

**Institutional Animal Care and Use Committee (IACUC)  
Program for Humane Care and Use of Animals  
University of San Diego  
Revised, 2001**

**HISTORY**

Members of the biology and psychology faculty of the University of San Diego, sharing common interests in the use of non-human animals for teaching and research, and common concerns for the humane treatment of those animals, formalized their commitments by making explicit the principles that they have followed, by establishing an Institutional Animal Care and Use Committee. Official status as a Committee of the College of Arts and Sciences was granted in 1984 by the Dean of that College.

**APPLICABILITY**

For purpose of this document:

1. An animal is defined as a member of any non-human, vertebrate species.
2. The Responsible Institutional Official is the Dean of the College of Arts and Sciences.
3. The term “research facility” shall include reference to the facility’s functions in providing research and teaching.
4. The provisions of this document are applicable to all research, testing, and teaching involving the use of animals in programs of the University of San Diego.

**GENERAL POLICY**

It is our past and continuing policy that:

1. The use of animals in research is indispensable to the scientific enterprise, and to the betterment of humans and animals. The use of animals in teaching provides essential experiences to science students and presents the opportunity to make students aware of our responsibility towards animal life both in terms of humane treatment of research animals and concern for the welfare of domestic and wild species.
2. The establishment and maintenance of ethical practice in the use of animals is the responsibility of the individual instructor/researcher, who is also responsible for collaborators, assistants, employees, and students, all of whom incur obligations consistent with their competence, training, and experience.

3. The procurement, care, use, and disposal of animals conforms to all applicable provisions of the Animal Welfare Act, Guide for the Care and Use of Laboratory Animals, other federal statutes, and state, and local regulations.
4. Individual instructors/researchers are familiar with, and conform to the aforementioned animal care and use laws and guidelines and with those established by the professional organizations to which they belong.
5. Research is undertaken with a clear purpose which outweighs the potential distress to the animal by a) increasing knowledge of life processes or behavior, b) increasing understanding of the species under study, or c) providing information that can potentially benefit human or nonhuman species.
6. Observation and collection of free-living animals is done after weighing the potentially adverse consequences for the animals involved and for the ecosystem of which they are a part. When feasible, collected animals are returned to the site of collection.
7. When animals are used for educational purposes, instructors discuss and demonstrate proper care for the animals, and give students explicit instruction in all applicable procedures. Instructors carefully monitor student activity.
8. When animals are no longer needed, alternatives to euthanasia are considered. When euthanasia is the most humane form of disposition, it is accomplished in an acceptable manner, appropriate for the species, and under anesthesia or in such a way as to insure immediate death.
9. Alleged violations of these principles and/or procedures will be reported to the Chair of the IACUC. If substantiated, the Chair will bring the matter to the IACUC which will make recommendations to the instructor/researcher regarding its resolution, and will report the matter to the Dean. In the case of repeated and/or flagrant violation, the Dean will report the situation to the Vice President for Academic Affairs/Provost, along with his/her recommendations.

The following documents the manner in which the Institutional Animal Care and Use Committee conforms to the USDA Guidelines 9 CFR Chapter 1, subchapter C.

## **THE INSTITUTIONAL ANIMAL CARE AND USE COMMITTEE section 2.31**

### **MEMBERSHIP (section 2.31(b))**

The Institutional Animal Care and Use Committee (IACUC) consists of at least six members, including one full-time faculty member from both the Biology and Psychology Departments, one from another academic department, a licensed veterinarian, the biology lab technician, and a community representative not affiliated with the university. Members were initially nominated by the Chairs of the Biology and Psychology

Departments to serve either a one or a two year term, and confirmed by the Dean. Hereafter, vacancies on the committee will be filled by nominations from the remaining members of the IACUC and be confirmed by the Dean.

With respect to activities involving animals, the IACUC shall:

1. Review, at least every six months, this Program for the Human Care and Use of Animals.
2. Inspect at least once every six months, all of the research facility's animal facilities, including animal study areas; except that field sites where free-living wild animals are studied, and licensed facilities (e.g. zoos) where captive wild animals are studied are exempt from inspection.
3. Prepare reports of its review and inspection and submit the reports to the Institutional Official of the research facility, and to the governmental and granting agencies as may be required, including the OPRR Report and the USDA Report;
4. Review and investigate concerns involving the care and use of animals at the research facility resulting from public and/or research facility personnel complaints;
5. Make recommendations to the Institutional Official regarding any aspect of the research facility's animal program, facilities, or personnel training;
6. Review, approve, require modifications in, or withhold approval of proposals for the use of animals or changes in proposals for the use of animals;
7. Be authorized to suspend activities involving animals that do not meet IACUC required standards regarding the care and use of animals.

**APPROVAL OF PROPOSED ACTIVITIES FOR THE USE OF ANIMALS  
(section 2.31 (d))**

In order to approve proposed activities for the use of animals, the IACUC shall conduct a review of proposed use to determine that it meets the following requirements:

1. Procedures involving animals will avoid or minimize discomfort, distress, and pain to the animals;
2. The principal investigator has considered alternatives to the procedures that may cause more than momentary or slight pain or distress to the animal and has provided a written narrative description of the method and sources, e.g., the Animal Welfare Information Center;

3. The principal investigator has provided written assurance that the activities do not unnecessarily duplicate previous experiments;
4. Procedures that may cause more than momentary or slight pain or distress to the animals will:
  - a. Be performed with appropriate sedatives, analgesics or anesthetics, unless withholding such agents is justified for scientific reasons, in writing, by the principal investigator and will continue for only the necessary period of time;
  - b. Involve, in their planning, the attending veterinarian or his or her designee;
  - c. Not include the use of paralytic without anesthesia;
5. Animals that would otherwise experience severe or chronic pain or distress that cannot be relieved will be painlessly euthanized at the end, or if appropriate, during the procedure;
6. The animals' living conditions will be appropriate for the species in accordance with CFR title 9, chapter 1, subchapter 3, and contribute to their health and comfort;
7. Medical care for animals will be available and provided as necessary by a qualified veterinarian;
8. Anyone conducting procedures on the species being maintained or studied will be appropriately qualified and trained in these procedures;
9. Activities that involve surgery include appropriate provisions for preoperative and post-operative care of the animals in accordance with established veterinary medical and nursing practices. All survival surgery will be performed using aseptic procedures, including surgical gloves, masks, sterile instruments, and aseptic techniques;
10. No animal will be used in more than one major operative procedure from which it is allowed to recover unless:
  - a. Justified for scientific reasons by the principal investigator, in writing;
  - b. Required as routine veterinary procedure or to protect the health or well-being of the animal as determined by the attending veterinarian;
  - c. In other special circumstances as determined by the Administrator on an individual basis;
11. Methods of euthanasia used must be in accordance with the definition of the term set forth in 9 CFR subchapter A, part 1, section 1.1, unless a deviation is justified for scientific reasons, in writing, by the investigator.

## **IACUC REVIEW OF PROPOSALS FOR USE OF ANIMALS (section 2.31 (d2))**

1. Procedures involving the use of animals in teaching or research will be reviewed by the IACUC prior to their implementation and annually thereafter, except that
  - a. field studies conducted with free-living wild animals in their natural habitat, which do not involve invasive procedures capture, or handling of the animals, and which do not harm or materially alter the behavior of the animals under study, are exempt from review,
  - b. observational studies of captive wild animals held at licensed facilities, which do not involve invasive procedures or handling of the animals, and which do not harm or materially alter the behavior of the animals under study, are exempt from review
2. Prior to using animals, instructors/researchers will submit a proposal to the Chair of the IACUC, stating the following:
  - a. Identification of the species and the approximate number of animals to be used;
  - b. A rationale for involving animals, and for the appropriateness of the species and numbers of animals to be used;
  - c. A complete description of the proposed use of the animals;
  - d. A description of procedures designed to assure that discomfort and pain to animals will be limited to that which is unavoidable for the conduct of scientifically valuable research or teaching, including provision for the use of analgesic, anesthetic, and tranquilizing drugs where indicated and appropriate to minimize discomfort and pain to animals; and
  - e. A description of any euthanasia method to be used.
  - f. In the case of field studies in which animals will be captured or handled, or in which invasive procedures will be employed, instructors/ researchers must assure IACUC that they will comply with all state and federal regulations regarding the animals, and that the health and safety of other animals or persons working in the field will not be compromised.
3. Prior to review, each IACUC member shall be provided with a list of proposed projects to be reviewed. Written descriptions of projects that involve the care and use of animals shall be available to all IACUC members, and any member of the IACUC may obtain, upon request, full committee review of those projects. If full committee review is not requested, at least one member of the IACUC designated by the chair and qualified to conduct the review, shall review those projects and have the authority to approve, require

modifications in, or request full committee review of those projects. If full committee review is requested, approval of those projects may be granted only after review at a convened meeting of a quorum, of the IACUC and with the approval vote of a majority of the quorum present. If a member of the IACUC submits a proposal for review by the committee, he/she shall have no vote on its approval.

4. The IACUC may invite consultants to assist in the review of complex issues arising out of its review of proposed activities.

5. The IACUC shall notify principal investigators and research facility in writing of its decision to approve or withhold approval of those activities related to the care and use of animals, or of modifications required to secure IACUC approval.

6. The IACUC may suspend an activity that it previously approved if it determines that the activity is not being conducted in accordance with the description of that activity provided by the principal investigator and approved by the Committee.

7. If the IACUC suspends an activity involving animals, the Institutional Official, in consultation with the IACUC, shall review the reasons for suspension, take appropriate corrective action, and report that action with full explanation to APHIS.

### **QUALIFICATIONS OF PEOPLE WHO WORK WITH ANIMALS (section 2.32)**

a. This research facility will ensure that all scientists, research technicians, animal technicians, and other people involved in animal care, treatment, and use are qualified to perform their duties.

b. Training and instruction shall be made available, and the qualifications of individuals will be reviewed to ensure that proper and humane handling and care of each species of animal is being maintained.

### **Training of Animal Technicians and other People Involved in Animal Care**

The training of instruction available to scientists, animal technicians, and other people involved in animal care are as follows:

1. The videotapes provided by the Laboratory Animal Training Association are available for view prior to work in the animal facility, and certification by examination is encouraged although not required.

2. All those working with laboratory animals are instructed in elements of personal hygiene appropriate to their duties. No eating, drinking, or smoking is allowed in the animal facility. Laboratory coats worn in the animal facility are to remain in that facility except when removed for cleaning. Hands must be washed with soap prior to leaving the facility. Signs covering these regulations are posted in the animal facility.

3. Each worker in the animal facility receives a written list of these regulations, which s/he acknowledges by a signature. A copy of the signed regulations is kept on file.

**ATTENDING VETERINARIAN AND ADEQUATE VETERINARY CARE  
(section 2.33)**

1. This research facility shall have an attending veterinarian who shall provide adequate veterinary care to its animals in compliance with governmental regulations and act as a voting member of the IACUC.

2. This research facility shall establish and maintain a program of veterinary care that shall include the following:

- a. Appropriate facilities to provide for the welfare of animals being used;
- b. Appropriate methods to prevent, control, and diagnose injuries and disease, and to provide for emergency and weekend care;
- c. Daily observations by staff of animals covered under the Animal Welfare Act to assess their health and wellbeing;
- d. Guidance to principal investigators and other personnel involved in care and use of animals; and
- e. Adequate pre-procedural and post-procedural care in accordance with current established veterinary medical and nursing procedures.

**RECORD KEEPING (section 2.35)**

1. The IACUC will maintain the following records:

- a. Minutes of IACUC meetings, including attendance, activities, and deliberations, signed by IACUC members.
- b. Records of proposed activities involving animals and proposed significant changes in activities involving animals, and whether IACUC approval was given or withheld; and
- c. Records of semiannual IACUC reports and recommendations, prepared in accordance with USDA regulations.

2. All records shall be maintained for at least three years and shall be available for inspection and copying by authorized APHIS inspectors.

3. The original documents shall be held in the files of the IACUC Chairman. Copies shall be held in the lab technician's office.

### **ANNUAL REPORT (section 2.36)**

1. The IACUC shall submit an annual report to the APHIS, REAC Sector Supervisor for the State of California on or before December 1. The report shall assure compliance with animal care and use laws and guidelines.

### **LABORATORY HEALTH PROGRAM**

The health program for people who work in laboratory animal facilities or have frequent contact with animals is as follows:

1. For people employed to care for laboratory animals on a regular basis, a tetanus booster within the past ten years is required before the first contact with the animals.
2. When reviewing individual proposals for animal use, the committee, relying heavily on the judgment of its safety supervisor and veterinarian, will determine whether the individuals involved will have contact with laboratory animals that is extensive enough to require a tetanus booster within the past ten years before first contact with the laboratory animals.
3. Any injury caused by a laboratory animal to a person is to be reported immediately to Public Safety and to the Animal Safety Supervisor.
4. Any animal biting a person is to be quarantined for two weeks, and the veterinarian is to be notified if the animal shows any signs of illness during the quarantine period. The veterinarian will carry out appropriate diagnostic tests on the animal and advise the Animal Safety Supervisor regarding treatment of the exposed caretaker.
5. Dust masks and laboratory coats must be worn by all persons when changing animal bedding. Allergic reactions to the environment of the animal facility are to be reported to the Animal Safety Supervisor. If measures to circumvent these reactions are not feasible, the person will be assigned to other duties.
6. The veterinarian who is a member of the IACUC has advised that tuberculosis skin testing and banking of animal caretakers serum would not be required in the type of animal facility currently maintained at the University of San Diego. Copies of this document will be made available to the instructor/researcher using animals and to members of the IACUC.

**REGULATIONS FOR ALL PEOPLE WHO WORK WITH LABORATORY  
ANIMALS**

1. No eating, drinking, or smoking is allowed in the animal facility.
2. Dust masks and laboratory coats must be worn by all personnel when changing animal bedding. Allergic reactions to the environment of the animal facility are to be reported to the Animal Safety Supervisor. If measures to circumvent these reactions are not feasible, you will be assigned to other duties.
3. Laboratory coats worn in the animal facility are to remain in that facility except when removed for cleaning.
4. Hands must be washed with soap prior to leaving the facility.
5. Any injury caused by a laboratory animal to a person is to be reported immediately to Public Safety (ext. 2222) and to the Animal Safety Supervisor (Dr. Norman Switzer 858-748-4412).

I have read and I understand the regulations for working with laboratory animals as established by the USD Institutional Animal Care and Use Committee.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**PROPOSAL FOR USE OF ANIMALS**  
**COVER SHEET**

Title:

Principal Investigator:

Faculty Advisor if PI is a student:

In your proposal, please address and number your responses to each of the following, then attach this cover to your proposal.

1. Approximate date these animals will be required
2. a) Identification of the species and the approximate number of animals used
  - b) A rationale for involving animals, and for the appropriateness of the species and numbers of animals used
  - c) A complete description of the proposed use of the animals
  - d) A description of procedures designed to assure that discomfort and pain to animal will be limited to that which is unavoidable for the conduct of scientifically valuable research or teaching, including provision for the use of analgesic anesthetic, and tranquilizing drugs where indicated and appropriate to minimize discomfort and pain to animals.
  - e) A description of any euthanasia method to be used and how animals will be disposed of at the conclusion of the project
3. Assurance that the animals' living conditions will be appropriate for the species and contribute to their health and comfort
4. Assurance that individuals conducting the research on the species being maintained or studied will be appropriately qualified and trained in those procedures

\* When proposal involves more than momentary pain/distress to animals, address additional requirements under approval of proposed activities for the use of animals (9 CFR section 2.31 (d1)), attached.