Title: Animal Care and Use Program: Roles and Responsibilities

The intent of this Standard Operating Procedure (SOP) is to describe what the Institutional Animal Care and Use Program at Illinois State University (ISU) is and how it functions. This SOP is intended for use by IACUC committee members, researchers, laboratory animal care personnel, and anyone else involved with the use of animals in research or teaching at ISU. This SOP is approved by the Illinois State University Institutional Animal Care and Use Committee (IACUC). Any deviation must be approved by the IACUC prior to its implementation.

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1. **Introduction**

Any institution utilizing animals in research or teaching through an Institutional Animal Care and Use Program (program) is mandated by the Animal Welfare Act to have an Institutional Animal Care and Use Committee (IACUC), Attending Veterinarian (AV), and Institutional Official (IO) that ensures adherence to the Guide for the Care and Use of Laboratory Animals (*The Guide*) and applicable Public Health Services (PHS) policies. The IACUC is responsible for the oversight and evaluation of the entire Program and its components.

2. **Composition of the IACUC**

The composition of the IACUC conforms to the overlapping, yet distinctive, requirements of the USDA and the PHS. The Committee is composed of at least five members appointed by the President of ISU and includes the following:

- One of the members is the Veterinarian of Record.
- One member that is a non-scientist.
- At least one public member represents community interests. Public member is not a laboratory animal user. The public member(s) is not affiliated with the institution and is not a member(s) of the immediate family of a person who is affiliated with the institution.
- There is at least one practicing scientist experienced in research involving animals representing each of the following: the animal lab, the farm and the field.
- Not more than three members are from the same administrative unit.
- One member is an institutional representative and serves as an ex officio non-voting member of the committee.

Each member is appointed for three years and may serve consecutive terms. The IACUC is a presidential committee and reports directly to the IO.
3. Roles and Responsibilities

Institutional Animal Care and Use Committee

The IACUCs roles and responsibilities include reviewing all projects (and modifications to those projects) in which live non-human vertebrate animals (animals) are used in research or teaching. Once approved, the IACUC maintains continuing oversight of the approved projects through an annual review and a complete resubmission on a triennial basis.

The IACUC ensures that the program is compliant through semi-annual program reviews and facility inspections. The results of these evaluations are sent to the IO for consideration and, as necessary, action. Additionally, they form the basis for the required annual reporting to the Office of Laboratory Animal Welfare (OLAW) and United States Department of Agriculture (USDA).

The IACUC performs ongoing assessments of animal care and use and reports any unapproved variances from the standards of animal care and use promptly to the IO and oversight agencies as required. As part of this charge the IACUC is also tasked with the establishment of a mechanism for receipt and review of concerns involving the care and use of animals at ISU. Approval by the ISU Academic Senate is not required for IACUC actions as it is a presidential committee and is consequently exempt. However, the institution may deny a study that the IACUC has approved but cannot approve a study that the IACUC has not.

Attending Veterinarian

The AV is responsible for the health and welfare of all animals used at the institution. The institution must provide the AV with sufficient authority, including access to all animals, and resources to manage the program of veterinary care. The AV should oversee other aspects of animal care and use (e.g., husbandry, housing) to ensure that the program complies with The Guide. For a program to work effectively, there should be clear and regular communication between the AV and the IACUC.

Institutional Official

The IO bears ultimate responsibility for the program. The IO has the authority to allocate the resources needed to ensure the programs overall effectiveness. Program needs should be clearly and regularly communicated to the IO by the AV and the IACUC. As a representative of senior administration, the IO is responsible
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for resource planning and ensuring the alignment of the program goals of quality animal care and use with the institutions mission.

4. Research Oversight

- **Use of Live Vertebrate Animals in Research and Teaching**

  At ISU, all use of live vertebrate animals in research and teaching activities is subject to IACUC oversight, regardless of the source of funding. This includes all research and teaching activities on campus (including the ISU farm and aviary) as well as campus controlled or leased facilities. The type of formal review by the IACUC through the protocol submission process may depend on the type of activity, the research location, and the extent of involvement of ISU personnel.

- **Field Studies Involving Animals**

  Field research, including the capture and tagging of animals, the taking of blood samples, or other invasive or manipulative procedures requires the approval of the IACUC. Investigators who plan to conduct field studies are required to submit an animal protocol to the IACUC for approval. Field studies that involve no manipulation are exempt from IACUC review.

  It is recognized that serendipitous research can occur in the field. When possible, this should be anticipated through an addition to your field protocol (e.g., rare instance of trapping non-target vertebrate). When not possible, then if the documentation is allowable under federal and/or state regulations for wildlife, the activity can occur with the requirement that the researcher provide a report to the IACUC for approval as soon as possible. Any animal or environmental manipulation should be done in accordance with the spirit of the animal welfare regulations.

- **Use of Procured Tissue or Preserved Vertebrates**

  Research involving only the procurement of tissue or preserved specimens from commercial sources, from colleagues who have protocols that are approved for the harvesting and sharing of such, or from salvaged animals, is exempt from IACUC review. These activities may require a Memorandum of Understanding (MOU), a Material Transfer Agreement (MTA), or approval from other university committees or offices.

- **Invertebrates and Vertebrate Eggs**
Research involving only invertebrates is not subject to IACUC review. Research involving only vertebrate eggs which does not include egg hatching is also not subject to IACUC review. If eggs are expected to hatch, an IACUC protocol is required. A protocol is also recommended if a high probability of eggs hatching is expected, please consult the IACUC for determination of hatching risk. PI's with questions regarding exemptions should contact the IACUC.

- **Service Animals**

  The Americans with Disabilities Act (ADA) defines a service animal as any dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. Under this definition, service animals are exempt from IACUC oversight.

5. **Facility Inspections**

At least once every six months, the IACUC inspects all animal care and use facilities to conform to federal regulation requirements and the program of post approval monitoring. Inspection teams consist of at least two voting members of the IACUC, which usually include the IACUC chair and/ or AV. The team evaluates each area for compliance using the site-specific Facilities Inspection Score Sheet as outlined in the ISU IACUC Facility Inspection Manual. The criteria for these inspections are based on the current versions of the Animal Welfare regulations, the Guide for the Care and Use of Laboratory Animals, the Guide for the Care and Use of Agricultural Animals in Research and Teaching and adherence to pertinent SOPs and the approved protocol(s).

Inspection teams review each area for issues such as general cleanliness, proper storage of food, proper disposal of animal waste, lack of clutter, and conditions that pose a threat to the wellbeing of animals (e.g., storage of flammable or toxic substances next to animal cages). The teams also determine the capability to perform surgery using proper aseptic techniques (e.g., use of gloves, masks, sterile instruments, isolated area for surgery) as required, whether the areas where the animals are maintained satisfy the criteria for sanitation and impervious surfaces, and whether animals are being housed outside of approved housing facilities.

6. **Program Review**
At least once every six months the IACUC will review the program using the PHS Semiannual Program Review Checklist that uses *The Guide* as its basis for evaluation. The program review focuses on the evaluation of institutional policies and responsibilities and veterinary care. Each program area is evaluated and any deficiencies are categorized as minor or significant. This is typically done at a scheduled meeting. All IACUC members are invited to participate in the program review, and no member may be involuntarily excluded.

7. **Semiannual Report to the IO**

The PHS Policy on Humane Care and use of Laboratory Animals, requires the IACUC to prepare and submit a report of their semiannual evaluations (facility inspections and program reviews) to the IO. The following information must be included in the report to the IO:

- Description of the nature and extent of the institutions adherence to *the Guide*. Including any departures and a reason for each departure.
- Identification of any deficiencies in the program or facility. Including classification as either significant or minor and a reasonable and specific plan and schedule for correction.
- Minority views of the IACUC.
- Signature of a majority of the IACUC members, if applicable.