INTERNAL OPERATING MEMORANDUM

Memorandum No. 16B.001

Subject: Institutional Animal Care and Use Committee

Authority: PHS Policy, Guide for Care and Use of Laboratory Animals, AAALAC Accreditation Standards

Date Updated 01/06/2016

Related References

Purpose Use of Animals in Research

Signature of Approving Authority

I. Purpose

The mission of the Institutional Animal Care and Use Committee (IACUC) is to oversee the provisions for the care and well-being of animals used for research and educational purposes at Florida A&M University. The IACUC is also committed to serving the public by ensuring conformance to all legal and ethical standards regarding the use of animals in research. In addition, the IACUC is engaged in assisting animal research investigators with their animal-related needs. We report their use to the governing bodies such as US Department of Agriculture (USDA), Office for Laboratory Animal Welfare (OLAW), Public Health Services (PHS), and American Association for Accreditation of Laboratory Animal Care (AAALAC) using the guidelines set forth in the Animal Welfare Act and Guide for the Care and Use of Laboratory Animals and the Guide for the Care and Use of Agricultural Research and Teaching. We as a Committee approve and monitor all animal experiments taking place at FAMU and its affiliated facilities. The committee also functions to handle investigator concerns about all aspects of animal use and care, including housing, welfare, pathogen control and the ability to perform scientific research with animal models.

II. Definitions

A. Institutional Animal Care and Use Committee shall mean the committee established by the President or President’s designee in accordance with federal regulations to review University protocols, animal facilities and uses of animals.

B. Institutional Official shall mean the Vice President for Research who shall be responsible for overseeing all aspects of the University’s animal care and use programs.

III. General Information

As required by federal law, the President or President’s designee shall appoint an Institutional Animal Care and Use Committee (IACUC) to ensure that activities covered
under this policy meet federal requirements. The President or President’s designee is responsible for overseeing the IACUC. University employees may not approve an activity covered under this policy if it has not been approved by the IACUC. Activities approved by the IACUC nevertheless may be subject to further review and approval by University officials.

The Florida A&M University IACUC includes members of the faculty, the Department of Environmental Health and Safety and the Animal Care Facilities. The following federal regulatory criteria apply:

- The IACUC is comprised of at least five members with varying backgrounds, although the University IACUC typically has more members to provide a suitable breadth of expertise.
- At least one member (the Community Representative) has no affiliation, other than IACUC membership, with the University and is not an immediate family member of anyone affiliated with the University;
- At least one IACUC member has primary professional expertise in a scientific field relevant to the type of research reviewed and is a practicing scientist experienced in animal research and use, and at least one member has primary concerns in a nonscientific field;
- One member is a veterinarian who, in addition to possessing training or experience in laboratory animal science and medicine, has direct or delegated program responsibility for animal-related activities at the institution. The Director of Animal Care facilities serve in this capacity on the IACUC.
- All activities covered by this policy must comply with applicable federal and state regulations and guidelines, including but not limited to the National Institutes of Health (NIH) Guide for the Care and Use of Laboratory Animals (Guide); the Public Health Service Policy on the Humane Care and Use of Laboratory Animals (PHS Policy); the federal Animal Welfare Act; and the United States Department of Agriculture regulations.
- All facilities in which laboratory animals are housed shall be accredited by the American Association for the Accreditation of Laboratory Animals (AAALAC).

IV. General Procedure
The IACUC shall oversee the provisions for the care and well-being of animals used for research and educational purposes at Florida A&M University. The IACUC shall assess the University’s animal care program and assure that any proposed research is evaluated according to the Guide, the Animal Welfare Act, and PHS Policy. As necessary, the IACUC shall recommend to the President or President’s designee changes and improvements regarding the University’s animal program or facilities. In the conduct of its duties, the IACUC at a minimum shall:

a. Review, at least every six months, the University’s program for humane care and use of animals, using the Guide as a basis for evaluation of laboratory animal programs;

b. Inspect, at least every six months, the University’s animal facilities to insure that facilities meet space and care requirements as specified in the Guide and that all animals used for research and teaching are being used as specified on approved animal use forms;

c. Review protocols for the use of animals in research and teaching activities and approve, modify or reject these requests as appropriate:
d. Prepare reports to the Institutional Official regarding the results of facility inspections, animal use in research and teaching, animal care personnel training and recommendations on improving the University’s animal care program;

e. Conduct continuing review of previously approved activities at least once a year;

f. Review and investigate complaints of noncompliance;

g. Promptly report to the Institutional Official and Vice President for Compliance any alleged serious or continuing noncompliance with federal laws or University policies and procedures; and any corrective actions taken in response to noncompliance;

h. Make recommendations to the Institutional Official regarding any aspect of the University’s animal program, facilities, or personnel training;

i. Modify or suspend research activities that are inconsistent with University and federal regulations and policy on the humane care and use of animals.

In fulfilling its duties, the IACUC has the authority to gain access to all facilities used for the care and research of animals; and to obtain University records and other relevant information related to the use of animals.

V. Records

The Office of Animal Welfare and Research Integrity will maintain records in accordance with applicable regulations. The appropriate record retention guidelines will be followed for retention and disposition of documents.