

# **XAVIER UNIVERSITY OF LOUISIANA**

## **ANIMAL RESOURCE FACILITY**



### **Institutional Animal Care and Use Committee Policies and Procedures Manual**

**Xavier University of Louisiana  
Animal Resource Facility  
1 Drexel Drive  
New Orleans, LA. 70125**



**Xavier University of Louisiana**  
**Animal Resource Facility Institutional Animal**  
**Care and Use Committee Policies and**  
**Procedures**

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## **Animal Resource Facility OPERATING POLICIES/ PROCEDURES**

**DEPARTMENT:** Institutional Animal Care and Use Committee

**POLICY NUMBER:** IACUC-01

**EFFECTIVE DATE:** July 1, 2011

**REVISION DATE:**

**POLICY TITLE:** **Responsibility & Authority**

**POLICY:** The purpose of this policy is establish clear line of authority and responsibility between the Institutional Animal Care and Use Committee (IACUC) and the Institutional Official(IO) as mandated by the Animal Welfare Act, the Health Research Extension Act(HREA) of 1985 and as directed by the PHS Policy, USDA and the National Research Council's Guide for the Care and Use Of Laboratory Animals

**PROCEDURE:**

- 1.1 The President/CEO has appointed the Associate Vice President, Research and Sponsored Programs as the Institutional Official (IO) with the responsibility for appointing IACUC members as follows:
  - 1.1. a The President of the University shall appoint all regular voting member;
  - 1.1. b The Associate Vice President, Research and Sponsored Programs shall make a recommendation to the President/CEO, who shall appoint the IACUC.
- 1.2 The IACUC shall be staffed by the Coordinator, who serves as the gatekeeper of information and communications for the IO, the IACUC, investigators, and other offices within Research Administration.
- 1.3 The IACUC shall report directly to the IO, and shall at a minimum provide a Semiannual Report including:
  - 1.3a Status of compliance with regulation and policies; and
  - 1.3 b Recommendations for correcting deficiencies necessary to maintain or achieve compliance; and
  - 1.3c Recommendations regarding any aspect of the animal program, facilities, or personnel training.

- 1.4 The IACUC shall be directly responsible for:
- 1.4a Oversight and evaluation of all aspects of the Animal Resource Facility of Xavier University of Louisiana Animal Care & Use Program; and
  - 1.4b Review and approve, require modifications in, or withhold approval of all animal use protocols (for research and teaching purposes) regardless of funding source; and
  - 1.4c Review and approve, require modifications in, or withhold approval of proposed significant changes regarding the use of animals in ongoing activities and
  - 1.4d Being authorized to suspend an activity involving animals in accordance with Specifications in IV.C.6 of PHS Policy; and
  - 1.4e Conduct semiannual reviews of the Animal Care and Use Program; and
  - 1.4f Conduct semiannual inspections of the animal facility; and
  - 1.4g Review & investigate concerns about animal care and use.

1.5 The IO bears ultimate responsibility for the Program, although overall Program direction should be a shared responsibility among the (IO), (AV), and IACUC. The IO has the authority to allocate the resources needed to ensure the Program’s overall effectiveness. Program needs should clearly and regularly communicated to the IO by the AV, the IACUC, and others associated with the program (e.g., facilities management staff, occupational health and safety personnel, scientist) As a representative of senior administration, the IO is responsible for resource planning and ensuring the alignment of Program goals and quality animal care and use with the institution mission,

Approved by:

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Chairperson, IACUC

Date

\_\_\_\_\_

Attending Veterinarian

Date

\_\_\_\_\_

Director, Animal Resource Facility

Date

**Animal Resource Facility  
OPERATING POLICIES/ PROCEDURES**

**DEPARTMENT:** Institutional Animal Care and Use Committee

**POLICY NUMBER:** IACUC-02

**EFFECTIVE DATE:** July 1, 2011

**REVISION DATE:**

**POLICY TITLE:** IACUC membership & Term

**POLICY:** The Xavier University IACUC will conduct its business with the participation of regular voting members. The IACUC shall at all times be sufficiently qualified through the professional competence, expertise and diversity of its membership. No member of the IACUC shall be involved, except in a consultative capacity, in any review activity in which he or she has a conflicting interest.

**PROCEDURE:**

2.1 Regular Voting Members

- 2.1a As mandated by the Health Research Extension Act (HREA) of 1985 and the Animal Welfare Act (AWA), the IACUC shall have at least five regular voting members, including the chairperson. At least one IACUC member will be a veterinarian, one a scientist, one a non-scientist, and one unaffiliated with Xavier University. To be effective and efficient in its operations, and to be responsive to the research community it serves, the IACUC may increase, above the federally mandated minimum, the number of its members in any category.
- 2.1b The veterinarian will have direct or delegated program responsibility to the IACUC. He/she must have training or experience in laboratory animal science and medicine or in the care of the species being used.
- 2.1c Scientist members of the IACUC will be a practicing scientist experienced in research involving animals.
- 2.1d Non-scientific member's primary concerns are in a non-scientific area.
- 2.1e Non-affiliated members may be a scientist or non-scientist recruited from the greater New Orleans area. They will represent general community interests in the proper care



and use of animals. Public members should not be laboratory animal users, be affiliated with the institution, or be members of the immediate family of a person who is affiliated with the institution.

- 2.1f Xavier University shall ensure that the IACUC membership processes the professional competence and diversity necessary to review research involving animal welfare.
- 2.1g Regular voting members will be appointed for five (5) year terms, renewable for one consecutive five-year period as long as the member continues to possess the required qualifications. If a regular member is chosen as the IACUC Chairperson, the duration of his/her membership will be extended automatically to allow completion of the terms of appointment as Chair.
- 2.1h Regular voting members may resign their appointment after the completion of their first five year term or anytime thereafter. In extenuating circumstances, the IACUC Chairman and the IO may accept a resignation during the course of the first five year term. An official letter should be submitted for resignation.

## 2.2 Alternate Voting Members

- 2.2a The IACUC may appoint alternate members as long as there is a specific one-to-one designation of IACUC members and alternates. An IACUC member and his/her alternate may not count toward a quorum or act in an official capacity at the same time. Alternates shall receive training similar or identical to the training provided to the regular IACUC members.

## 2.3 IACUC Chairman

- 2.3a The IACUC Chairman shall be a respected, active member of Xavier University, with qualifications of a scientist, concern for animal welfare and ethical issues, and well informed in regulations relevant to the use of animal subjects in research.
- 2.3b The Chairman will be appointed to a five (5) year term, renewable for two consecutive five-year terms.
- 2.3c The Chairman may resign his/her appointment after the completion of his first five year term or anytime thereafter. In extenuating circumstances, the IO may accept a resignation during the course of the first five year term. An official letter should be submitted for resignation.
- 2.3d Whenever the Chairman is not available; the Chairman shall designate a senior regular voting member of the IACUC to assume the responsibilities of the Chairman during the period of his/her absence.

**REFERENCES:**

ARENA/OLWA, "The Institutional Animal Care and Use Committee Guidebook", 2<sup>nd</sup> Ed.  
NIH.Bethesda, MD. 2002

NIH, "Public Health Service Policy on Humane Care and Use of Laboratory Animals,"  
OLAW. Bethesda, MD. 2000

Approved by:

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Chairperson, IACUC

Date

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Attending Veterinarian

Date

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Director, Animal Resource Facility

Date

**Animal Resource Facility  
OPERATING POLICIES/ PROCEDURES**

**DEPARTMENT:** Institutional Animal Care and Use Committee

**POLICY NUMBER:** IACUC-03

**EFFECTIVE DATE:** July 1, 2011

**REVISION DATE:**

**POLICY TITLE:** Minutes, Meetings and Quorum

**POLICY:** The IACUC shall meet monthly and on an emergency basis as necessary to conduct initial and ongoing review of research protocols. Minutes of all meetings, including records of attendance, activities of the Committee, and Committee deliberations shall be recorded and maintained [PHS Policy IV. E; 9 CFR Part 2 Subpart C 2.35 (a) (1)]: IACUC approval shall be granted only by majority vote at a convened meeting during which a quorum is present.

**PROCEDURE:**

3.1 Meetings

3.1a Meetings will be held each month, unless directed otherwise by the IACUC Chairman.

3.1b Emergency meetings may be called by the Chairman or Institutional Official with at least forty-eight hours notice to members.

3.1c. The IACUC will be provided an agenda and copy of all protocols for review at least ten days in advance of a regularly scheduled meeting. The agenda will include listings and identifiers for all research project applications awaiting action by the IACUC.

3.2 Minutes

3.2a Minutes of all IACUC meetings shall be recorded and include [PHS Policy IV.E.9 CFR Part 2 Subpart C 2.35 (a) (1)]:

1) Records of attendance at the meeting;



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Director, Animal Resource Facility

Date

**Animal Resource Facility  
OPERATING POLICIES/ PROCEDURES**

**DEPARTMENT:** Institutional Animal Care and Use Committee

**POLICY NUMBER:** IACUC-04

**EFFECTIVE DATE:** July 1, 2011

**REVISION DATE:**

**POLICY TITLE: Record Keeping Requirements**

**POLICY: The IACUC shall prepare and maintain adequate documentation of its activities and shall retain documents for a period of three (3) years following the conclusion of the study. IACUC Records are confidential and shall be maintained as records and proceedings of a university committee established pursuant to Federal regulation. The IACUC shall permit an authorized representative of the PHS, APHIS and funding agencies, at a reasonable time and with sufficient notice, to inspect and copy those records required to be maintained under Federal regulations.**

**PROCEDURE:**

4.1 Xavier University of Louisiana shall prepare and maintain adequate documentation of IACUC activities, including the following:

- 4.1a A copy of all research protocols submitted for and/or reviewed even if the proposal was not granted or animals were not used; amendments; progress reports; and any other information submitted by Investigators.
- 4.1b Minutes of IACUC meetings
- 4.1c Copies of all correspondence between the IACUC and investigators
- 4.1d A list of current IACUC members including name, earned degree, representative capacity, indications of experience such as board certifications, licenses and relationship to Xavier University
- 4.1e Written policies and procedures for the IACUC.

4.1f Copies of the Animal Welfare Assurance document approved by PHS and Annual Reports to OLAW and accrediting agencies (AAALAC).

4.1g Records of semiannual IACUC reports and recommendation (including minority views) that may be forwarded to the IO.

Approved by:

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Chairperson, IACUC

Date

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Attending Veterinarian

Date

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Director, Animal Resource Facility

Date



**Animal Resource Facility  
OPERATING POLICIES/ PROCEDURES**

**DEPARTMENT:**            Institutional Animal Care and Use Committee

**POLICY NUMBER:**        IACUC-06

**EFFECTIVE DATE:**        July 1, 2011

**REVISION DATE:**

**POLICY TITLE:**            **Removal of IACUC Members**

**POLICY:** IACUC Committee members, including the Chairman of the IACUC, are subject to removal for cause at the discretion of the appropriate administrative officer.

**PROCEDURE:**

6.1 IACUC Committee Members, including the Chairman, are subject to removal for cause based on any of the following:

6.1a Fabrication, falsification, plagiarism, or other practices that seriously deviate from those are commonly accepted within the scientific community for proposing, conducting or reporting research;

6.1b any breach of confidentiality;

6.1c Research fraud and abuse;

6.1d Failure to protect the rights of animal subjects;

6.1e Failure to comply with attendance requirements.

6.2 Removal of a committee member shall be recommended by the Chairman of the IACUC with approval of the IO.

6.3 Removal of the IACUC Chairman shall be recommended by the IO, with approval of the President/CEO



Approved by: \_\_\_\_\_

Chairperson, IACUC

Date

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Attending Veterinarian

Date

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Director, Animal Resource Facility

Date

**Animal Resource Facility  
OPERATING POLICIES/ PROCEDURES**

**DEPARTMENT:** Institutional Animal Care and Use Committee

**POLICY NUMBER:** IACUC-07

**EFFECTIVE DATE:** July 1, 2011

**REVISION DATE:**

**POLICY TITLE: Semiannual Program Review and Facility Inspection**

**POLICY: The purpose of this policy is to describe the process used to conduct the semiannual review of institutional programs and facilities for the care and use of animals as required by the PHS Policy on Humane Care and Use of Laboratory Animals (IV.B.1.&2).**

**DEFINITIONS:**

Significant Deficiency: One which, in the judgment of the IACUC and/or the Institutional Official, is or may be a threat to the health or safety of the animals or personnel.

Minor Deficiency: One where there is no threat to the health and safety of the research animal.

Non-survival animal procedure: Any animal procedure (tissue/organ harvesting, sample collection, terminal surgery etc.) in which the animal(s) are removed from the animal facility and sacrificed in the PI laboratory. A non-survival procedure is one in which the animal(s) is humanely euthanized before recovery from anesthesia.

**PROCEDURE:**

7.1 Overview & Requirements: The IACUC is required to inspect, at least once every six months:

7.1a All Animal Care Facilities including, but not limited to

1. The Animal Facility (Vivarium): animal, treatment and procedure rooms, cage wash areas, storage areas and corridors.
2. All Laboratories outside the animal resource facility non-survival animal procedures are performed (see definitions above) Note: *all survival animal procedures are required to be performed in the animal facility.*

3. All areas where animals are held for more than 12 hours

7.1b we will have a Review of Animal Care and Use Program including, but not limited to policies and procedures, standard operating procedures, animal health records; occupational health program records; AAALAC program description, or Animal Welfare Assurance documents.

## 7.2 Inspection process

7.2a A checklist shall be used to facilitate the facility and PI laboratories inspections. A summary by the responsible party shall be used to facilitate the program review. The inspection/review will be as follows:

1) Institutional policies and responsibilities. The institutional policies and responsibilities summary addresses compliance with regulations for a) IACUC membership and functions, b) IACUC records and reporting requirements, c) veterinary care policies, d) personnel qualifications and training, and e) occupational health and safety of personnel.

2) Veterinary Medical Care: The veterinary medical care summary addresses: a) preventive medicine, animal procurement and transportation, b) surgery, c) pain, distress, analgesia, and anesthesia, d) euthanasia, and e) drug storage and control.

3) Animal Facilities: The facilities checklist addresses: a) animal housing and support areas, b) cage wash facilities, and c) surgical procedure areas.

4) PI Laboratories: The laboratories checklist addresses: a) controlled drugs, b) general laboratory safety procedures, c) waste disposal procedures, d) contamination control procedures and e) use of volatile anesthetics.

7.2b In order to satisfy AWR requirements, the program and facility review will be conducted by a subcommittee consisting of at least two members of the IACUC. No committee member wishing to participate in any evaluations will be excluded.

7.2c The program review and facility inspection will be conducted at an interval of at least once every 6 months either as part of a normal (general monthly) IACUC meeting or as a separate meeting.

### 7.2 Deficiencies:

1) Deficiencies noted during the program review or facility inspection must be distinguished as either minor deficiencies or significant deficiencies.

2) A reasonable and specific plan for correcting deficiencies will be provided by the IO included in the Report to the IO

3) The IACUC will be responsible for tracking and documenting correction of deficiencies and submitting this documentation to the IO in a timely manner.

### 7.3 Semiannual Report to the IO

- 7.3a The Semiannual Report is generated by the IACUC Chairman and is based on findings during the program review and facility inspection.
- 7.3b Nature and extent of the institution's adherence to the Guide and PHS Policy.
- 7.3c Specific departures from the provisions of the Guide and PHS Policy and the reasons for each departure.
- 7.3d The Semiannual Report shall distinguish minor deficiencies from significant deficiencies as defined above and by the PHS Policy (IV.B.3).
- 7.3e If a program or facility deficiencies are noted, the report will contain a reasonable and specific plan and schedule for correcting each deficiency.
- 7.3f The Semiannual Report will be reviewed and ratified by a convened IACUC quorum before submission to the IO.
- 7.3g The Semiannual Report to the IO shall contain minority views

Approved by: \_\_\_\_\_

Chairperson, IACUC Date

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Attending Veterinarian Date

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Director, Animal Resource Facility Date

**Animal Resource Facility  
OPERATING POLICIES/ PROCEDURES**

**DEPARTMENT:** Institutional Animal Care and Use Committee

**POLICY NUMBER:** IACUC-08

**EFFECTIVE DATE:** July 1, 2011

**REVISION DATE:**

**POLICY TITLE: Reporting Requirements**

**POLICY: The purpose of this policy is to establish a procedure for generating and submitting IACUC reports to insure compliance with PHS Policy, AWR's and other accrediting bodies. Reports submitted by the IACUC shall include minority views filed by members of the IACUC and shall be maintained for three (3) years.**

**PROCEDURE:**

**8.1 Semiannual Reports to the Institutional Office**

8.1a At least once every six months, the IACUC shall submit a report to the IO following a review of the institution's animal care and use program and inspection of the animal facility. This report shall contain a description of the following:

- 1) Nature and extent of the institution's adherence to the Guide and PHS Policy.
- 2) Specific departures from the provisions of the Guide and PHS Policy and the reasons for each departure.
- 3) The report distinguishes Minor from Significant deficiencies as defined by the PHS Policy (IV.B.3)
- 4) Reasonable and specific plan and schedule for correction of each  
Deficiency

**8.2 Annual Reports to OLAW**

8.2a At least once every 12 months, the IACUC, through the IO, shall report in writing to OLAW:

- 1) Any change in the Institution’s program or facilities which would place the institution in a different category than specified in its Assurance (see PHS Policy IV.A.2)
  - 2) Any change in the description of the institution’s program for animal care and use as required by PHS Policy IV.A.1.a-i
  - 3) Any changes in the IACUC membership
  - 4) Notice of the dates that the IACUC conducted its semiannual evaluations of the institution’s program and facilities and submitted the evaluations to the IO
- 8.2b If there are no changes to report as specified in IV.F.1.a-c of the PHS Policy, the IACUC shall submit a letter, through the IO, to OLAW stating that there are no changes and informing OLAW of the dates of the required IACUC evaluations and submission to the IO.
- 8.2c The IACUC, through the IO, shall promptly provide OLAW with a full explanation of the circumstances and actions taken with respect to:
- 1) Any serious or continuing noncompliance with PHS Policy
  - 2) Any serious deviation from the Guide
  - 3) Any suspension of activity by the IACUC
- 8.3 Annual Reports to other Accrediting Bodies
- 8.3a upon securing accreditation, the IACUC will submit, through the IO, a program and annual facility update to AAALAC.

Approved by:

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Chairperson, IACUC Date

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Attending Veterinarian Date

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Director, Animal Resource Facility Date

**Animal Resource Facility**  
**OPERATING POLICIES/ PROCEDURES**

**DEPARTMENT:** Institutional Animal Care and Use Committee

**POLICY NUMBER:** IACUC-09

**EFFECTIVE DATE:** July 1, 2011

**REVISION DATE:**

**POLICY TITLE:** IACUC Policy Review and Change Process

**POLICY:** The IACUC policy manual will be reviewed on an annual basis and updated as procedures/policies are modified. New policies or policies which change significantly in their application will be presented before the entire IACUC committee for review and deliberation.

**PROCEDURE:**

9.1 Location of IACUC Policies and Procedures

9.1a the hard copy of the IACUC Policy and Procedure Manual will be maintained with the IACUC paperwork in the Office of Sponsored Program.

9.1b an electronic version of identical documents without the signature will be held on the IACUC Drive of the network.

9.2 Review of IACUC Policies and Procedures

9.2a on an annual basis, the IACUC chairman and the Vivarium Director will review the policies and procedures to make sure that they are consistent with federal regulations, as well as the direction that the IACUC is following.

9.2b If the policy remains acceptable, both parties will sign off on the bottom of the most recent paper version.

9.2c If the policy needs to be revised, a rough draft will be re-written. Both parties will make adjustments until a final approved version can be signed and dated by all parties.

9.2d If a significant change is needed, the final version will go before the IACUC at the next scheduled meeting for discussion.

9.2e all updated policies and procedures will be replaced in all two locations.





**Animal Resource Facility  
OPERATING POLICIES/ PROCEDURES**

**DEPARTMENT:** Institutional Animal Care and Use Committee

**POLICY NUMBER:** IACUC-10

**EFFECTIVE DATE:** July 1, 2011

**REVISION DATE:**

**POLICY TITLE:** Comparison of IACUC Protocol with Grant Application

**POLICY:** Section IV.D of the PHS Policy on Humane Care and Use of Laboratory Animals requires that when submitting Applications and Proposals for awards to PHS that institutions with an Approved Assurance on file with OLAW ensure that its IACUC verify those components related to the care and use of animals. The Research institute verifies that the two accurately reflect the approved animal care and use by having the vivarium director do a side-by-side comparison.

**PROCEDURE:**

10.1 ALREADY APPROVED IACUC:

10.1a Grant application is submitted to the Office of Research and Sponsored Programs with the appropriate box marked on the RIC grant routing sheet and the PHS 398 face page stating that an approved IACUC protocol is available for this research.

10.1b Grant application is reviewed by the Director Office of Research and Sponsored Programs prior to submission to the granting agency. This is to verify an appropriate budget and species have been identified for the animal component of the grant.

10.1c If grant application is funded, the grant will be compared with the approved IACUC protocol by the director. The comparison will include:

- a. identification of the species, strain, ages, sex and approximate number of animals to be used; as well as the proposed use of the animals
- b. rationale for using animals and for the appropriateness of the species and numbers used;

- d. a description of procedures designed to assure discomfort and injury to animals will be limited to that which is unavoidable in the conduct of scientifically valuable research, and that analgesic, anesthetic, and tranquilizing drugs will be used where indicated and appropriate to minimize discomfort and pain to animals;
- e. and a description of any euthanasia to be used. The five points in the vertebrate animal section of the Application should be consistent with the already approved IACUC protocol.

10.1d Animal Resource Facility Director will submit letter to Office of Research and Sponsored Programs stating the accuracy of the animal care and use between the two documents.

10.1e The PI submits an amendment to the IACUC protocol stating the funding agency and/or the change in the title to match the funded grant.

10.2 NO IACUC ON FILE:

10.2a Grant application is reviewed by the director of sponsored program prior to submission to the granting agency. This is to verify an appropriate budget and species has been identified for the animal component of the grant.

10.2b If a grant application is funded, an IACUC application will be submitted “just in time.” We will follow the IACUC approval process, and comparison of the two documents will be made by the attending veterinarian.

10.3 IACUC Chair will submit letter to Office of Sponsored Research stating the accuracy of the animal care and use between the two documents.

**REFERENCES:** Public Health Service Policy on Human Care and Use of Laboratory Animals, September 1986

Approved by: \_\_\_\_\_

Chairperson, IACUC	Date
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_____ Attending Veterinarian	Date
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_____ Director, Animal Resource Facility	Date
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**Animal Resource Facility  
OPERATING POLICIES/ PROCEDURES**

**DEPARTMENT:** Institutional Animal Care and Use Committee

**POLICY NUMBER:** IACUC-201

**EFFECTIVE DATE:** July 1, 2011

**REVISION DATE:**

**POLICY TITLE:** Animal Care and Use Training and Education Program

**POLICY:** The purpose of this policy is to establish a Training and Education Program for all Research Institute faculty and staff who are directly involved with animal handling, treatment and manipulation. Both the Animal Welfare Act and the Health Research Extension Act require that institutions using animals in research, teaching or testing, provide training of personnel in the care and use of laboratory animals.

**PROCEDURE:**

201.1 Each IACUC member will be provided with a copy of the following: 1.) The PHS Policy for the Humane Care and Use of Laboratory Animals; 2.) The National Research Council (NRC) Guide for the Care and use of Laboratory Animals; 3.) We will give copy of ARENA/ OLAW IACUC Guidebook 4.) We will give a copy of the AVMA Guidelines on Euthanasia; and 5.) We will give a copy of this Assurance.

Also, all members of the IACUC will complete the essentials for IACUC member's curriculum located at the American Association for Laboratory Animal Science website, [www.aalaslearninglibrary.org](http://www.aalaslearninglibrary.org) or the Collaborative Institutional Training Initiative website, [www.citiprogram.org](http://www.citiprogram.org)

All IACUC members will visit the OLAW website at least semi-annually and will complete the IACUC tutorial module (initial visit) and will familiarize themselves with the other pertinent modules and information, e.g., Notices, Frequently asked questions, commentary, etc.

**Note: Attendance at an IACUC 101; IACUC102; IACUC Advanced PRIM&R/ ARENA IACUC meeting, or similar course may be substituted for any required IACUC training session.**

201.2 Program Content for **NEW IACUC Members-**

201.2a. Orientation session with IACUC Chairman which addresses:

1. Goals and objectives of committee

2. How meetings are conducted
3. How proposals and amendments are evaluated

201.2.b. Vivarium Orientation and tour with Vivarium Director

201.2.c. Provided with set of books (PHS Policy, Guide for the Care and use of Laboratory animals), policies and procedures to review, samples of proposal and amendment applications

### 201.3 Program Content for **Animal Resource Facility Personnel**

201.3.a. The training or instruction available to scientist, technicians, animal technicians, involved in animal care, treatment

1. Institutional Structure & Responsibilities
2. Regulations, Policies, Guidelines & Standards
3. Ethics of Animal Experimentation
4. Policies for Approval and Use of Laboratory Animals
5. Reporting Concerns or Deficiencies in Animal Care and Use
6. Care & Handling of Laboratory Animals
7. Occupational Health & Safety

201.3. b One-on-One training for animal care staff includes assistance with restraint, sexing, cage handling, BSL practices, CO2 chamber instruction. Technical positions will continue training with sampling and injection techniques.

201.3. c. Certification through the American Association for Laboratory Animals Science (AALAS) is strongly encouraged. Preparation for animal care staff is required through preparatory classes offered through the Office of Animal Care at the following levels:

1. Assistant Laboratory Animal Technician (ALAT)
2. Laboratory Animal Technician (LAT)
3. Laboratory Animal Technologist (LATG)

201.3.d Certification through the Purina Laboratory Animal Care Certification course is strongly encouraged. Preparation for this course is offered through the Office of Animal Care.

### 201.4 Program Content for **Research Faculty and Staff**

#### 201.4. a **New Research Personnel Requirements**

i.) Orientation session, which addresses topics including:

- 1.) Institutional Structure & Responsibilities
- 2.) Regulations, Policies, Guidelines & Standards
- 3.) Ethics of Animal Experimentation
- 4.) Policies for Approval and Use of Laboratory Animals
- 5.) Reporting Concerns or Deficiencies in Animal Care and Use
- 6.) Care & Handling of Laboratory Animals
- 7.) Occupational Health & Safety

ii.) CITI training is required for research faculty/staff to assist with sampling, restraint or any other experimental procedure or manipulation involving animals. It includes videos and hands-on work with rodents. This follows attendance at monthly orientation session. In addition, “rodent surgery, anesthesia and analgesia techniques” training is required for those involved in survival rodent surgery. A breeding colony training packet is given to those PI’s with approved breeding protocols.

iii.) Final approval of protocols and/or amendments will be withheld until all personnel listed have completed the above requirements. This should have a limited impact on approval of protocols within a timely fashion, as the training will be offered monthly.

#### 201.4.b **All Research Personnel**

A Refresher on key policies of the animal resource facility and IACUC will be distributed to all personnel on approved protocols in July of every year. To acknowledge receipt and reading of the document, a sign off sheet will be maintained. If any policies or procedures affecting research personnel are updated at other times of the year, this same method of distribution and acknowledgment will be done.

#### 201.5 Training and Education Program Compliance

201.5a Principal Investigators must provide a complete list of personnel who will be working directly with animals in their IACUC application. Addition of new staff to this list must be made available to the IACUC, via an amendment form submitted to the IACUC Chair. If any personnel do not have an active training and education file at XUARF, he/she will be advised of the next orientation and wet lab training. Final approval of protocol and/or amendment will be following the attendance at the required sessions. If all personnel listed are current on training and education requirements, the protocol and/or amendment will be approved.

201.5b Failure to comply with training & education requirements outlined in this policy will result in access to vivarium being denied.

201.6 Training and Education Program Documentation

201.6a Documentation of participation in a completion of the training and education program components will be maintained by the Vivarium director.

**REFERENCES:**

ARENA/OLAW, "The Institutional Animal Care and Use Committee Guidebook," 2<sup>nd</sup> Ed. NIH. Bethesda, MD. 2002

Approved by: \_\_\_\_\_

Chairperson, IACUC

Date

\_\_\_\_\_  
Attending Veterinarian

Date

\_\_\_\_\_  
Director, Animal Resource Facility

Date

## Animal Resource Facility OPERATING POLICIES/ PROCEDURES

**DEPARTMENT:** Institutional Animal Care and Use Committee

**POLICY NUMBER:** IACUC-202

**EFFECTIVE DATE:** July 1, 2011

**REVISION DATE:**

**POLICY TITLE:** Shared Animal Fluid or Tissue Use (Delete this section)

**POLICY:** The purpose of this policy is to establish a method for the use of animal tissue fluids by principal investigators that do not have a approved IACUC protocol for animal use. The RIC IACUC encourages sharing of tissues between investigators from euthanized animals, as this is a reduction of animals required by any one investigator.

**PROCEDURE:**

201.1 When an animal is euthanized with the specific intent to take fluid or harvest tissues & organs, an XU IACUC approved animal use protocol is required.

202.2 If tissues, organs or fluids from a PI's animal(s) are to be shared after the animal is euthanized as part of his/her IACUC approved protocol, a Shared Tissue Form (see Attachment) must be submitted by the **recipient PI** to the IAUCU Coordinator **prior** to obtaining the animal products. Forms not containing the signatures of the **donating and recipients** PIs will be returned until completed.

202.3 In cases where animals have been exposed to infectious disease or hazardous agents, the **donating PI** must disclose this information on the Shared Tissue Form. The signature of the **recipient PI** is assurance that he/she is aware of the conditions of the animal and appropriate biosafety issues regarding tissues.

202.4 Animals must be sacrificed and tissue/blood collected by either a member of the vivarium staff or an individual on the **donating PI's** IACUC protocol. This assures that IACUC and the Office of Animal Care that all training & education requirements for euthanasia have been met.

202.5 The Shared Tissue Form:

- Describes the source and use for animal blood, fluids and/or tissues.

- Assures the IACUC and the Office of Animal Care that occupational health & safety, as well as, bio safety issues regarding certain tissues are properly addressed (e.g. ABSL).
- Is acknowledged by the attending veterinarian prior to filling in the donating IACUC protocol. This may occur before or after the animal transaction.

Approved by: \_\_\_\_\_

Chairperson, IACUC

Date

\_\_\_\_\_  
Attending Veterinarian

Date

\_\_\_\_\_  
Director, Animal Resource Facility

Date



**Animal Resource Facility  
OPERATING POLICIES/ PROCEDURES**

**DEPARTMENT:** Institutional Animal Care and Use Committee

**POLICY NUMBER:** IACUC-203

**EFFECTIVE DATE:** July 1, 2011

**REVISION DATE:**

**POLICY TITLE:** Evaluation of Animal Care and Use Concerns

**POLICY:** The purpose of this policy is to describe how animal care and use concerns will be addressed to ensure that laboratory animals receive humane care and are used in research in accordance with the highest ethical standards, laws, regulations and policies governing animal research.

**PROCEDURE:**

203.1 The Xavier University of Louisiana will create an environment that promotes compliance with ethical standards and laws, regulations, and policies governing animal research by:

203.1a continually emphasizing that compliance is important for both ethical and legal reasons in training and orientation sessions.

203.1b Maintaining efficient administrative procedures for review of protocols, amendments to approved animal protocols, and self-reporting of apparent departures from approved procedures.

203.1c Facilitating communication of animal care and use concerns.

203.1d Strict adherence to policies for review and disposition of animal care and use concerns.

203.2 Communication of animal care and use concerns to the IACUC

203.2a Concerns regarding institutional animal care and use may be reported anonymously to the IACUC via the Institutional Corporate Compliance line or directly to any member of the IACUC verbally or in writing.

203.2b Regardless of the source, method of conveyance, or to whom the complaint was conveyed, all concerns will be reported to the IACUC chairperson immediately. Complainants should be asked to do so directly, but if they are unwilling to do so

the person to whom the complaint was conveyed is responsible for forwarding the complaint to the IACUC chairperson.

203.2c the confidentiality of both those who report concerns and anyone against whom allegations are directed will be strictly maintained while allegations are under Investigation. Any employee of the Research Institute for Children or other complainant can report deficiencies in animal care and treatment without fear or retribution reprisal.

### 203.3 IACUC review and disposition of animal use concerns

203.3a Initial evaluation: The IACUC chairperson will act immediately to determine if the complaint has any merit by interviewing persons involved and reviewing any necessary records. The guiding principles in the evaluation of a complaint throughout this process are to determine 1) if procedures are being used that have not been approved by the IACUC, and 2) if any unapproved activities adversely affect the health or well-being of either research animals or humans. If this initial evaluation determines that the complaint has not merit on either of these counts, no action will be taken and a report of the incident will be recorded in the minutes of the next IACUC meeting. If the complaint is determined to have merit, or if lack of merit cannot be established, the IACUC will be convened to further assess the complaint. In any case where initial investigation indicates that immediate action is required (see below), the IACUC will be convened immediately (within 24 hours) even if a quorum is not available. If immediate action is not indicated, the IACUC will convene as soon as possible. In cases where the IACUC chairperson may have a conflict of interest, the institutional official shall appoint another member of the IACUC to assure that the concern is addressed.

203.3b Initial committee actions– the IACUC will determine if the complaint requires:

i. Immediate action and further investigation

Immediate action is required if either animal or human health or well-being are endangered. If immediate action is deemed necessary, the IACUC chairperson will notify the institutional official to decide what further course of action should be taken.

ii. Further investigation without immediate action

If further investigation with or without immediate action is required as determined by the IACUC, the IACUC Chairperson, his/her designee, or an IACUC subcommittee, will conduct the investigation and report back to the IACUC. All actual or perceived conflict of interest will be avoided. The information required by the IACUC (e.g. who to interview, observation of animals, reviewing records) and a deadline will be established and recorded in the minutes of the meeting. The deadline established will depend on the IACUC's determination of whether or not additional action may be required to protect animal or human health or

well-being. The investigator(s) report to the committee will include a description of the concern, results of interviews, reference to the condition of animals and environment, results of records reviewed, and any supporting documents. The report must include conclusions regarding the substance of the concern and recommended actions.

iii. No Action

If not action is deemed warranted, the incident will be reported in the minutes of the next IACUC meeting.

203.3c Final committee actions: Upon receipt and review of the report of the investigation the IACUC may request further information or find that:

- i. There was no evidence to support the complaint.
- ii. The complaint was not sustained but other issues regarding animal care and use require further review
- iii. The complaint was valid

203.4 IACUC Reporting: It is the responsibility of the IACUC to carefully and comprehensively evaluate all animal care and use concerns and to produce and record a report of their deliberations. The final report will include an assessment of how the IACUC or administration can act to prevent similar reoccurrences, and a recommendation to the Institutional Official regarding possible sanctions.

203.5 Subsequent actions by the IACUC may include:

203.5a Implementing measures to prevent reoccurrence (i.e. changes in administrative, management or IACUC policies and procedures)

203.5b Notifying the Institutional Official and the Attending Veterinarian of its actions

203.5c Notifying funding or regulatory agencies as required

203.5d Notifying the complainant, any persons against whom allegations were directed, and pertinent program officials.

203.5e The IO is responsible for determining what sanctions, if any, will be imposed based on the IACUC's recommendations, and for implementing any imposed sanctions. Sanctions may include (1) counseling, (2) issuing letters of reprimand, (3) mandating training to prevent future incidents, (4) monitoring of research activities by the IACUC or IACUC-appointed individuals, (5) temporary revocation of animal-related research privileges, or other institutional sanctions.

## REFERENCES

ARENA/OLAW, "The Institutional Animal Care and Use Committee Guidebook," 2<sup>nd</sup> Ed. NIH. Bethesda, MD. 2002

Approved by: \_\_\_\_\_

Chairperson, IACUC

Date

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Attending Veterinarian

Date

\_\_\_\_\_

Director, Animal Resource Facility

Date

**Animal Resource Facility  
OPERATING POLICIES/ PROCEDURES**

**DEPARTMENT:** Institutional Animal Care and Use Committee

**POLICY NUMBER:** IACUC-204

**EFFECTIVE DATE:** July 1, 2011

**REVISION DATE:**

**POLICY TITLE: Testing of Rodent Biologics Prior to Bringing into ARF**

**POLICY: Contamination of biologic specimens with rodent pathogens can result in devastating outbreaks of disease in laboratory animals implanted with these materials. To minimize the possible contamination of the research animals at ARF, Mouse Antibody Production (MAP) testing or the alternative, Polymerase Chain Reaction (PCR) assays are required on certain antibodies, sera, cell lines, hybridomas or tumor cells. This testing should include the most frequently identified contaminants of biologics.**

**PROCEDURE:**

- 204.1 All cell lines, body fluids and tissues of rodent origin or having passed through rodents that have not been documented free of murine pathogens, must be tested before being introduced into rodents at the Xavier University Animal Resource Facility.
- 204.2 Biologic samples are not required to be tested for human pathogens, such as Hepatitis B virus or HIV-1, which could grow in immunosuppressed rodents. Universal precautions should be used when handling the biological, injecting them into recipient animals or handling the inoculated animals.
- 204.3 Submit appropriate sample of biologic to MU-Radil for testing. They have available a PCR profile (known as IMPACT), which reduces the turnaround time of the traditional MAP testing. For mouse derived biologics, the minimum of IMPACT profile I is required, which tests for the most frequently identified contaminants in biologic samples.
- 204.4 Once results are obtained, submit to veterinarian for review prior to introduction of samples into vivarium animals.
- 204.5 In cases where the introduction of these biologics into rodents will be followed by less than six weeks of housing in the ARF prior to euthanasia, the quarantine room can be utilized for housing without prior testing, if available. Research staff members working with these biologics and the inoculated rodents need to follow the Quarantine PPE SOP,



**Animal Resource Facility**  
**OPERATING POLICIES/ PROCEDURES**

**DEPARTMENT:** Institutional Animal Care and Use Committee

**POLICY NUMBER:** IACUC-205

**EFFECTIVE DATE:** July 1, 2011

**REVISION DATE:**

**POLICY TITLE:** Provisions for Weekend and Holiday Animal Care

**POLICY:** The purpose of this policy is to establish adequate provisions for weekend and holiday animal and veterinary care.

**PROCEDURE:**

205.1 Arrangements will be made through the Office of Animal Care to provide animal care by qualified personnel every day, including weekends and holidays.

205.2 Veterinary care will be made available after hours and on weekends and holidays by a qualified veterinarian (See policy for provision of adequate veterinary care)

205.3 Contact information for both veterinary and responsible management personnel will be prominently displayed in the animal facility and by each phone in the facility

205.4 Weekend animal care shall include:

205.4a Animal Health checks by a person with adequate training and knowledge to differentiate normal and abnormal findings

205.4b Checking room temperatures and humidity

205.4c Checking animal provisions of food and water

205.4d Changing animal cages as necessary to keep animal dry

205.4e Reporting abnormal findings or problems in the animal facility immediately to the Vivarium Director or AV as indicated.

**REFERENCE:**

National Research Council, "The Guide for the Care and Use of Laboratory Animals." National Academy Press; Washington DC. 2010.

Approved by:

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Chairperson, IACUC

Date

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Attending Veterinarian

Date

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Director, Animal Resource Facility

Date



**Animal Resource Facility  
OPERATING POLICIES/ PROCEDURES**

**DEPARTMENT:** Institutional Animal Care and Use Committee

**POLICY NUMBER:** IACUC-206

**EFFECTIVE DATE:** July 1, 2011

**REVISION DATE:**

**POLICY TITLE:** Quarantine Procedures-Animals from Non-Commercial Venders (NCV)

**POLICY:** The advent of transgenic lines of mice has created an increase in the transfer of animals between non-commercial vendors. This increased transfer of animals also increases the risk of contaminant transfer. Since health monitoring program vary from facility to facility, it is difficult to thoroughly evaluate the health status of animals at another facility. This policy aims to standardize the health status of incoming animals from non-commercial vendors by evaluating health reports using the same rule-out list prior to introduction to the colony.

**PROCEDURE:**

206.1 Requests from investigators (PI) to obtain animals from a non-commercial source should be submitted on the Non-commercial Vendor Request form found on the website at [www.xula.edu](http://www.xula.edu)

206.2 An acceptable current health report (within 90 days of the anticipated receipt of the animals) is required before animal shipment is approved.

206.3 Health reports must include the equivalent of the MU-RADIL Basic Serology Profile with an in-house parasitological exam:

<b>SEROLOGY</b>	<b>SEROLOGY (CONT'D)</b>
MHV (mouse Hepatitis Virus)	MPV (Mouse Parvovirus)
Sendai virus	MMV (Mice Minute Virus)
PVM (Pneumonia Virus of Mice)	Ectrolmelia (a pox virus)
REO3 (Reo Virus Type 3)	<i>Mycoplasma pulmonis</i>
TMEV-GDVII (Theiler's Murine Encephalomyelitis Virus-Mouse Poliovirus strain GDVII)	<b>PARASITOLOGY</b>
EDIM (Epizootic Diarrhea of Infant Mice)	Endoparasite exam

LCM (Lymphocytic Choriomeningitis	Ectoparasite exam
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206.4 In cases where the NCV does not have the equivalent health report, arrangements must be made between collaborating PI's to cover the cost of this testing on either sentinel or colony animals (from the transgenic line to be shipped).

206.5 Animals from a "dirty facility" (i.e. one with positive results on health reports within 6 months immediately prior to the request)) will need to be rederived prior to entering the facility, or an alternate clean source must be found

206.6a Animals from a "clean facility" (i.e. one with all negative results on health reports within 6 months immediately prior to the request) will enter the quarantine room located on the containment side of the ARF. Arrangements to house animals in this room will be on a first come, first serve basis. One of two paths can be allowed for these animals.

206.6b The animal resource facility staff will be allowed to maintain the colonies and perform experiments and procedures as outlined in the research protocol during the Quarantine Period.

206.6c The experiments and procedures as outlined in the research protocol may be conducted by the research staff if the need is properly justified and only if they follow the guidelines of having animals housed in the containment area. This privilege may be revoked if the research staff fails to comply with these guidelines.

206.6d Two sentinel animals will be housed on soiled bedding from the NCV animals over the quarantine period.

206.6e Following quarantine, both sentinels are submitted via live shipment to MU-Radil for the Basic Necropsy Profile.

- ❖ If negative results are obtained from this testing, the animals will be released to the colony.
- ❖ If a positive endoparasitic and/or ectoparasitic result is identified, steps will be taken to treat and retest animals. Treatment regimen will be determined by the Attending Veterinarian.
- ❖ If other positive serology results are identified, the animals will not be allowed to be released into the colony and will be sacrificed.

REFERENCES/RELATED SOP's:

ILAR. Guide for the Care and Use of Laboratory Animals. National Academy Press. Washington DC. 2010

Vivarium SOP #122: Quarantine PPE

Approved by:

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Chairperson, IACUC

Date

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Attending Veterinarian

Date

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Director, Animal Resource Facility

Date

**Animal Resource Facility  
OPERATING POLICIES/ PROCEDURES**

**DEPARTMENT:** Institutional Animal Care and Use Committee

**POLICY NUMBER:** IACUC-207

**EFFECTIVE DATE:** July 1, 2011

**REVISION DATE:**

**POLICY TITLE:** Provisions for Veterinary Medical Care

**POLICY:** The purpose of this policy is to specify the criteria for and availability of veterinary care to ensure compliance with federal and state laws regarding animal care and use programs.

**DEFINITION:**

As used in this policy, "Attending Veterinarian" (hereinafter "AV") shall mean any Doctor of Veterinary Medicine who is certified by the American College of Laboratory Animal Medicine or has adequate training and experience in laboratory animal science and medicine and in the care of the species begin used.

**PROCEDURE:**

207.1 The Office of Animal Care shall establish a mechanism to provide adequate veterinary care by an AV. Such mechanism may include a Professional Services Agreement or Consulting Contract.

207.2 The AV shall have access to and oversight of all aspects of animal care and use.

207.3 The Office of Animal Care shall make arrangements for back-up veterinary care by a qualified veterinarian in the event that the AV is unavailable.

207.4 The AV shall be responsible for oversight of the following:

207.4 Preventative Medicine

207.4b Surveillance, diagnosis, treatment and control (including zoonotic) of disease

207.4c Management of protocol associated disease, disability or other sequelae

207.4d Anesthesia and analgesia

207.4e Surgery and post-surgical care

207.4f Assessment of animal well-being

207.4g Euthanasia

207.4h Ensuring adequacy of physical plant, caging and ancillary equipment

207.4i Animal Enrichment program

207.4j Performing periodic physical and clinical evaluations appropriate to the species and experimental situation.

207.4k developing, implementing and monitoring sound husbandry programs including sanitation, nutrition, genetics, breeding and vermin control.

207.5 The AV shall be actively involved in:

207.5a the review of the protocols and projects involving animal use

207.5b Semiannual Inspection of animal facility and program review

207.5c Review of institutional policies involving animals in research, testing and teaching.

207.6 The AV shall provide guidance and oversight to investigators and any other personnel involved in the care and use of animals to ensure adequate:

207.6a Handling and restraint;

207.6b Immobilization, sedation, anesthesia and analgesia

207.6c Euthanasia

207.6d Surgery and Post surgical care

207.7 The AV shall be a full voting member of the IACUC

207.8 The AV shall have the authority and responsibility of for making determinations concerning animal well being and assuring that animal well being is adequately monitored and promoted. The AV shall have the authority to remove an animal from an experiment adversely affecting its well being beyond a level reviewed and approved by the IACUC.

207.9 Problems and/or concerns regarding animal health and welfare shall be communicated to the AV and Director for immediate action.

207.10 Contact information for the AV shall be posted by all phones in the animal facility. The AV or back-up veterinarian should be notified in the event of an emergency or problem by the investigator or Director.

Approved by: \_\_\_\_\_

Chairperson, IACUC

Date

\_\_\_\_\_

Attending Veterinarian

Date

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Director, Animal Resource Facility

Date

**Animal Resource Facility  
OPERATING POLICIES/ PROCEDURES**

**DEPARTMENT:** Institutional Animal Care and Use Committee

**POLICY NUMBER:** IACUC-208

**EFFECTIVE DATE:** July 1, 2011

**REVISION DATE:**

**POLICY TITLE:** Guidelines for Minimizing Pain & Distress

**POLICY:** The IACUC shall be responsible for critically evaluating research protocols for the potential to cause pain or distress and assess the steps that are to be taken to ensure and enhance animal well-being.

**DEFINITIONS:**

Pain- An unpleasant sensory or emotional experience associated with actual or potential tissue damage.

Distress- An aversive state in which an animal is unable to adapt completely to stressors and shows maladaptive behavior.

**PROCEDURE:**

208.1 Animal Welfare Regulations require the investigator to consider alternatives to any procedures that may cause more than momentary or slight pain or distress to animals. The sources, keywords, years searched and date of search used to determine that no alternative is available must be provided to the IACUC.

208.2 In considering any protocol with the potential for causing pain and/or distress to animals, the IACUC must:

208.2a Be satisfied that no alternative method is available;

208.2b Ensure that appropriate sedation, analgesia and anesthesia are included in the research plan;

208.2c Establish criteria for timely intervention, removal of animals from the study, or euthanasia if painful or stressful outcomes are anticipated;





## Animal Resource Facility

### OPERATING POLICIES/ PROCEDURES

**DEPARTMENT:** Institutional Animal Care and Use Committee

**POLICY NUMBER:** IACUC-209

**EFFECTIVE DATE:** July 1, 2011

**REVISION DATE:**

**POLICY TITLE:** Occupational Health & Safety Program

**POLICY:** The purpose of this policy is to establish an Occupational Health and Safety Program for all personnel with significant exposure to animals. The goal of the Occupational Health and Safety program is to prevent occupational injury and illness with the principle focus of controlling hazards and reducing risks specifically associated with working with animals.

**PROCEDURE:**

209.1 Participation requirements:

209.1. a All Vivarium caretakers and laboratory animal technicians are required to participate.

209.1. b All Research Institute staff who are directly involved in handling laboratory animals (research associated, technicians, student workers, etc.) are encouraged to participate. Visiting faculty & lectures, student workers, part-time staff etc., who have significant exposure to animals are also encouraged to enroll.

209.1. c those who do not wish to participate must sign a Waiver Form.

209.2 Records of enrollment for the OH&S Program will be maintained in the Office of the Vivarium Director. The Vivarium Director will coordinate enrollment, paperwork and appointment scheduling with the consulting physician's office for enrollment in the program. The certification form for the exam should be returned to the director to keep in the OHS file.

209.3 Individuals will be given the opportunity for enrollment at the time of the orientation. (Changes to either enroll or waive enrollment can occur anytime thereafter.)

209.4 The Occupational Health and Safety Program shall include all of the following:

209.4a Personal hygiene

209.4b Personal Protective Equipment and Facilities

209.4c Education addressing issues such as zoonoses and pregnancy/immunosuppressant precautions

209.4d Annual Physical Exam (optional)

Approved by:

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Chairperson, IACUC

Date

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Attending Veterinarian

Date

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Director, Animal Resource Facility

Date

**Animal Resource Facility  
OPERATING POLICIES/ PROCEDURES**

**DEPARTMENT:** Institutional Animal Care and Use Committee

**POLICY NUMBER:** IACUC-210

**EFFECTIVE DATE:** July, 2011

**REVISION DATE:** August, 2016

**POLICY TITLE:** Drug Storage and Control

**POLICY:** The purpose of this policy is to establish procedures for control, usage and storage of controlled substances used in research that will insure compliance with all federal and state regulatory agencies.

**CONTROLLED DRUG POLICY:**

Investigators needing to use controlled substances in their research must obtain their own individual licenses. In Louisiana, this is a two-step process. The first is to secure a Louisiana Board of Controlled Substances Dangerous Substance license. The individual Investigator must apply using the link below:

[http://www.pharmacy.la.gov/assets/docs/Forms/110\\_AppNewCDSLicMisc\\_20120701F.pdf](http://www.pharmacy.la.gov/assets/docs/Forms/110_AppNewCDSLicMisc_20120701F.pdf)

The second step is to apply for a federal license from the Drug Enforcement Agency (DEA). For information and the application, follow the link below:

<https://apps.dea.diversion.usdoj.gov/webforms/>

No Investigator may purchase, otherwise obtain, store or use a controlled substance without the appropriate State and Federal licenses.

Non-controlled drugs and pharmaceuticals will be stored in the Animal Care Facility Treatment Room.

Controlled substances MUST be stored under double-locked conditions at all times in the licensed Investigator's office or research laboratory.

Licensed Investigators are responsible for maintaining a log of the controlled substance use, this log sheet is to provide record of the amount of substance used.

Licensed investigators are required to check inventory monthly to insure that all substances are within their manufacturer's recommended expiration date.

Expired drugs will be discarded according to State and Federal regulations.

Controlled substances will be discarded via a registered reverse distributor. This process is overseen by the Office of Environmental Health and Safety.

Non-controlled drugs will be discarded via biomedical waste as indicated by the manufacturer expiration date.

**Animal Resource Facility**  
**OPERATING POLICIES/ PROCEDURES**

**DEPARTMENT:** Institutional Animal Care and Use Committee

**POLICY NUMBER:** IACUC-211

**EFFECTIVE DATE:** July 1, 2011

**REVISION DATE:**

**POLICY TITLE: Animal Procurement and Transportation**

**POLICY: The purpose of this policy is to establish procedures that ensure lawful procurement and transportation of animals that minimizes stress and compromise of pathogen status.**

**PROCEDURE:**

211.1 All animals shall be acquired lawfully.

211.2 Potential vendors and institutions shall be evaluated for the quality and health status of animals supplied by them. This information shall be reviewed by the AV for acceptance or rejection of animal shipment. The decision of the AV shall be final.

211.3 All transportation animals, including inter-institutional transportation, will be planned to (1) minimize transit time and risk of zoonoses, (2) protect against environmental extremes, (3) avoid overcrowding, (4) provide adequate food and water, (5) protect against physical trauma

211.4 Each shipment of animals will be inspected for signs of clinical disease and will be quarantined (as directed by the attending veterinarian) and stabilized according to procedures appropriate for the species and circumstances.

211.5 Ordering and receiving of animal shipments shall be coordinated through the Office of the Vivarium Director to ensure that animals are received properly and that adequate facilities are available for housing.

**REFERENCES:**

National Research Council, "The Guide for the Care and Use of Laboratory Animals." National Academy Press; Washington DC. 2010.



**Animal Resource Facility  
OPERATING POLICIES/ PROCEDURES**

**DEPARTMENT:** Institutional Animal Care and Use Committee

**POLICY NUMBER:** IACUC-212

**EFFECTIVE DATE:** July 1, 2011

**REVISION DATE:**

**POLICY TITLE:** Euthanasia

**POLICY:** The purpose of this policy is to establish a uniform method of assessment of euthanasia by the IACUC.

**DEFINITION:**

Euthanasia is the act of killing animals by methods that induce rapid unconsciousness and death without pain or distress.

**PROCEDURE:**

212.1 Unless deviation is justified by substantial scientific or medical reasons, methods should be consistent with the Report of the AVMA Panel on Euthanasia.

212.2 Criteria to be considered when evaluating the appropriateness of euthanasia methods include:

212.2.a Ability to induce loss of consciousness and death with no, or momentary pain, distress or anxiety;

212.2.b Reliability and nonreversability of method

212.2.c Time required to induce unconsciousness

212.2.d Species and age limitations

212.2.e Compatibility with research objectives

212.2.f Safety of procedure

212.2.g Emotional effects on personnel

212.3 Protocols must include specific, quantitative criteria for initiating euthanasia such as physical or behavioral deficit (ability to eat/drink, ambulate, tumor size, weight loss etc.) that will enable a prompt decision to be made by the AV and the investigator to ensure that the end point is human and the objective of the protocol achieved.

212.4 Euthanasia will be carried out in a manner that avoids animal distress. In some cases, vocalization and release of pheromones occur during induction of unconsciousness. For that reason, other animals should not be present when euthanasia is performed.

212.5 The selection of specific agents and methods of euthanasia will depend on the species involved and the objectives of the protocol. Generally, inhalant or non-inhalant chemical agents (barbiturate overdose, anesthetic overdose, CO2 overdose) are preferable to physical methods (i.e. cervical dislocation, decapitation). However, scientific considerations may preclude the use of chemical agents for some protocols.

212.6 All methods of euthanasia will be reviewed and approved by the IACUC.

212.7 It is essential that euthanasia be performed by personnel who are skilled in methods for the species in question and that it is performed in a professional and compassionate manner. Death should be confirmed by performing a thoracotomy following any method approved by the IACUC to ensure nonreversibility of the procedure. The one exception is for decapitation.

**REFERENCES**

National Research Council, “The Guide for the Care and Use of Laboratory Animals.” National Academy Press; Washington DC. 2010.

AVMA, “ Report of the AVMA Panel on Euthanasia.”

Approved by: \_\_\_\_\_  
Chairperson, IACUC Date

\_\_\_\_\_  
Attending Veterinarian Date

\_\_\_\_\_  
Director, Animal Resource Facility Date



**Animal Resource  
Facility**

**OPERATING POLICIES/ PROCEDURES**

**DEPARTMENT:** Institutional Animal Care and Use  
Committee

**POLICY NUMBER:** IACUC-01

**EFFECTIVE DATE:** July 1, 2011

**REVISION DATE:**

**POLICY TITLE:** Vivarium Service and/or Room Request

**POLICY:** This policy is to establish an easy, consistent format for Principal Investigators (PI's) to reserve a procedure/necropsy room in the ARF or to request the services by the ARF staff for procedures, providing special diets or weighing animals.

**PROCEDURE:**

215.1 Requests from investigators to obtain services or reserve a room should be submitted on the Vivarium Service Request Form found on the website at [www@xula.edu](http://www@xula.edu) submit requests to the Office of the Vivarium Director.

215.2 Requests made less than 24 hours in advance of a service may not be guaranteed.

215.3 Confirmation of the request will be sent via e-mail as it is highlighted on the calendar of those parties involved.

215.4 Receipt confirmation should be sent to confirm that the information arranged (date, time, location) is correct. In cases where the information may be incorrect, please contact the Vivarium Director to clarify.

Approved by:

\_\_\_\_\_

Chairperson, IACUC Date

\_\_\_\_\_

Director, Vivarium Date