

MARIETTA COLLEGE

POLICY ON CARE AND USE OF NON-HUMAN VERTEBRATE ANIMALS IN RESEARCH AND INSTRUCTION

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1.0 APPLICABILITY

Marietta College recognizes that the proper care and management of animals used in research and instruction is essential to the well being of the animals, to the validity of research data, to the quality of instruction, and to the health and safety of those caring for and using animals. Therefore, the Institution has adopted the policy and procedures herein, which are applicable to all research and instruction activities conducted at or under the auspices of Marietta College that involve live vertebrate animals, including non-laboratory species.

2.0 POLICY, AUTHORITIES, AND GUIDELINES

2.1 Institutional Policy. It is the policy of Marietta College that use of live vertebrate animals in research and instruction shall conform to all applicable laws, rules, and regulations of the United States Government and the State of Ohio. Furthermore, all such research and instruction must be performed in compliance with the highest standards of ethics, practice, and conduct of each of the fields or disciplines involved in each of the specific research projects or instructional activities.

2.2 IACUC Authority. To ensure compliance with regulations regarding the humane care and use of animals in research and instruction, an Institutional Animal Care and Use Committee (IACUC) is charged with the responsibility of ensuring the humane care and use of animals at Marietta College.

2.3 Recognized Animal Care Authorities. The IACUC shall recognize the following regulatory authorities for the care and use of animals:

2.3.1 The U.S. Department of Agriculture (USDA). The Animal Care (AC) section of the Animal and Plant Health Inspection Service (APHIS) of the USDA is responsible for implementing the regulations and standards promulgated by the Secretary of Agriculture under the mandate of the Animal Welfare Act. The regulations define institutional responsibility for assuring compliance with the Animal Welfare Act. The standards set minimal requirements for humane handling, housing, space, feeding, watering, sanitation, ventilation, exercise, and psychological well being of various species.

2.3.2 The Office for Laboratory Animal Welfare (OLAW). OLAW is responsible for the general administration and coordination of National Institutes of Health (NIH) policy regarding animal care and use. The OLAW Policy on Humane Care and Use of Laboratory Animals defines the requirements of institutions conducting research supported by the Public Health Service (PHS).

2.4 Accepted Animal Care Guidelines. The IACUC will recognize the following guidelines and any others subsequently adopted by the IACUC for the care and use of vertebrate animals in research and instruction.

2.4.1 Guide for the Care and Use of Laboratory Animals. Prepared by the Institute of Laboratory Animal Resources, National Academy of Sciences, this book is the resource cited by the OLAW PHS Policy on Humane Care and Use of Laboratory Animals.

2.4.2 Guidelines for Ethical Conduct in the Care and Use of Animals. Developed by the American Psychological Association's Committee on Animal Research and Ethics (CARE), 2003.

2.4.3 Guidelines for Use of Fishes in Field Research. American Society of Ichthyologists and Herpetologists (ASIH), American Fisheries Society (AFS), and American Institute of Fisheries Research Biologists (AIFRB); Fisheries.

2.4.4 Guidelines for Use of Live Amphibians and Reptiles in Field Research. American Society of Ichthyologists and Herpetologists (ASIH), The Herpetologists' League (HL), and Society for the Study of Amphibians and Reptiles (SSAR).

2.4.5 Guidelines for the Use of Wild Birds in Research. Edited by Abbot S. Gaunt & Lewis W. Oring, Special Publication of The Ornithological Council, 1997.

2.4.5 Guidelines for the Capture, Handling, and Care of Mammals. The American Society of Mammalogists (ASM); 1998.

3.0 COMPOSITION AND GOVERNANCE OF THE INSTITUTIONAL ANIMAL CARE AND USE COMMITTEE (IACUC)

3.1 Appointment and Composition of the IACUC

3.1.1 Composition. The IACUC shall include at least five faculty members: four members from the Departments of Biology, Chemistry, and Psychology, as well as one member from a non-science discipline.

3.1.2 Appointment. The Provost in coordination with Faculty Council shall make the appointments and select a Chair.

3.1.3 Terms. Terms of IACUC members shall be determined by the Departments of Biology, Chemistry, and Psychology.

3.1.4 Attending Veterinarian. A Doctor of Veterinarian Medicine shall serve as an *ex officio* consult to the IACUC. The attending veterinarian will review approved protocols semi-annually and provide assistance in situations of animal illness.

3.2 Governance of the IACUC

3.2.1 Meetings. The IACUC shall meet as necessary during the year to review protocols and to tend to committee business.

3.2.2 Application Distribution. The IACUC Chair will distribute proposals in electronic format to committee members for review.

3.2.3 Application Review. Review of proposals can be carried out by email communication among members; however, a full meeting of the committee is required if any member so requests.

3.2.4 Voting. Approval will be decided by a simple majority of the voting members; the Chair shall vote as a regular member. Members shall not vote on their own or supervised proposals.

3.2.5 Ad hoc reviewers. The IACUC may solicit ad hoc reviewers with specific expertise to assist in protocol reviews on a case-by-case basis. Ad hoc reviewers may participate but not vote in the review process.

4.0 RESPONSIBILITIES OF THE IACUC

4.1 Review of Proposals

4.1.1 New proposals. The IACUC will approve, withhold approval of, or require changes in research or instructional protocols involving vertebrate animals in accordance with Federal regulations and accepted guidelines. The IACUC will not normally consider any requests for retroactive approvals.

4.1.2 Changes to approved protocols. The IACUC has the authority to require changes to previously approved research or instruction protocols.

4.1.3 Meeting requests. To facilitate the review of submitted protocols, the investigator/instructor may request a meeting with the IACUC. Requests should be submitted to the Chair of the IACUC.

4.1.4 Notification of decisions. The IACUC shall notify the investigator/instructor as well as the investigator's/instructor's department chair of decisions by email and include explanations for withholding of approval and requested changes to protocols.

4.1.5 IACUC reviews at other institutions. When research or instruction involving vertebrate animals is conducted through a cooperative project at, or in cooperation with, another entity, all provisions of this policy remain in effect. The Marietta College IACUC may accept review of the protocols by another IACUC recognizing the same or equivalent Authorities. Such acceptance must be in writing and must be signed by the Chairs of the IACUC at each of the cooperating institutions.

4.2 Monitoring of Facilities and Animal Use Activities

4.2.1 Inspections. The IACUC or appointed members shall conduct inspections semi-annually, and *ad hoc* as necessary, of all of the College's animal facilities.

4.2.2 Outside concerns. The IACUC shall receive and review concerns or complaints reported by faculty, staff, students, or members of the general public concerning the care and use of animals at Marietta College.

4.2.3 Written recommendations. The IACUC may make written recommendations to the Provost regarding any aspect of the College's animal care and use program, facilities, or personnel training.

4.2.4 Suspension of approval. The Provost upon recommendation by the IACUC may suspend any activity involving vertebrate animals that is not being conducted in compliance with applicable provisions of Federal or State law or College policy or in accordance with a protocol approved by IACUC.

4.2.5 Reporting of suspended approval. The IACUC shall report serious non-compliance with the requirements of this policy to the investigator's/ instructor's Department Chair, Provost and to Federal authorities as required by the Federal Animal Welfare Act and the Public Health Service Policy on Humane Care and Use of Laboratory Animals and to any applicable funding agency.

4.3 Other IACUC Responsibilities.

4.3.1 Applicable Regulations. The IACUC shall interpret Federal and State laws, regulations, policies and guidelines concerning the utilization of vertebrate animals.

4.3.2 Program Review. The IACUC shall review on an annual basis the institutional animal care and use program and evaluate the currency of approved protocols semi-annually.

4.3.3 Web Resources. With Institutional IT help, the IACUC shall maintain a web-site location with this document, application forms, approved protocols, and other relevant information. Approved protocols will be archived for no longer than 10 years before reapproval.

5.0 RESPONSIBILITIES OF THE INVESTIGATOR/INSTRUCTOR

5.1 Care of vertebrate animals. The use of vertebrate animals in research or instruction covered by this policy will not begin before IACUC has reviewed and approved the protocols. In the use of vertebrate animals, the investigator/instructor shall:

5.1.1 ensure that all pertinent laws, regulations, and guidelines for humane care and use of the animals are observed.

5.1.2 maintain and use animals only in approved animal facilities and according to IACUC approved conditions and protocols.

5.1.3 monitor animals used personally or by students performing supervised research, and maintain a Vertebrate Animal Care and Use Record (henceforth referred to as the Use Record). The Use Record should include dates of animal inspections, bedding change, feeding, research protocols, etc., and be readily accessible by the IACUC and U.S. Department of Agriculture inspectors. The Use Record is to be retained for a minimum of three years after animal use is completed and should be easily accessible.

5.1.4 maintain a scholarly, sensitive, and respectful environment during all experimentation and instructional activities involving the use of animals.

5.1.5 become knowledgeable about, and conduct all research and instruction in accordance with, approved policies governing the care and use of animals, and when practical participate in continuing education and training programs designed to keep animal users abreast of the latest regulations and procedures.

5.1.6 provide for proper training of students in the care and handling of the animals and in any specialized techniques required for their research or instruction.

5.1.7 report promptly to the IACUC, and/or the attending Veterinarian any injuries to or illnesses of the animals.

5.1.8 report promptly to the IACUC any non-compliance with the requirements of this policy or the determinations of the IACUC.

5.1.9 attend IACUC meetings when requested by the IACUC or provide additional written information when requested.

5.2 Submission of IACUC application forms

5.2.1 A New Protocol Application shall be submitted to and approved by the IACUC covering all protocols involving vertebrate animals prior to purchasing or obtaining the animals and initiating the research or instruction. Applications should be sent to the IACUC Chair in electronic format and as a single hard copy.

5.2.2 A Protocol Modification Application shall be submitted to and be approved by the IACUC before altering protocols previously approved by the IACUC, except when necessary to eliminate apparent immediate hazards to the animals or to humans.

5.2.3 A Protocol Renewal Application shall be submitted to the IACUC at least once per year, as long as the use of animals is ongoing.

5.2.4 An Existing Protocol Application shall be submitted to the IACUC to before using previously approved protocols, which IACUC will provide to Investigators.

5.3 Animal Use Protocols Requiring IACUC Approval. The following types of projects are subject to IACUC review and approval:

5.3.1 Faculty Research. All independent faculty research with vertebrate animals, including pilot experiments conducted to obtain data necessary to the preparation of extramural grant proposals or laboratory exercises requires approval by the IACUC before the research is initiated. An application should be submitted before, or as soon thereafter as possible, submitting a grant proposal for external or internal funding.

5.3.2 Field Research and Biological Surveys. All fieldwork that involves capture or alteration of the normal activities of vertebrate species must be approved by the IACUC prior to initiation. Particular attention must be given to activities that may involve animals that are on the State or Federal threatened, endangered, or protected species lists, that require special permits for handling, or that involve use of equipment and procedures that may be construed by some as inhumane.

5.3.3 Independent Student Research. All student research (including Honor's Thesis and Master's Thesis projects) involving the use of vertebrate animals requires approval of the IACUC, as well as the approval of a faculty advisor. Faculty members may submit, *a priori*, for approval by the IACUC research protocols that will be used for student research projects.

5.3.4 Classroom and Laboratory Instruction. All classroom and laboratory instruction that involves the use of vertebrate animals requires the approval of the IACUC. Instructors can use protocols previously approved by the IACUC and posted on the IACUC web site with the submission of an Existing Protocol Application. Procedures not previously approved by the IACUC and posted on the IACUC web site will require submission of a New Protocol Application. Faculty members may submit, *a priori*, for approval by the IACUC protocols that will be used for laboratory instruction.

5.3.5 Animal Display. Use of vertebrate animals held in display cases or used for demonstration purposes requires submission and approval of the IACUC.

5.3.6 Animal Breeding Programs. Maintenance of vertebrate animals for breeding purposes requires submission and approval of the IACUC.

6.0 RESPONSIBILITIES OF THE DEPARTMENT CHAIR

6.1 Report non-compliance. In conjunction with the investigator/instructor, Department Chairs shall report promptly to the IACUC any serious or continuing non-compliance with the requirements of this policy or the determinations of the IACUC.

6.2 Attend meetings. To facilitate the review of research and instructional protocols involving the use of vertebrate animals, Department Chairs are expected to attend IACUC meetings when requested by the IACUC.

6.3 Be notified of protocol reviews. Department Chairs shall be notified of any reviews of protocol, as well as any approval, modifications, or rejection of protocol, for faculty and students within their department.