Institutional Animal Care and Use Committee

Policy on the Humane Care and Use of Vertebrate Animals
In Research

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A. Introduction

It is the policy of Emporia State University to comply with policies promulgated by the Public Health Service, Animal and Plant Health Inspection Service, Veterinary Services, of the United States Department of Agriculture in the care and use of laboratory animals. Policies of the federal agencies apply to the routine care and maintenance of animals and the use of animals in research. The university has entrusted the oversight of the institution’s animals program to its Institutional Animal Care and Use Committee (IACUC). The IACUC presents these policies and procedures to assist you in both preparing for and conducting research with vertebrate animals, either in the field or the laboratory.

The Emporia State University Animal Care and Use Committee (ESU-IACUC) will hold semiannual committee meetings. Special meetings may be called by the chair for purposes of addressing concerns over protocols. Inspections of animal facilities in the Department of Biological Sciences (SH 47, 50, 90, 91, and 153) and the Department of Psychology (VH 345B), and any on campus facility to be used for housing and/or research of vertebrate animals in the future, will be conducted immediately before or after each of the semiannual meetings.

Records and files of the ESU-IACUC will be maintained by the chair of the committee. Application for Approval to Use Vertebrate Animals in Research and Training will be available on the ESU-IACUC web page: http://www.emporia.edu/research/policies.html.
B. Principles for the Utilization and Care of Vertebrate Animals Used in Testing, Research, and Training

The development of knowledge necessary for the improvement of the health and well-being of humans as well as other animals requires in vivo experimentation with a wide variety of animal species. Whenever any researcher develops a proposed research project involving the use of vertebrate animals, the following principles shall be considered, and whenever the research is conducted, the responsible institutional official shall ensure that the following principles are adhered to:

1. The transportation, care, and use of animals should be in accordance with the Animal Welfare Act (7 U.S.C. 2131 et. seq.; copy available in the offices of the Department of Biological Sciences, SH174, and the Department of Psychology, VH327) and other applicable Federal laws, guidelines, and policies.

2. Procedures involving animals should be designed and performed with due consideration for their relevance to human or animal health, the advancement of knowledge, or the good of society.

3. The animals selected for a procedure should be an appropriate species and quality and the minimum number required to obtain valid results. Methods such as mathematical models, computer simulation, and in vitro biological systems should be considered.

4. Proper use of animals, including the avoidance or minimization of discomfort, distress, and pain, when consistent with sound scientific practices, is imperative. Unless the contrary is established, investigators should consider that procedures which cause pain or distress in human beings may cause pain or distress in other vertebrate animals.

5. Procedures with animals that may cause more than momentary or slight pain or distress should be performed with appropriate sedation, analgesia, or anesthesia. Surgical or other painful procedures should not be performed on unanesthetized animals paralyzed by chemical agents.

6. Animals that would otherwise suffer severe or chronic pain or distress that cannot be relieved should be painlessly killed at the end of the procedure or, if appropriate, during the procedure.

7. The living conditions of animals should be appropriate for their species and contribute to their health and comfort. Normally, the housing, feeding, and care of all animals used for biomedical purposes must be directed by a veterinarian or other scientist trained and experienced in proper care, handling, and use of the species being maintained or studied. In any case, veterinary care shall be provided.

8. Investigators and other personnel shall be appropriately qualified and experienced for conducting procedures on living animals. Adequate arrangements shall be made for their inservice training, including the proper and humane care and use of laboratory animals.

9. Where exceptions are required in relation to the provisions of these principles, the decisions should not rest with the investigators directly concerned but should be made, with due regard to Principle 2, by the ESU-IACUC. Such exceptions should not be made solely for the purpose of teaching or demonstration.
C. Approval of Educational Use of Vertebrate Animals in Ongoing ESU Courses

Formally scheduled ESU courses, both on and off-campus, may require educational experiences involving use of vertebrate animals with the goal of developing skills in handling animals, designing experiments, conducting tests, collecting and preserving specimens, extracting parasites, measuring behaviors, etc.

The regular university instructor of the course must submit an “Application for Approval to Use Vertebrate Animals in Research and Training” protocol describing a general overview of the range of activities involving vertebrate animals in Section 5 of this application. Rationale should be included for likely invasive and euthanasia techniques. Equipment to support the animal use should be part of the course facilities and described in the application.

- The instructor should confirm that he or she has the expertise/training/experience to supervise this level of animal care and use.
- The instructor should hold, maintain, and abide by any appropriate federal, state or local permits for the laboratory or field activities involved, and keep a copy of the approved protocol.
- IACUC approval extends for the duration of the offering of this course, except: 1) if an additional level of animal use is proposed, 2) a different instructor teaches the course, or 3) the IACUC requests a new application, in all cases requiring that a new protocol be submitted.

Animal use that can reasonably be anticipated to cause more than momentary pain IS NOT COVERED under this blanket class approval. Any classwork that can reasonably be anticipated to cause more than momentary pain requires a separate application, and each protocol will be considered for approval on a case-by-case basis.

D. Review of Research and Training Applications and Proposals

All applications and proposals of faculty and students for projects involving vertebrate animals shall be approved by the IACUC prior to the commencement of the project. All protocols are valid for one calendar year from the IACUC approval date. Prior to submitting an application, researchers must register for the CITI Animal Care and Use (ACU) Training Program and successfully pass the applicable course. Instructions for accessing this program are available on page 7.

Potential applicants should follow this dichotomous key:

1. Determining Level of Approval and Protocol Requirements
   a. Study does not involve use of vertebrate animals.....NOT an IACUC issue, NO PROTOCOL NEED BE SUBMITTED.
      or
      Study involves use of vertebrate animals ............................................................go to b
   
   b. Off-campus study; does not utilize on-campus ESU classrooms, laboratories, or animal facilities.......................................................... go to c
      or
      Study utilizes on-campus ESU classrooms, laboratories, or animal facilities......go to d
c. Study is invasive, or uses chemicals or toxins, or is noninvasive but involves use of living animals in behavioral studies that may cause stress or pain..................go to d or Study is non-invasive, and non-chemical, and does not subject animal to stressful or painful behavioral study...NOT an IACUC concern and NO PROTOCOL NEED BE SUBMITTED, but consult state, federal and local wildlife regulations and ESU Natural Areas (available in the office of the Department of Biological Sciences, SH 174) regulations where appropriate.

d. Study is non-invasive, non-chemical, and does not subject animal to stressful or painful behavioral study...SUBMIT ONE PRINTED, SIGNED COPY OF THE PROTOCOL TO THE RESEARCH AND GRANTS CENTER (Box 4003) AND ONE ELECTRONIC COPY TO THE CHAIRPERSON OF IACUC. Chairperson of IACUC may approve with or without consultation with faculty advisor or equivalent; ESU-IACUC number is assigned upon approval. or Study is invasive, or involves subjecting the animal to synthetic chemicals, or involves subjecting the animal to stress or pain.... ONE PRINTED, SIGNED COPY OF THE PROTOCOL TO THE RESEARCH AND GRANTS CENTER (Box 4003) AND ONE ELECTRONIC COPY TO THE CHAIRPERSON OF IACUC. Chairperson of IACUC distributes the protocol to IACUC members; approval may be granted if no IACUC member expresses concerns within three weeks of protocol application. Approval is withheld if any IACUC member expresses concern and disapproval. The IACUC Chair may solicit and distribute further protocol information to IACUC members addressing concerns. If concern or disapproval continues to be expressed, the IACUC Chair may call an IACUC meeting (or e-mail vote with agreement of IACUC). Approval of a protocol requires a majority vote of IACUC. When approved, an ESU-IACUC number is assigned.

2. Protocol Procedures

a. Sources of Applications: The “Application for Approval to Use Vertebrate Animals in Research and Training” is available online at (http://www.emporia.edu/research/forms) and can be printed from this site.

b. Regulations and Guidelines: Federal, state, and local animal use regulations (legal requirements) and professional society guidelines (advisory) are available in the respective departmental offices.

c. Protocol: A completed “Application for Approval to Use Vertebrate Animals in Research and Training” is hereafter referred to as a “protocol.”

d. Tracking: The IACUC Chair assigns an ESU-PROTOCOL number based on the order of submission for tracking purposes. In the year 2002, the numbers will run ESU-PROTOCOL-02-001, ESU-PROTOCOL-02-002, etc.

e. Approval: The IACUC Chair informs the applicant in writing of the disposition of the application. If approved, the protocol number is converted to an ESU-IACUC number that parallels the above protocol numbers (e.g. ESU-IACUC-02-001, ESU-IACUC-02-002, etc.). A list of all applicants, disposition of their applications, and one copy of each protocol is kept on file by calendar year in the IACUC files, ad infinitum.

f. Acting Chair: The IACUC Chair may designate an acting Chair from the IACUC committee in cases when the Chair will be gone from ESU for a significant time period, and when the application under review involves his/her research or classroom activities.
3. **Review of Protocols**

In order to approve protocols or proposed significant changes in ongoing activities, the IACUC shall conduct a review of those sections related to the care and use of animals and ascertain whether the proposed activities are in accord with this policy. In making this determination, the IACUC shall confirm that the activity will be conducted in accord with the Animal Welfare Act insofar as it applies to the activity, unless acceptable justification for a departure is presented. Further, the IACUC shall ascertain whether the activity conforms with the institution’s assurance and meets the following requirements:

a. Procedures with animals will avoid or minimize discomfort, distress and pain to the animals, consistent with sound research design.
b. Procedures that may cause more than momentary or slight pain or distress to the animals will be performed with appropriate sedation, analgesic, or anesthesia, unless the procedure is justified for scientific reasons in writing by the investigator.
c. Animals that would otherwise experience severe or chronic pain or distress that cannot be relieved will be painlessly sacrificed at the end of the procedure or, if appropriate, during the procedure.
d. The living conditions of animals will be appropriate for their species and contribute to their health and comfort. The housing, feeding, and non-medical care of the animals will be directed by a veterinarian or other scientist trained and experienced in the proper care, handling, and use of the species being maintained or studied.
e. Medical care for animals will be available and provided as necessary by the IACUC veterinarian at the expense of the applicant.
f. Personnel conducting procedures on the species being maintained or studied will be appropriately qualified and trained in those procedures.
g. Methods of euthanasia used will be consistent with the recommendations of the American Veterinary Medical Association (AVMA) Panel on Euthanasia, unless a deviation is justified for scientific reasons in writing by the investigator.

4. **Information Required in Applications Submitted to the ESU Animal Care and Use Committee**

Submitted applications and proposals that involve the care and use of animals shall contain the following information:

a. Identification of the species and approximate number of animals to be used;
b. Rationale for involving animals and for the appropriateness of the species and numbers to be used;
c. A complete description of the proposed use of the animals;
d. Assurance that 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; and
e. A description of any euthanasia method or other disposal method(s) to be used.
E. **Final Reports and Extension Requests**

Information Required Upon Completion of Research, at Ending Date, or Request for Extension

1. At the completion of the project, a report is to be provided to the IACUC on
   a. actual procedures used, which may be less than proposed
   b. the number of animals actually used and
   c. the actual fate or disposition of the animals.

2. In cases where it is not possible to complete the project by the approved ending date in the protocol, a letter of request for extension should be submitted to the IACUC when the research needs to continue beyond the ending date, or a letter should be submitted explaining why the project will not be completed.

F. **Contact Information**

Emporia State University
Animal Care and Use Committee
IACUC Chairperson c/o

Department of Biological Sciences
   (odd-even years)
Campus Box 4050
(620) 341-5311
Fax: (620) 341-5607

Department of Psychology
   (even-odd years)
Campus Box 4031
(620) 341-5317
Fax: (620) 341-5801

1 Kellogg Circle
Emporia, KS  66801-5415
G. Instructions for accessing CITI Animal Care and Use (ACU) Training

Go to: https://www.citiprogram.org/

If you are already registered with CITI - Login with your account information. Go to Step 7.

For new users, create an account:

Step 1: Create an account – click on the “Register” button located in the blue log-in box on the right.

Step 2: Type Emporia State University in the Organization field.

Step 3: Enter your name and email address as prompted.
Step 4: Choose a username and password, following the instructions and expected parameters. You will also select a security question, which will be used to assist you if you forget your username or password. The Research and Grants Center will NOT be able to help you recover your account.

Step 5: Provide demographic information – If you prefer not to answer, select that option.
Step 6: Respond NO to Continuing Education (CEU) credits and decide if you want to participate in research surveys.

Once your registration is complete, click on “Finalize Registration.” You will then be able to access the Main Menu of your account. The courses based on the learner group you belong to will be listed and you can then begin the modules.

Step 7: Institution specific. Requests information about your role at ESU.

If you do not see the Animal Care and Use course listed, select “Add a Course or Update Learner Groups.”

Question 1 – Select “Not at this Time.”

Question 2 – There are two main “learner” groups for ESU: Researchers/Research Administrators and Staff, and IACUC Members (only for members of ESU’s Institutional Animal Care and Use Committee). If you are NOT a member of the animal care and use committee, then you should select the Researchers/Research Administrators and Staff option. You will also select which animal group you will be working with – there are courses specifically designed for different animals. Check all that apply.
Question 3 – Unless you have been so instructed, you are NOT an Institutional/Signatory Official and should not select either of the first two options.

Question 4 – Select “Not at this Time.”

Question 5 – Select “Not at this Time.”

Click Submit – the Animal Care and Use course should now be listed and you may proceed.

You must receive at least 80% to receive a completion certificate. The completion certificate will not be available until all modules have been successfully completed.
The “Support” link at the top of the page is very helpful and contains information on contacting their help desk. ESU’s IT department will NOT be able to provide assistance in using the CITI program. If you experience problems you will need to contact the CITI help desk.

Once you have completed the course, you should print out the certificate for your records. Certificates are good for three years. You will be automatically notified by CITI when your certificate has expired and you will be instructed to take the refresher course at that time.

Researchers requesting approval to use animals in research will not receive approval until the appropriate modules have been successfully completed.

Questions? Contact: Pam Fillmore, 620-341-5351, email pfillmor@emporia.edu.