

# Institutional Animal Care and Use Committee Policies

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## **Introduction**

The Regis University Institutional Animal Care and Use Committee (IACUC) is responsible for overseeing the health and welfare of live vertebrate animals at Regis University, the Regis University Animal Facility, and for the review of research and teaching activities involving live vertebrate animals conducted at Regis University.

Members of the IACUC are appointed by the Institutional Officer (IO) who is designated by the President. The IACUC ensures that animal care and use at Regis is in compliance with all federal, state, and local regulations. The basis of compliance is determined by the Federal Animal Welfare Act, the Institute of Laboratory Animal Resources Guide for the Care and Use of Laboratory Animals (hereafter called The Guide), and the Public Health Service (PHS) Policy on the Care and Use of Laboratory Animals (hereafter called the PHS Policy).

The Committee shall review the IACUC program semiannually, inspect the Regis University Animal Facility semiannually, and review and approve the care and use of all animals as described in animal use protocols. The Committee shall recommend to the designated institutional official any changes to the Regis IACUC or facilities necessary to maintain a high quality animal use program that is in compliance with all appropriate regulations. As stated in the PHS Assurance Document, the IACUC shall:

- Review the institution's program for humane care and use of animals at least once every six (6) months.
- Inspect all the institution's animal facilities, including satellite facilities at least once every six (6) months.
- Review concerns involving the care and use of animals at the institution.
- Make written recommendations to the appropriate Institutional Official regarding any aspect of the institution's animal program, facilities, or personnel training in their respective areas.
- Review and approve, require modifications, or withhold approval of protocols for the use of animals as set forth in the PHS Policy.
- Review and approve, require modifications, or withhold approval of proposed significant changes regarding the use of animals in ongoing activities as set forth in the PHS Policy.
- Notify investigators and the institution in writing of its decision to approve or withhold approval of those sections of protocols related to the care and use animals or of modifications required to secure IACUC approval as set forth in the PHS Policy.
- Be authorized to suspend the use of animals.

# **IACUC Membership**

## **A. Composition**

The IACUC must be qualified through the experience, expertise, and diversity of its members to maintain oversight of the use of animals, animal facilities, and to provide review of basic science and biomedical research and teaching animal use conducted within Regis University.

All members shall be appointed by the IO. The Committee will be composed of at least 5 members including:

- the University's consulting veterinarian
- at least one faculty member from the Regis College Department of Psychology and Neuroscience
- at least one faculty member actively involved in animal research
- at least one faculty member whose primary scholarship is nonscientific in nature
- at least one faculty member from Regis College and at least one faculty member from Rueckert-Hartman College for Health Professions
- at least one member who is otherwise unaffiliated with Regis University

An individual who meets the requirements of more than one of the categories detailed above may fulfill more than one requirement. As deemed necessary, the IACUC may also call on consultants with special expertise.

## **B. Officers and Responsibilities**

- The chair of the IACUC is appointed by the IO and must be filled by an individual with previous experience on an IACUC. The chair shall preside over IACUC meetings, approve minutes, sign letters of correspondence and other official documents for the IACUC, and prepare reports for the IO.

## **C. Terms of Appointment**

All members (except the veterinarian) shall be appointed by the IO to serve a three-year term. Whenever possible, the members' terms should be staggered to minimize the turnover of the committee in any given year. Members (except the veterinarian) can serve no more than two consecutive three-year terms. The term of the veterinarian is indefinite. The IO may appoint members to fill the unexpired terms of members that have temporarily or permanently left the IACUC.

# **Protocol Review Procedures**

The Federal Animal Welfare Act, the Institute of Laboratory Animal Resources Guide for the Care and Use of Laboratory Animals, and the PHS Policy on the Care and Use of Laboratory Animals shall be used as basis for review.

Proposals for the use of live vertebrate animals in research or teaching shall be sent to the IACUC chair. The IACUC chair will review the proposal for completeness and then distribute the proposal to all

members of the IACUC. All members of the IACUC shall acknowledge to the chair that they have received the proposal; this acknowledgement can be in writing, through email, or through electronic read-receipt. The IACUC chair will designate two members of the IACUC to review the proposal, although any member of the committee can call for a full committee review. Designated reviewers may either, a) approve the proposal, b) request additional information or modifications prior to approval, or c) request a full committee review. Only a full committee review can decide to withhold approval. By PHS policy, the IO cannot overturn a decision to withhold approval. In the case of withholding of approval, the person submitting the proposal will receive written notification of the decision, including the reason for this decision, and will be invited to respond to the decision in person or in writing.

Approval of proposals is good for one year. Users whose animal use exceeds one year are required to resubmit their proposals for review annually.

## **Policy and Facility Review**

The IACUC shall review its policies and the Regis University Animal Care Facility at least once every six months. These biannual reviews shall be completed by April 30<sup>th</sup> and October 31<sup>st</sup>, respectively. A sub-committee of at least two IACUC members may conduct the policy review and inspection, but any member wishing to participate may not be excluded and the policy review and inspection report must be reviewed and approved by a majority of the IACUC. The policy review and inspection report must include any minority views.

The IACUC shall use the Guide for the Care and Use of Laboratory Animals as a standard for evaluating all laboratory animal facilities. Other guidelines and recommendations will be used as appropriate. The IACUC shall prepare a report for the IO based on the findings of these reviews. The report shall distinguish significant deficiencies from minor deficiencies. A significant deficiency is one that, in the judgment of the IACUC may be a threat to the health or safety of the animals. The IACUC report shall include a plan of action with specific dates for correcting any deficiencies.