

**AUSTIN PEAY STATE UNIVERSITY
POLICIES AND PROCEDURES MANUAL**

Policy Number: 2:007	Supersedes Policy Number:
Date: August 10, 2012	Dated: February 12, 1996
Subject: Research Involving Animals	Mandatory Review Date: August 10, 2017
Initiating Authority: Vice President for Academic Affairs	TBR Policy/Guideline Reference:
Approved:	
President: Signature on File	

Austin Peay State University adheres to the requirements of the Federal Animal Welfare Act (7 U.S.C. 2131 et seq.) and its amendments, the PHS Policy on the Humane Care and Use of Laboratory Animals, and other Federal statutes and regulations relating to animals. The following procedures are intended to insure institutional compliance.

I. Applicability

This policy is applicable to all research, research training, experimentation, and biological testing and related activities involving live, vertebrate animals and conducted at this institution, or at another institution as a consequence of the sub granting or subcontracting of such an activity by this institution.

II. Policy

- A. This institution will comply with all applicable provisions of the Animal Welfare Act and other Federal statutes and regulations relating to animals.
- 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."
- C. This institution acknowledges and accepts responsibility for the care and use of animals involved in activities covered by this policy. This institution will make reasonable effort to ensure that all individuals involved in the care and use of laboratory animals understand their individual and collective responsibilities for compliance with this policy as well as all other applicable laws and regulations pertaining to animal care and use.

- D. This institution will maintain a program for activities involving animals in accordance with the GUIDE FOR THE CARE AND USE OF LABORATORY ANIMALS (PHS).
- E. The Vice-President for Academic Affairs shall have the authority and responsibility for administering this policy and ensuring compliance with this policy.

III. Mechanism

- A. An Institutional Animal Care and Use Committee (IACUC) shall be appointed by the President as a standing committee of the University, with a composition as follows:
 - 1. A representative from each department in which animals covered by the Animal Welfare Act is used for teaching or research purpose.
 - 2. A representative from a department that neither conducts research in a science discipline nor uses animals for teaching or research purposes.
 - 3. A licensed veterinarian with training or experience in Laboratory Animal Science and Medicine.
 - 4. An individual not affiliated with the University, other than by service on this committee, and not a member of the immediate family of a person affiliated with the University.
 - 5. A representative of the Grants and Sponsored Programs office (ex officio) and the Chair of the Graduate and Research Council (ex officio).
 - 6. A student representative.
- B. Terms and appointment to the IACUC shall be for three years, with appointments staggered to insure continuity of membership.
- C. The IACUC shall elect, from among its membership, a chairperson whose term shall be for one year.
- D. The IACUC shall review at least once every six months all of the institution's programs for humane care and use of animals, using the GUIDE FOR THE CARE AND USE OF LABORATORY ANIMALS (PHS) as a basis for evaluation.

- E. Recommendations of the IACUC shall be made in writing to the institutional officer responsible for administering this policy (Section II.E) regarding any aspect of the institution's animal program, facilities, or personnel training covered by this policy.
- F. The IACUC shall be responsible for performing inspections at least once every six months of all University "animal study areas and animal facilities" as required by the AWA. Results of these inspections and recommendations resulting there from shall be communicated to the institutional officer responsible for administering this policy (Section II. E), the Dean of the College in which the facility resides, the Chair of the Department in which the facility resides, and the faculty member(s) whose research is impacted by the findings.
- G. The IACUC shall review and approve, require modifications in (to secure approval) or withhold approval of those activities related to the care and use of animals as set forth in this policy.
- H. The IACUC shall review and approve, require modifications in (to secure approval) or withhold approval of proposed significant changes regarding the use of animals in ongoing activities as set forth in this policy.
- I. The IACUC shall notify in writing, the institutional officer responsible for administering this policy (Section II. E) and the individual making application for IACUC approval of its decision to approve or withhold approval of those activities related to the care and use of animals, or of modifications required to secure IACUC approval.
- J. The IACUC shall be responsible for approving euthanasia procedures for all facilities covered by this policy to insure that they are in accord with the AWA.
- K. The IACUC shall insure that animals are not subjected to unjustifiable stress or discomfort at any time while they are under the supervision of individuals affiliated with the University.
- L. The IACUC shall review concerns involving the care and use of animals at the institution.
- M. The IACUC shall be empowered to suspend activities found to be in non-compliance with approved protocols.
- N. The individual authorized by this institution to verify IACUC approval of those sections of applications and proposals for external funding related to

the care and use of animals is the Manager of Grants and Sponsored Programs.

- O. A separate budget account shall be established and renewed annually with funds sufficient to support the activities required by this policy of the IACUC and its members. The institutional officer responsible for administering this policy (Section II. E) and the Chair of the IACUC shall be jointly responsible for expenditures from this account.

IV. Occupational Health Program

- A. The University shall provide an appropriate occupational health program for individuals who work in laboratory animal facilities or with animals.
- B. The University shall require appropriate health screenings and immunizations of all individuals included within this policy.
- C. The IACUC shall annually review the occupational health program as it applies to this policy and make recommendations concerning it to the institutional officer responsible for administering this policy (Section II. E).

V. Training and Instruction

- A. The University shall provide timely training for scientists, animal technicians, and other personnel involved in animal care, treatment, or use according to a plan established by the IACUC. Training will include humane practice of animal care and use, training or instruction in research or testing methods that minimize the number of animals required to obtain valid results and that minimize animal distress, emergency procedures, animal welfare regulations, applicable laws regarding animal welfare, and institutional policy with regard to animal welfare.
- B. The University shall provide timely training in work place safety and health to scientists, animal technicians, and other personnel involved in activities covered by this policy.
- C. The IACUC shall annually review then training and instruction program as it applies to this policy and make recommendations concerning it to the institutional officer responsible for administering this policy (Section II. E).

VI. Record Keeping

- A. The University shall retain copies of all IACUC reports and recommendations, including minority views, on file for a period of not

less than three years beyond completion or termination of the approved project. Records and minutes, including attendance, committee deliberations shall be kept for all meetings of the IACUC. Reports shall include both majority and minority views.

- B. The University shall retain copies of all applications, proposals, and proposed significant changes in the care and use of animals and whether IACUC approval was given or withheld.
- C. The University shall retain records of semi-annual IACUC reports and recommendations as forwarded to the institutional officer responsible for administering this policy (Section II. E).