California State University, East Bay  
Institutional Animal Care and Use Committee (IACUC)

I. INSTITUTIONAL ANIMAL CARE AND USE COMMITTEE (IACUC) POLICY

**Purpose:** This policy is implemented in order to assure CSU East Bay’s continued compliance with federal regulations covering activities involving vertebrate animals. Such regulations include the Public Health Service (PHS) Policy 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:

President

Provost and Vice President, Academic Affairs

Associate Vice President for Research and Sponsored Programs (Institutional Official)

IACUC/Veterinarian

**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. 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 CUEB or associated with CSUEB activities.
**Membership:** The IACUC shall be composed of at least eight members appointed by the President of the University or his/her designee, and two ex-officio members. The term of service will be by mutual agreement and can be terminated by the University or the individual. The IACUC membership is composed as follows:

1. A veterinarian
2. Four faculty members, at least one of whom is from the department of Biological Science and one is from the department of Psychology, who are knowledgeable regarding the care and use of animals used in research.
3. One non-scientist (e.g. ethicist, lawyer, member of the clergy)
4. An individual not associated with CSUEB who is familiar with the use, care and welfare of laboratory animals. This member may not be a member of the immediate family of a person who is affiliated with CSUEB, either as student, staff or faculty.
5. A member of the Committee on Research
6. A representative from the Office of Research and Sponsored Programs (non-voting, ex officio)
7. Campus environmental officer (or designee) (non-voting, ex officio)

In addition, a science student may be appointed as a member of the IACUC. A quorum for this Committee will be five appointed members. A Chair for this Committee will be elected from the Committee membership by the Committee members.

**Institutional Official:**
The Associate Vice President, Research and Sponsored Programs, is the Institutional Official for the NIH Office of Laboratory Animal Welfare (OLAW) and the U.S. Department of Agriculture (USDA).

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

**II. POLICY ON TRAINING REQUIREMENTS FOR ANIMAL USERS**

**BACKGROUND:**
U.S. Animal Welfare Act Regulations (AWAR)¹ and Public Health Service (PHS)² policy require institutions to provide training for all personnel engaged in animal research. This includes Principal Investigators (PIs), technicians and laboratory personnel. The content of this general training is specified by federal regulations and policy and must include, as applicable:
- Appropriate species-specific housing methods, husbandry procedures, and handling techniques
- Proper use of anesthetics, analgesics and tranquilizers for any species of animal used by PIs, technicians and laboratory personnel.
- Research and testing methods that minimize the number of animals required to obtain valid results and minimize animal distress
- Proper use of hazardous biological, chemical, or physical agents and to assess potential dangers and select and oversee the implementation of appropriate safeguards
- Institutional procedures for reporting deficiencies in animal care and treatment

The CSUEB Institutional Animal Care and Use Committee (IACUC) is charged, in its review of animal use protocols, with determining that all personnel conducting procedures using animals are appropriately qualified and trained.

POLICY:

The IACUC has established the following policy on training requirements for animal users.

1. Prior to the start of any animal activity, all faculty, staff, students and research personnel who use live vertebrate animals in research or instruction must receive training as applicable in the five subjects bulleted above.

2. It is the responsibility of the PI to ensure that all personnel listed on the PI’s animal care and use protocol receive the required training in animal care and use. Successful completion of this training must be documented in writing, with a copy of such documentation sent to the IACUC to be kept in the protocol file.

3. All IACUC members, PIs, staff, students and research personnel who use live vertebrate animals are required to update their animal care and use training at least once every three years to ensure that they remain current on laws, regulations, guidelines and policies. Successful completion of the renewal training must be documented in writing, with a copy of such documentation sent to the IACUC.

---
