



## ANIMAL CARE AND USE POLICY

*History:*

08-09 CR 2; President approved

15-16 CR 2; President approved 5/27/16

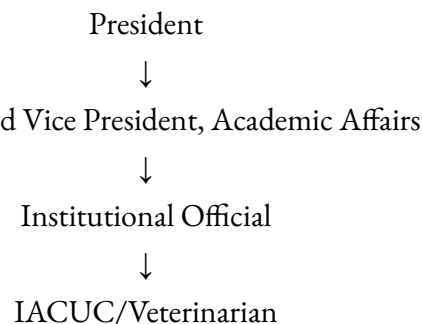
20-21 CR 14; President approved 5/25/21

**Purpose:** It is the policy of California State University, East Bay (CSUEB) to ensure personnel are aware of and adhere to regulations and best practices in the care and use of vertebrate animals in research and education. The CSUEB Institutional Animal Care and Use Committee (IACUC) oversees all use of vertebrate animals, including laboratory research, teaching, field research (including observation), undergraduate and graduate student research, and when faculty collaborate on animal work with other institutions.

**Policy Statement:** CSUEB operates in compliance with state and federal regulations governing the care and use of vertebrate animals in research and teaching. It is the responsibility of the faculty, staff, and students planning to use animals in research, teaching or class projects to comply with state and federal regulations throughout and to submit a protocol to apply for approval to the CSUEB IACUC. Approval is required before such animal use can begin.

**Background:** This policy is implemented in order to assure 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 CSUEB, 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 and Committee on Research 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. Collaborate to ensure the training and instruction of all personnel who work with animals.
5. Help to inform personnel about occupational health and safety hazards posed by working with animals.
6. Review and approve, require modifications in (to secure approval), or withhold approval of protocol applications for the use of vertebrate animals in research and teaching at CSUEB before the work is initiated.
7. Suspend approval for activities involving vertebrate animals that violate the campus policies or federal regulations.
8. Review the institution's program for humane care and use of animals every six months.
9. Inspect the institution's animal facilities for adherence to PHS and USDA guidelines every six months.
10. Report findings from the program semi-annual reviews and facilities inspections to the Institutional Official.
11. 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 PHS Policy, and the National Research Council's Guide for the Care and Use of Laboratory Animals (8<sup>th</sup> Edition), the President of the University, or the Institutional Official that has been delegated the authority for animal care matters, shall appoint an IACUC, subject to Art. XVI §12 of the Bylaws of the University Faculty and the Committee on Research Policies and Procedures. The committee shall consist of no fewer than five members, and shall include at least:

1. One (1) 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. One (1) practicing scientist experienced in research involving animals;
3. One (1) member whose primary concerns are in a nonscientific area (e.g. ethicist, lawyer, member of the clergy);
4. One (1) 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; and
5. One (1) elected faculty member of the Committee on Research as per Art. XVI §12 of the Bylaws of the University Faculty, and as specified in the Committee on Research Policy and Procedures

The term of service will be by mutual agreement, subject to Art. XVI §12 of the Bylaws of the University Faculty and the Committee on Research Policies and Procedures, and can be terminated by the University or the individual. An individual who meets the requirements of more than one of the categories detailed above may fulfill more than one requirement. However, the committee may not consist of fewer than five members.

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.

**Non-Voting Members:** The IACUC recognizes the valuable contributions from other members of the university community. These individuals will be non-voting *ex officio* members and they will not be considered for quorum requirements. They shall include at least:

1. Director of Environmental Health, and Safety or their designee; and
2. Director of Compliance and Standards or their designee.

If nobody holds the titles listed above, the individual holding the equivalent title and qualifications, as determined by the Institutional Official, shall assume the *ex officio* position, or appoint an appropriate designee.

**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 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 subsequent to FCR.

**Ongoing Protocol Review:** All protocols are reviewed annually. Annual reports are reviewed by FCR. Every three years each protocol must be reviewed “de novo” according to PHS policy. Amendments to approved protocols can be approved administratively, by DMR, or by Veterinary Verification and Consultation (VVC) depending on the requested amendment.

**Institutional Official:** The Institutional Official is appointed by the President. They have the authority to unilaterally halt, terminate, or impose sanctions on any animal activity that is not prohibited by the PHS Policy. However, the Institutional Official 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, if applicable. In addition to their other duties and responsibilities, as determined by the President and as specified in any relevant federal, state, and local policies, laws, statutes, and regulations, the Institutional Official shall report on matters related to the use of vertebrate animals in research and instruction to the Committee on Research, as specified in the Committee on Research Policies and Procedures.

**Shared Governance:** The IACUC is a regular subcommittee of the Committee on Research, and is subject to the Committee on Research Policies and Procedures, as well as the Constitution and Bylaws of the University Faculty.

**Procedures:** The IACUC shall establish and maintain publically available Procedures, subject to approval of the Committee on Research Chair and the Institutional Official. The procedures shall be written in accordance and compliance with the Committee on Research Policies and Procedures, the Constitution and Bylaws of the University Faculty, and all applicable federal, state, and local policies, laws, statutes, and regulations.