APPENDIX O

LAFAYETTE COLLEGE
INSTITUTIONAL ANIMAL CARE AND USE GUIDELINES

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O.1 Introduction

The Animal Welfare Act (P.L. 89-544, as amended by P.L. 91-579 and P.L. 94-279 and administered by the United States Department of Agriculture) and other applicable state and local laws serve to provide guidance in the use of animals for research, educational, and instructional purposes. An important document in this area is Guide for the Care and Use of Laboratory Animals (NIH Publication No. 86-23, revised 1996) prepared by the Institute of Laboratory Animal Resources, National Research Council, 2101 Constitution Avenue, NW, Washington, DC 20418. According to the Guide, the term "animal" is defined as any vertebrate. [Rev. 00-19]

The establishment of an Institutional Animal Care and Use Committee (IACUC) at Lafayette is an important means of ensuring the humane treatment of animals and adherence to applicable government regulations. What follows is a description of the organization and duties of the Committee, procedures for the development of research and teaching proposals, and, finally, guidelines for the maintenance of these animals at Lafayette College.

O.2 The Institutional Animal Care and Use Committee (IACUC)

O.2.1 Membership

The Institutional Animal Care and Use Committee (IACUC) at Lafayette is an administrative committee and its members are appointed by the Provost. Terms of appointment shall be no longer than three years but may be shorter. The Committee shall consist of not less than five members and shall include:

O.2.1.1 One faculty member who is a practicing scientist with experience in research involving animals.

O.2.1.2 A doctor of veterinary medicine.

O.2.1.3 A member whose primary concerns are in a nonscientific area (for example, ethicist, lawyer, member of the clergy).

O.2.1.4 A member who is not affiliated with the institution in any way other than as a member of the IACUC and is not a member of the immediate family of a person who is affiliated with the institution.

O.2.1.5 Other persons as required by federal, state or local laws or institutional needs.
O.2.1.6 The Associate Provost for Faculty Development and Research Services, ex officio. [Rev. 08-43]

The Chair of the IACUC, selected by the Provost, is responsible for maintaining documentation of the IACUC. The Chair will notify applicants for IACUC review of necessary changes, approval, or disapproval in writing (see below). All applications for research approval will be forwarded to the Associate Provost for Faculty Development and Research Services after a decision is made. [Rev. 08-43]

O.2.2 Duties

The duties of The Institutional Animal Care and Use Committee at Lafayette shall include:

O.2.2.1 Review at least once every academic year the institution’s program for humane care and use of animals, using the Guide for the Care and Use of Laboratory Animals as a basis for evaluation.

O.2.2.2 Inspection at least once every six months of all of the institution's animal facilities using the Guide as a basis for evaluation.

O.2.2.3 Submission of an annual report to the Associate Provost for Faculty Development and Research Services. [Rev. 08-43]

O.2.2.4 A review of concerns involving the care and use of animals at the institution.

O.2.2.5 The presentation of recommendations to the Associate Provost for Faculty Development and Research Services regarding any aspect of the institution's animal use program, facilities, or personnel training. [Rev. 08-43]

O.2.2.6 The review and approval of all proposed research and instructional project protocols employing animals, as defined by the Guide for the Care and Use of Laboratory Animals, to determine if the projects are in accordance with the policies as established in the Guide. The Committee’s power to approve the use of animals in research or teaching is confined to the requirements of federal, state and local law. The Committee may only withhold approval for the use of animals that, in its opinion, is in violation of law.

O.2.2.7 Review and approval of change in the use of animals in previously approved project.

O.3 Guidelines for Research and Instructional Proposals

Proposals for research and instruction involving mammals and birds must be approved by the Committee before such projects can take place. Therefore, all animal use must be approved by the IACUC prior to the initiation of procedures. In the case of research proposals to be submitted to outside agencies (e.g., NIH), the IACUC must review the protocols for animal use prior to the submission of the proposal. The Committee will accept proposals at any time and will act on them monthly.

All honors projects or advanced research projects conducted by students which use animals in their procedures need to be approved by the IACUC before they can begin. Similarly,
laboratory projects using animals that are part of course requirements must be reviewed by the IACUC. However, instructors who require students to develop short-term independent projects within general content courses (i.e., not Honors or Advanced Research) can submit to the Committee the internal procedure by which he/she will approve these small research projects.

O.3.1 Procedures for Submission for IACUC Review

O.3.1.1 Complete the Request for IACUC Review Form available from the Associate Provost for Faculty Development and Research Services. All requested information must be provided and follow the format of the form. [Rev. 08-43]

O.3.1.2 Student research and research activities that are included as part of a course must be accompanied by a statement from the supervising professor indicating that he/she has reviewed the guidelines for animal research and approve of the methods being employed.

O.3.1.3 Investigators should submit all information 30 days in advance of the anticipated data collection phase. In the case of grant proposals, materials must be submitted to the IACUC 30 days in advance of the agency submission deadline.

O.3.2 Basis for IACUC Review

The following items will be considered by the IACUC in its review of proposals:

O.3.2.1 Significance of the research or teaching approach

O.3.2.2 Appropriateness of the use of animals in light of possible alternatives

O.3.2.3 Appropriateness of the species of animal chosen and the number of animals needed

O.3.2.4 Research procedures to be employed

O.3.2.5 Techniques proposed for minimizing pain and distress

O.3.2.6 Euthanasia techniques

O.3.2.7 Availability of veterinary care for the animals

O.3.2.8 Personnel qualifications

O.3.2.9 Program(s) for training those persons involved in the care and maintenance of the animals

O.3.2.10 Environmental conditions of the laboratory and housing facility.

The IACUC is responsible for attending to concerns raised in the review of protocols for animal use. A concern expressed by the majority of the Committee that the proposed use of animals is not in compliance with law will prohibit the use of animals for that particular purpose until the concerns can be alleviated to the satisfaction of the Committee. When necessary, the Committee may consult with "experts" in the field on procedural questions.
The Committee will make a good faith effort to discuss their concerns with the primary investigator and help him/her amend their procedures so as to ameliorate the Committee’s concerns. If the investigator is unable to amend his/her procedures to meet the concerns of the Committee, the IACUC has the authority to suspend or terminate approval of research that is not being conducted in accord with federal, state and local guidelines. Such action will be accompanied by a written statement of the reasons for this action which will be sent to the primary investigator, the Provost’s Office, and any sponsoring agency.

An investigator whose use of animals is not approved by the Committee may appeal that decision to the Provost. The Provost may reject the appeal or may ask the Committee to reconsider its decision. [Rev. 02-3]

Once a protocol has been approved by the IACUC, any significant changes in that protocol must be approved by the IACUC before those changes are instituted.

All on-going research or teaching programs using animals must be re-evaluated by the IACUC once every three years. The re-evaluation procedure will be the same procedure as described above. [Rev. 00-20]

**O.4 Guidelines for Maintenance of Animals**

Records of all use and maintenance activities involving animals must be kept on a routine basis. These records will be made available to the Associate Provost for Faculty Development and Research Services and/or the IACUC upon request. The records should include information on: [Rev. 08-43]

- O.4.1 Type of housing (e.g., cages and their dimensions)
- O.4.2 Feeding and watering
- O.4.3 Experimental procedures performed
- O.4.4 Medications or other treatment procedures
- O.4.5 Cage cleaning and other routine maintenance activities
- O.4.6 Environmental conditions of the facility (e.g., temperature and humidity)