will be reviewed as protocols. Protocols shall be reviewed in accord with Animal Welfare Regulations, the Public Health Service Policy, "U.S. Government Principles for Utilization and Care of Vertebrate Animals Used in Testing, Research and Training", the National Research Council "Guide for the Care and Use of Laboratory Animals", and the Federation of Animal Science Societies "Guide for the Care and Use of Agricultural Animals in Agricultural Research and Teaching".

Any member who fails to respond to the review of four consecutive animal care protocols or who fails to attend the semi-annual review shall be removed from the IACUC and a replacement designated to fill the remainder of the removed member's appointment term.

- D.** Animal care and use protocols shall be reviewed in accord with the federal Animal Welfare Regulations, the Public Health Service Policy on Humane Care and Use of Laboratory Animals, and the "Guide for the Care and Use of Laboratory Animals". All actions by the full committee must be approved by a majority of members. Protocols must be reviewed prior to the initiation of any research, teaching or testing activity to determine whether the proposed care and use of animals is appropriate and humane and then either approved, returned for modifications to secure approval, or disapproved. The IACUC will conduct continuing reviews of approved activities at appropriate intervals (a minimum of annually) including a complete review at least once every three years.
- E.** The IACUC shall have the authority to approve, require modification, disapprove, or terminate any use of animals which, in its judgment, violates IIT policy, federal regulations, accepted principles of humane treatment and current standards of best practice. The IACUC is authorized to prohibit the maintenance of animals in any facility that does not meet animal care standards. Animals no longer maintained on an approved protocol will be placed under the control of the institution and the institution will determine use of those animals.
- F.** The IACUC may be called into interim review sessions by the chairperson at any time to consider matters which involve animal welfare. Any member of the IACUC or the President of the IIT or the Institutional Official may request a meeting. The Chairperson is bound to honor all such requests within a period of ten (10) working days.
- G.** In addition to the review of protocols involving the use of animals, IIT shall also assure that training courses and/or seminars are available to all faculty, staff and students. This training shall be offered no less than once each academic semester.
- H.** At least once every six months, the IACUC shall evaluate the animal care program and inspect all animal facilities and activity areas. After review and

inspection, written reports signed by a majority of the IACUC will be made to the Institutional Official on the status of the animal care and use program and other activities as required by federal, state or local regulations and policies.

- I.** The IACUC shall establish a mechanism for the receipt and review of concerns involving the care and use of animals at IIT.
- J.** IIT shall keep documentation of IACUC activities as required by the federal Animal Welfare Regulations and as described in the Public Health Service Policy on Humane Care and Use of Laboratory Animals. IIT's Office of Sponsored Research and Programs shall maintain these records. Documentation will include records of IACUC meetings and records of deliberations, program review and facility inspection reports, institutional reports, protocol review records, and institutional assurances.
- K.** If a principal investigator's animal protocol is not approved, the principal investigator may appeal the decision. The PI can request an appearance before the IACUC committee to answer questions raised by the Committee. The IACUC's decision on the appeal will be final.

VI. Institutional Biosafety

In the course of research involving animals, employees may have to work with a variety of hazardous/toxic chemicals or gases. The PI is responsible for contacting the Institutional Biosafety Committee prior to starting the animal studies to see if any additional approvals are needed.

VII. Training of Faculty, Staff and Students

- A.** All individuals engaged in the use of vertebrate animal species at IIT are required to complete training sponsored by the IACUC.
- B.** The IACUC shall consider the qualifications of the personnel to perform the procedures. Protocols that fail to substantiate expertise will not be approved. Individual training to meet the requirements following IACUC review of protocols will be made available upon request.
- C.** Laboratory animal technicians shall complete, at IIT's expense, both formal and individualized training as deemed appropriate by the Institutional Official. The Laboratory animal technicians shall maintain an appropriate level of expertise through continuing education.
- D.** Students employed in the animal facilities shall be trained in matters of general animal husbandry by the senior laboratory animal technician.

- E.** Additional educational resources can be found on the website at:
<http://www.grad.iit.edu/research/OSRP/iacuc.html>

VIII. Animal Facilities

- A.** Animal facilities under the purview of IIT shall be operated in accordance with federal, state and local regulations and policies and accepted animal husbandry procedures. IIT is responsible for the oversight and compliance of IIT animal care facilities and activity areas. Individual animal physical facility and activity areas will be maintained by individuals/units who establish the area.

B. Animal Procurement

- A.** Live animals shall not be purchased until the protocol for their use has been approved by the IACUC.

IX. Review Process

- A.** The IACUC chairperson, or a designated representative (usually the Executive Officer of the IACUC), receives a completed copy of the IACUC Application for Animal Use Protocol Review from the PI. The chairperson and a designated representative (usually the laboratory animal veterinarian) conduct a preliminary review of the submitted information as soon as possible (usually five to seven working days). Obvious concerns are resolved with the PI at this time. The IACUC has the right to vote via email.

- B.** Following preliminary review, photocopies are made and distributed to the rest of the committee for final review. Routinely, each committee member has up to twenty-one to thirty (21-30) working days to complete his/her review. Based on that review, each committee member completes an IACUC Protocol Review Form and returns it to the IACUC Chairperson or designated representative. Two approval methods are available to the IACUC: 1) approve by designated reviewer method, and 2) call for full IACUC review. If any IACUC member requests full committee review, then a convened meeting consisting of at least a quorum is required for approval. If all committee members select option #1, then the committee chairperson and an additional member (usually the laboratory animal veterinarian) complete the review and approval process. When the review process is completed, the PI is notified in writing. When approved, an Approval Number is assigned to the IACUC Application Form and is referenced when ordering animals. The protocol review forms and a copy of the approval notification are attached to the IACUC Application Form and placed in the IACUC file. Any IACUC member who submits a completed IACUC Application Form for approval is considered to have a conflict of interest and is therefore disqualified from the review process.

IACUC Application Forms are approved for a period not to exceed three (3) years. During the three-year period of approval, each current IACUC Application Form will be reviewed by the IACUC on an annual basis. Each IACUC member is responsible for conducting these reviews. Any concerns will be discussed at this time, and corrective measures initiated if required.

Principal investigators are encouraged to contact the Office of Sponsored Research and Programs for any concerns or questions.

B. Animal Studies at Collaborating Institutions

If there is a subcontract from IIT to the collaborating institution, no paperwork is needed, as the subcontract flows down the responsibilities for IACUC compliance to the other institution.

If there is not a subcontract, but all the work will be performed at the collaborating institution, the principal investigator will be required to provide a copy of the collaborating institution IACUC approval to the Executive Officer of the IACUC. No other documentation will be required.

If there is not a subcontract, and the animals will be purchased by IIT for shipment to another location, and all the work will be performed at the collaborating institution, the principal investigator will be required to complete and sign the first page of the IACUC application indicating that no work will be done at IIT and attach a copy of the collaborating institutions IACUC application and approval.

Collaborators from other institutions who will perform animal studies at the Illinois Institute of Technology will need to follow IIT's IACUC policy and procedures.

APPENDIX A

Animal Care and Use Protocol Review Guidelines

The following topics shall be included in the review of protocols.

- Rational and purpose of the proposed use of animals; objectives and significance of the research or teaching activity.
- Aspects of the proposed experiment or demonstration having to do directly with animal care and use, including:
 1. Justification for the species and (or strain) of animals to be used.
 2. Justification for the number of animals to be used including when possible a statistical justification.
 3. Description of procedures that cause discomfort, distress, or pain and of methods of alleviation including anesthesia, analgesia, and tranquilizers, as well as justification for any procedures that involve unalleviated pain, discomfort or distress. Scales of pain or invasiveness might aid in the preparation and review of protocols. Conduct of multiple major operative procedures.
 4. Appropriateness of procedures and post-procedural care.
- Availability or appropriateness of the uses of alternative procedures or models, less-invasive procedures, other species, isolated organ preparation, cell or tissue culture, or computer simulation.
- Responsibilities, training and qualifications of the researchers, staff, students, and animal care personnel involved in the proposed activities. Adequacy of training and experience of personnel in the procedures used.
- Unnecessary duplication of experiments.
- Special procedures involving restraint, multiple survival surgery, fluid restriction, etc.
- Criteria and process for timely intervention, removal of animals from a study, or euthanasia if painful or stressful outcomes are anticipated.
- Unusual housing and husbandry requirements.
- Aspects of animal husbandry not covered under written operating procedures.
- Method of euthanasia or disposition of animal(s).
- Safety of working environment for personnel.

Standard Operating Procedures Review Guidelines

Standard Operating Procedures will provide the following information:

- Where are the animals housed and why?
- Who will be doing what to the animals?
- How are the animals cared for? Who (or what position) is responsible for daily care and who is doing the daily care?
- Describe the care of the animals including what will be done, how often and how it will be done.