

Office/Contact: Division of Research and Economic Development

Source: Animal Welfare Act (Public Law 894 and subsequent amendments); USDA implementing regulations at 9 CFR Subchapter A, Parts 1, 2, 3 and 4 (AWA); Public Health Service Policy on Humane Care and Use of Laboratory Animals (PHS Policy); Publication: Guide for the Care and Use of Laboratory Animals (the Guide)

Link: <https://www.nal.usda.gov/awic/animalwelfareact>
<http://grants.nih.gov/grants/olaw/references/phspot.htm>

Associated Forms: [Animal Use Proposal](#)

SOUTH DAKOTA STATE UNIVERSITY
Policy and Procedure Manual

SUBJECT: Institutional Animal Care and Use
NUMBER: 8:6

1. Purpose

For both humanitarian and scientific reasons, the University is committed to ensuring that animals involved in research and teaching receive humane care and treatment. This policy sets forth the guidelines to follow regarding institutional animal care and use.

2.

11. Provide veterinary consulting on animals being used in a research or teaching project.

- iii. An Administrative Assistant to the IACUC shall schedule meetings, take minutes in conformity with Robert's Rules of Order, and assist in preparing reports and maintaining records. These records shall include a current roster of all committee members, files of all projects, and records of all correspondence between the PI and the committee. Files shall be destroyed three (3) years after the close or completion of the project.
- iv. The Research Integrity and Compliance Officer (RICO) shall serve as a liaison between the IACUC and the IO and will coordinate IACUC activities with other compliance requirements and committees. In consultation with the Chair and AV, the RICO will ensure that all members of the IACUC are appropriately trained, file annual updates and other reports to the USDA and PHS, maintain registration with these agencies, monitor federal and state regulations, and suggest revised policies and procedures to remain in compliance with those regulations.
- v. IACUC member candidates may be nominated by the Dean from each of colleges that use vertebrate animals for research or teaching, and/or by current members. Members will be appointed by the IO after consultation with the AV, the Chair, and others.
- vi. No more than three (3) members shall be from the same administrative unit at the departmental level of the University. Committee composition shall be structured to reflect the types of research generally conducted at the University.
- vii. Committee members shall be appointed to three (3) year terms. Committee member terms will be staggered in order that continuity can be maintained. Committee members may be reappointed to additional terms, as needed, and if willing to continue service.
- viii. The committee, through the Chair or the AV, may seek the advice of experts in other disciplines to assist in the review of protocols on an ad hoc basis, as necessary. These individuals shall not have voting privileges.
- g. The IACUC shall meet as necessary to conduct business, generally once per month. Minutes of the previous meeting and materials for review will be made available to each member prior to the meeting. A quorum, which shall consist of a simple majority (over half of the voting members on the committee) will be required to conduct business. Members may participate via video or teleconferencing. Other IACUC responsibilities are to:
 - i.

- iii. Inspect at least once every six (6) months all of the University's animal facilities and surgical sites using the Guide as a basis for

- k. Research involving animal care that is not exempt from this policy and eligible for DMR will be reviewed at a convened IACUC meeting. At a minimum, both DMR and FCR will ensure that:
- i. The procedures with animals avoid or minimize discomfort, distress, and pain to animals and are consistent with sound research design;
 - ii. If procedures cause more than momentary or slight pain or distress to the animals, the procedures will be performed with appropriate sedation, analgesia, or anesthesia; or a written scientific justification for not including these items will be provided in the proposal
 - iii. If procedures involving unrelieved severe or chronic pain must be used, the animal will be painlessly euthanized at the end of the procedure or, if appropriate, during the procedure.
 - iv. Living conditions of the animals are appropriate for their species and contribute to their health and comfort.
 - v. Feeding and nonmedical care are directed by an animal husbandry professor and/or veterinarian experienced in the proper care, handling, and use of the species being maintained/studied.
 - vi. Medical care for the animals is available and provided as necessary by a qualified veterinary technician or F98 0 TdCRc 0 Tw 1.022 0 0 Tw 13.262edua (n) .9 (i)-

- q. Projects will be approved for up to three (3) years. Annually, PIs shall be required to submit a continuing review and update that provides information on the status of the project (including information such as percent complete, not yet started, ongoing, temporarily stopped) and certifying that no changes have been made. Project extensions beyond three (3) years are allowed after protocols undergo a de novo review using IACUC or DMR procedures, as appropriate. The committee may review activities more frequently, as they determine necessary and conduct, or direct others to conduct, random audits of any approved project or laboratory facilities.
- r. During the process of initial or continuing review of an activity, material provided to the IACUC shall be considered privileged information and the committee shall assure the confidentiality of the data contained therein.
- s. The PI is responsible for full compliance with the federal regulations, Guide, and this policy. With regard to animal care and use, the responsibilities include:
 - i. Submitting completed Animal Use Proposals for approval;
 - ii. Ensuring that all participating personnel have completed the appropriate training in the care and use of animals;
 - iii. Overseeing all care to ensure that animals are being treated humanely;
 - iv. Following approved research protocols and receiving IACUC approval for any changes prior to implementing the changes;
 - v. Immediately filing a report of any unanticipated problems or anticipated, but sem72 ()10(m)19s,-4.7 0cd(d ()c)2 (s38 >>BDC -0.011 Tc 0.0129 (th)5.1 (e)]T7 (r)6.9

