



# TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER

## Operating Policy and Procedure

**HSC OP:** 73.03, **Animal Care and Usage**

**PURPOSE:** The purpose of this Health Sciences Center Operating Policy and Procedure (HSC OP) is to provide a framework for compliance with state and federal laws with regard to use of animals in research.

**REVIEW:** This HSC OP will be reviewed each odd-numbered year (ONY) by the Institutional Veterinarian, with recommendations for revisions forwarded to the Executive Vice President for Research (EVPR) by June 15.

### **POLICY/PROCEDURE:**

#### **1. Definitions.**

- a. Institutional Animal Care and Use Committee. "Institutional Animal Care and Use Committee" or "IACUC" shall mean the committee established by the President to perform the review of TTUHSC protocols, animal facilities, and uses of animals.
- b. Institutional Official. "Institutional Official" means the individual designated by the President to monitor the care and use of animals in TTUHSC activities.

#### **2. Compliance with laws and policies.**

- a. All activities must be in accordance with the PHS Assurance #A3056-01.
- b. Applicable state and federal laws. All TTUHSC activities involving animals must be in accordance with state and federal laws and regulations applicable to the care and use of animals. These laws include, but are not limited to the Animal Welfare Act; federal regulations implementing the Animal Welfare Act; the Health Research Extension Act of 1985; the Public Health Services Policy on the Humane Care and Use of Laboratory Animals; and the provisions and principles set forth in the most recent editions of the Guide for Care and Use of Laboratory Animals, published by the National Academy of Sciences.
- c. Applicable TTUHSC policies and procedures. All TTUHSC activities involving animals must be in compliance with all applicable TTUHSC policies and procedures.

#### **3. Obligations of the administration and university members.**

- a. Administrative support. It is the responsibility of the President, the Institutional Official, the IACUC, and the Laboratory Animal Resources Center to support and protect the officially sanctioned use of animals in research, teaching, and service at TTUHSC.
- b. Administrative procedures. The President, in consultation with the Executive Vice President for Research (EVPR) and the IACUC, shall adopt appropriate administrative policies and procedures to implement this policy.
- c. TTUHSC personnel. University faculty, staff, students or volunteers involved in the care and use of animals shall:
  - (1) be appropriately qualified or supervised for conducting procedures on animals;
  - (2) receive and participate in adequate in-service training including the proper and

- humane care and use of laboratory animals;
- (3) receive certification of training;
- (4) abide by and carry out the decisions of the IACUC.

**4. Institutional Official.**

- a. Appointment of the Institutional Official. The President shall appoint the EVPR as the Institutional Official to oversee all aspects of TTUHSC's animal care and use programs.
- b. Authorities of the Institutional Official. The President shall delegate the authorities necessary to carry out the responsibilities identified in subdivision c. to the Institutional Official.
- c. Responsibilities of the Institutional Official. The Institutional Official shall:
  - (1) ensure compliance with applicable laws and policies identified in Section 2;
  - (2) appoint IACUC members, in consultation with the administrative staff of the IACUC;
  - (3) develop in consultation with IACUC and the Institutional Veterinarian administrative policies and procedures for review and possible adoption by the President which are necessary to implement this policy;
  - (4) implement this policy with the assistance of the President, the Laboratory Animal Resource Center, and the IACUC;
  - (5) perform all necessary reporting requirements; and
  - (6) report to the appropriate federal governmental and TTUHSC officials any serious or continuing noncompliance with the laws and policies identified in Section 2 and any corrective action taken;
  - (7) may subject protocols that have been approved by the IACUC to further review and approval, but may not approve an activity that has not been approved by the IACUC;
  - (8) commit the TTUHSC to meet the requirements of the PHS policy and the Animal Welfare Act;
  - (9) ensure that all personnel involved in animal care, treatment, and use are qualified to perform their duties and that training and instruction in specific areas are provided to those personnel;
  - (10) ensure that training and instruction are made available and that the qualifications of personnel are reviewed with sufficient frequency to fulfill the TTUHSC research facility's responsibilities;
  - (11) ensure that the institution has an attending veterinarian who provides adequate veterinary care to its animals in compliance with federal and state laws, policies and guidelines.

**5. Animal Care and Use Committee.**

- a. Establishment of Animal Care and Use Committee. The President shall establish and maintain an Institutional Animal Care and Use Committee. Multiple Institutional Animal Care and Use Committees may be established to manage the multi-campus workload. However, all will function under the same Assurance #A3056-01, will be appointed by, and have reporting responsibilities to the Institutional Official.
- b. Membership. The IACUC shall consist of at least five members with diverse backgrounds and expertise, one of whom comes from a community external to TTUHSC. The other members of the IACUC consist of at least a Veterinarian who at minimum is experienced with laboratory animals, a practicing scientist experienced in research involving animals, and a member whose primary concerns are in a nonscientific area.
- c. Responsibilities. The IACUC shall:
  - (1) review and make a determination on all proposed activities involving animals

- prior to the start of the activity;
        - (2) conduct continuing review of previously approved ongoing activities every six months;
        - (3) conduct semi-annual inspections of facilities where animals are being used;
        - (4) review and investigate complaints of noncompliance;
        - (5) report any serious or continuing noncompliance with federal, state, or TTUHSC laws, policies, or procedures to the Institutional Official; and
        - (6) report any corrective actions taken in response to noncompliance to the Institutional Official.
  - d. Determinations. The IACUC shall review and approve, require modifications in, or withhold approval of all TTUHSC activities involving animals in accordance with TTUHSC, state, and federal policies and procedures.
  - e. Authorities. The IACUC has the authority to:
    - (1) inspect all facilities used for the care and use of animals;
    - (2) review and evaluate TTUHSC's animal care and use programs;
    - (3) obtain records and other relevant information related to the use of animals;
    - (4) take any actions, including suspending an activity, that are in its judgment necessary to ensure compliance with applicable federal, state, or TTUHSC policies and procedures.
  - f. Principles of animal research. In performing its duties, the IACUC shall adhere to the following recognized principles:
    - (1) procedures involving animals will be designed and performed with due consideration of their relevance to:
      - (a) human or animal health
      - (b) the advancement of knowledge, or
      - (c) the good of society; and
    - (2) the proper use of animals requires the avoidance or minimization of discomfort, distress, and pain consistent with sound research design.
6. **Veterinary services and support.**
  - a. Requirement for veterinary services and support. The President shall establish and maintain a specific program to provide veterinary services and support as defined in subdivision b. for animals used in TTUHSC activities. The President may establish and maintain the Laboratory Animal Resources Center to fulfill this function.
  - b. Services and support provided. The veterinary services and support provided shall include:
    - (1) quality husbandry programs;
    - (2) quality veterinary medical services; and
    - (3) expert consultation on the selection, care, and use of TTUHSC research and educational animals.
  - c. The Laboratory Animal Resources Center will be supervised by the Institutional Veterinarian, who will have the authority to stop animal use, if in his/her professional opinion, the animals are being mistreated.
7. The Associate Vice President for Research (AVPR) will respond to initiatives from the EVPR concerning the goals of this operating procedure.