


<p>Name of Policy: Laboratory animal welfare, care and use.</p> <p>Policy Number: 3364-70-10</p> <p>Approving Officer: President</p> <p>Responsible Agent: Vice President for Research Administration</p> <p>Scope: all University of Toledo Campuses</p>	 <p>Original effective date: August 1, 2008</p>
<p><input type="checkbox"/> New policy proposal</p> <p><input checked="" type="checkbox"/> Major revision of existing policy</p>	<p><input type="checkbox"/> Minor/technical revision of existing policy</p> <p><input type="checkbox"/> Reaffirmation of existing policy</p>

(A) Policy statement

The University of Toledo (UT) acknowledges and accepts responsibility for the care and use of animals involved in all research and educational activities conducted under the auspices of this institution. UT has established and will maintain a program for activities involving animals in accordance with the Guide for the Care and Use of Laboratory Animals (the Guide) (National Academy Press, 1996 or as revised) <<http://www.nap.edu/readingroom/books/labrats/>>. The University of Toledo abides by the Public Health Service Policy and Government Principles for the Care and Use of Animals Used in Testing, Research, and Education (the Guide, Appendix D). UT will comply with all applicable provisions of the Animal Welfare Act (Act of August 24, 1966 [Pub. L. 89-544] as amended). Regulatory authority for animal care and use is vested in the U.S. Department of Agriculture (USDA) and implemented by USDA's Animal and Plant Health Inspection Service (APHIS). Rules and regulations pertaining to implementation are published in the Code of Federal Regulations, Title 9, Subchapter A. UT also conforms to other applicable federal, state, and local statutes and regulations relating to animal care and use.

(B) Definitions:

Institutional Animal Care and Use Committee (IACUC) – In this policy the singular term IACUC is used to refer to any and all such committees, however they be subdivided by the vice president of research administration, who serves as the UT institutional official.

University animal facilities – All University of Toledo facilities where laboratory animals are housed for more than twelve continuous hours, including but not limited to, UT-health science campus (HSC) department of laboratory animal resources (DLAR),

UT-HSC fish facility, UT main campus (MC) department of laboratory animal resources (DLAR), UT-MC university hall animal facility, UT Lake Erie Center, UT-MC health and human services animal facility.

Assurance with the office of laboratory animal welfare (OLAW) – In this policy singular reference will refer to any and all OLAW assurances currently approved for all UT programs.

(C) Purpose of policy

- (1) The University of Toledo has established institutional animal care and use committee(s) (IACUC), appointed by the institutional official, to implement the policies for protection of animals used in research and education.
- (2) The University of Toledo has an animal welfare assurance on file with the national institutes of health (NIH) office for laboratory animal welfare (OLAW) covering all research, research training, experimentation, and biological testing and related activities involving live, vertebrate animals, and includes the duties and procedures of the IACUC. Contact the regulatory compliance office in the department of research and sponsored programs for information regarding OLAW assurance.
- (3) It is UT's policy that the whole of laboratory animal use move toward full association for assessment and accreditation of laboratory animal care (AAALAC) accreditation, to be in place by January 1, 2010. Contact the regulatory compliance office in the department of research and sponsored programs for information on this progress.
- (4) All UT-related research and instructional activities (as described in (2) above) involving animal subjects must receive prior UT IACUC review and approval before any project can begin. "UT-related research and instructional activities" means research and instructional activities conducted by or under the direction of UT faculty, students, and other employees in connection with their university responsibilities either on- or off-campus (including other states or countries) and all research and instructional activities involving animals which utilize UT facilities. This requirement will, at times, entail review of projects by the IACUC of two or more institutions, for example, when an UT faculty member is involved, as a co-investigator, in studies using animals at another institution while on sabbatical leave there. IACUC review is also required in the case of customized antibody production. Guidance on this can be found at <http://www.utoledo.edu/research/RC/animal.html>.
- (5) The UT IACUC requires that the care of all animals (vertebrate and invertebrate, warm and cold-blooded) housed in university animal facilities must be approved by and under the oversight of that committee. PHS/NIH regulations and the UT

animal welfare assurance also require that all UT-related research and instructional protocols which involve the use of animal subjects must be approved by and be under the oversight of the IACUC.

- (6) The responsible party (i.e., principal investigator/program director) for UT-related research and instructional protocols submitted to the IACUC for approval must be a salaried UT faculty member or other salaried UT contract personnel. The PI/PD must be in a position to provide direct, personal, day-to-day oversight of activities and personnel associated with the IACUC protocol. Any exceptions to the above criteria regarding the eligibility of an individual to serve as the PI/PD of an IACUC protocol must be approved by the vice president of research administration.
- (7) Only laboratory personnel who have been approved by the IACUC to work on a specific protocol may handle and perform the experimental procedures on the animals covered by the protocol. This applies to all students including first-year students rotating through labs prior to choosing an advisor and to students in Summer Student Research Programs.
- (8) All personnel with expected animal contact are required to be enrolled in the occupational health program for animal users as defined by the Department of Safety and Health. This applies to all students including first-year students in the Ph.D. programs of the graduate school rotating through labs prior to choosing an advisor and to students in the Student Summer Research Program.
- (9) All personnel who have user contact with animals are required to complete training and instruction regarding humane animal research as required by the IACUC. Contact Department of Laboratory Animal Resources (DLAR) for information on completing training. DLAR is the principal department responsible for animal research facilities, animal husbandry, and veterinary care of animals research subjects. This also applies to first-year students in the Ph.D. programs of the graduate school rotating through labs prior to choosing an advisor and to students in the Student Summer Research Program.
- (10) University animal care facilities must be given prior notice of all animals being brought from any and all sources to UT for research, teaching, and testing purposes. The animals must be processed through the DLAR before they can be released for use. Investigators must follow the standard operating procedure (S.O.P.) for receiving animals. Copies of the S.O.P. are available through department of laboratory animal resources.
- (11) The investigator must notify university animal care facilities in writing, at least twenty four hours in advance of housing any animal treated with hazardous substances in that facility. This written notification must contain the name, dose, route of administration, and dates during which precautions must be taken for

hazardous substances. All cages containing animals treated with hazardous substances must be labeled clearly with the name of the substance (abbreviations are unacceptable) and the type of hazard it may impose (e.g., carcinogen).

- (12) Prior approval must be granted by the IACUC for all modifications to previously approved activities and addition of personnel. This includes any modifications in usage of potentially hazardous materials. Significant changes must be reviewed and approved by the IACUC. Significant modifications, as identified by the office for laboratory animal welfare (OLAW) include but are not limited to: changes in the objectives of a study; proposals to switch from nonsurvival to survival surgery; changes in the degree of invasiveness of a procedure or discomfort to an animal; changes in species or in the approximate number of animals used; changes in principal investigator involved in animal procedures; and changes in anesthetic agent(s), the use or withholding of analgesics, and methods of euthanasia. Additional factors may involve changes in the duration, frequency, or number of procedures performed on an animal. Any animal that has been housed in university animal care facilities cannot be guaranteed to be free of any biohazard condition. Therefore, to assure protection of others from such unknown conditions, the adoption or transfer of any such animal to any private individual or non-research organization is not permitted.

All projects involving the use of live animals must be submitted on the most current version of the IACUC protocol application form. Information regarding application deadlines can be found through the University of Toledo research administration website.

The IACUC is charged through PHS Policy on Humane Care and Use of Laboratory Animals IV.C.1., and UT Assurance with OLAW that the research plan for all extramural funding proposals attached by the PI to IACUC Protocols (via the RSP125 form) will be scrutinized against the procedures approved in the IACUC protocol. All procedures described in extramural funding proposals must be approved in or amended to IACUC protocols before any "Just In Time" documentation will be released or compliance-approval for account activation will be granted by the department of research and sponsored programs. The PI is solely responsible for ensuring all procedures are approved at the appropriate time for all applications. The IACUC will only compare IACUC protocols to proposed research plans when notice of award is received or "Just in Time" documentation is requested.

(D) Processes and Procedures

Development and maintenance of processes and procedures for implementation of this policy and for operation of the UT animal care program in accordance with all applicable federal regulations shall be the responsibility of the department of laboratory animal resources, in consultation with the appropriate IACUC(s) and the vice president for research administration.

<p>Approved by:</p> <p><u>/s/ laj</u> Lloyd A. Jacobs, M.D. President</p> <p><u>August 12, 2008</u> Date</p> <p><i>Review/Revision Completed by: Vice President for Research Administration Director, Department of Laboratory Animal Resources</i></p>	<p>Policies Superseded by This Policy:</p> <ul style="list-style-type: none">• <i>03-007 Laboratory animal welfare, care and use (former Health Science Campus policy, revision date 07/01/03)</i>• <i>III-2-2 Compliance with external and internal policies Article II, section 1 (former Main Campus policies, adoption date 02/10/99)</i>• <i>III-3-4 Compliance Article IV, section 1, (former Main campus policy, adoption date 02/10/99)</i> <p>Initial effective date: August 1, 2008 Review/Revision Date: Next review date: August 1, 2011</p>
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