

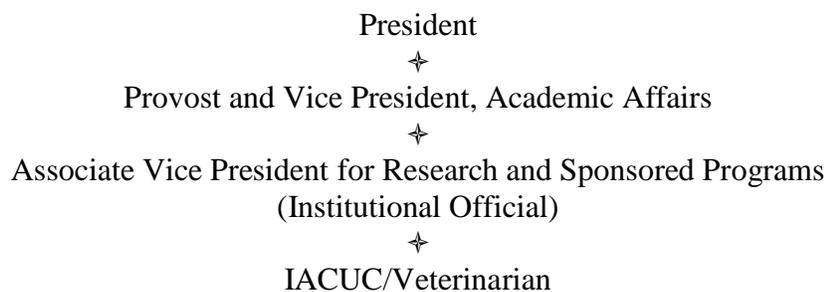
# California State University, East Bay

## Animal Care and Use Policy

### I. ANIMAL CARE AND USE POLICY

**Background:** This policy is implemented in order to assure CSU East Bay's (CSUEB's) continued compliance with federal regulations covering activities involving vertebrate animals. Such regulations include the National Institute of Health's (NIH's) Public Health Service (PHS) Policy on Humane Care and Use of Laboratory Animals and the United States Department of Agriculture (USDA) Animal Welfare Act.

**Line of Authority:** At CSU East Bay, the lines of authority and responsibility for administering the animal care program and ensuring compliance with the Policy are:



**Role of the IACUC:** The Institutional Animal Care and Use Committee (IACUC) at CSUEB promotes and ensures the humane and ethical treatment of vertebrate animals used in teaching and research by members of the CSUEB community; advises the Institutional Official regarding program requirements; and may recommend program changes. IACUCs are charged with program oversight and as such are responsible for program evaluations, facilities inspections, reviews of protocols, reporting noncompliance, ensuring that individuals who work with animals are appropriately trained and qualified, and addressing concerns involving the care and use of animals at the institution. The veterinarian with program authority and responsibility for animal activities, along with the animal care and technical staff, add another important level of program supervision.

The main responsibilities of the IACUC are to:

1. Maintain current knowledge of applicable federal regulations governing the use of animals in research and teaching.
2. Make written recommendations to the Institutional Official (the Associate Vice President for Research and Sponsored Programs (AVP ORSP)) to ensure that campus policy and procedures are in compliance with applicable federal and state laws regarding the humane care and use of animals in teaching and research.
3. Seek to inform all faculty, staff, students, contractors and volunteers using animals at CSUEB about their legal scientific and ethical obligations with respect to the care and use of those animals.
4. Help to inform personnel about occupational health and safety hazards posed by working with animals.
5. Review protocol applications for the use of vertebrate animals in research and teaching at CSU East Bay and approve the protocol, require modifications to the protocol, or deny approval before the work is initiated.
6. Suspend approval for activities involving vertebrate animals that violate the campus

- policies or federal regulations.
7. Review the institution's program for humane care and use of animals every six months.
  8. Inspect the institution's animal facilities for adherence to PHS and USDA guidelines every six months.
  9. Report findings from the program semi-annual reviews and facilities inspections to the Institutional Official.
  10. Receive and investigate reports of concerns about the care and/or use of animals at CSUEB or associated with CSUEB activities.

**Membership:** Consistent with the *National Research Council's Guide for the Care and Use of Laboratory Animals (Eighth Edition)*, the IACUC shall be composed of six members appointed by the President of the University or the Institutional Official that has been delegated the authority for animal care matters. The term of service will be by mutual agreement and can be terminated by the University or the individual. If an appointed member who fulfills one of the required specified positions (i.e., scientist, nonscientist, veterinarian, environmental health and safety, or unaffiliated) leaves the committee so that that position is no longer filled, the IACUC is not properly constituted and may not conduct official business until a member who fulfills the required position is appointed by the Chief Executive Officer or the Institutional Official who has been delegated such authority. The IACUC membership is composed as follows:

1. One Doctor of Veterinary Medicine, with training or experience in laboratory animal science and medicine, who has direct or delegated program authority and responsibility for activities involving animals at the institution.
2. At least two practicing scientists, both of whom shall be experienced in research involving vertebrate animals.
3. One member whose primary concerns are in a nonscientific area (e.g. ethicist, lawyer, member of the clergy).
4. One individual who is not affiliated with the institution in any way other than as a member of the IACUC, and is not a member of the immediate family of a person who is affiliated with the institution.
5. One individual from campus Environmental Health and Safety department.

An individual who meets the requirements of more than one of the categories detailed above may fulfill more than one requirement. Therefore, the committee may consist of fewer than six members. In addition, a science student may be appointed as a member of the IACUC.

A quorum for this Committee will consist of a majority of appointed members meeting the qualifications described above. A Chair for this Committee will be appointed by the Institutional Official.

**Reporting:** The semi-annual reports are documents prepared by the IACUC and submitted to the Institutional Official. The report will include any deficiencies identified during the semi-annual program review or facilities inspection, departures from the Guide for Care and Use of Laboratory Animals, and minority reports.

**Protocol Review:** All new protocols, and significant changes to existing protocols, are reviewed by Full Committee Review (FCR, i.e. a convened meeting of the IACUC with quorum). Designated Member Review (DMR), by a minimum of two voting IACUC members, can be used after FCR.

**Ongoing Protocol Review:** All protocols are reviewed annually. Annual reviews with no change can be reviewed without change from the original submission. Every three years each protocol must be reviewed “de novo” according to PHS policy.

Minor changes to approved protocols, including adding of new staff, can be done by DMR.

**Institutional Official:** The Associate Vice President, Research and Professional Development, is the Institutional Official for the NIH Office of Laboratory Animal Welfare (OLAW) and the U.S. Department of Agriculture (USDA). The Institutional Official (or another authorized official) may unilaterally halt, terminate, or impose sanctions on any animal activity, that is not prohibited by the PHS Policy. However, the AVP may not approve or reinstate any animal activity without IACUC approval.

The Institutional Official is responsible for filing the required annual and semi-annual reports to the OLAW and USDA.

*History:  
Per 08-09 CR 2  
1/09/2009  
15-16 CR 2*