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1. Policy

The Animal Welfare Act (AWA) requires that Central Oregon Community College (COCC) conforms to all regulatory requirements for the procurement, housing, and care and use of animals. These regulatory requirements are documented in: (1) the *ILAR Guide for the Care and Use of Laboratory Animals*; (2) the United States Department of Agriculture (USDA) Animal Welfare Act and its amendments; (3) the *Guide for the Care and Use of Agricultural Animals in Research and Teaching*; and (4) the Public Health Service's Policy on Humane Care and Use of Laboratory Animals.

The President has delegated the responsibilities and authority of the Institutional Official (IO) to the Instructional Dean of Health Science. The IO is charged with establishment of an Institutional Animal Care and Use Committee (IACUC), to assure complete and adequate review of animal facilities, laboratory/study areas, procedures, and animal care and use protocols. This authority is mandatory under the AWA.

2. Responsibilities

The role of the IACUC is to oversee and routinely evaluate the care and use of animals at COCC. The COCC IACUC has the following responsibilities:

1. Review, at least once every six months, the College's programs for the humane care and use of animals.
2. Inspect, at least once every six months, the institution's animal facilities, including satellite facilities, study areas (areas in which animals are housed for more than 12 hours) and laboratories where surgery is conducted.
3. Prepare reports of the animal care program reviews and inspections, and submit these reports to the IO. The reports must contain a description of the nature and extent of adherence to the regulations, policies, and standards described in section 1, above. Any departure from these provisions must be specifically identified and the reasons for each departure must be stated. All identified program and facility deficiencies must be noted as either minor or significant and a corrective action plan established and described in the report.
4. Review, and if warranted, investigate concerns involving the care and use of animals.
5. Advise the IO about the animal care programs, including: (1) compliance with applicable State, Federal, and College regulations related to the care and use of live, vertebrate animals; (2) design and maintenance of animal facilities; and (3) personnel training as it relates to animal care and use.
6. Advise the IO on matters related to animal care and use protocols, including suspensions of any research or teaching activities.

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7. Review and approve, require modifications in (to secure approval), or withhold approval of animal care and use protocols.
8. Review and approve, require modification in, or withhold approval of proposed significant changes regarding the care and use of animals in ongoing activities.
9. When warranted, suspend an activity involving animals as described in IACUC-06 "Protocol Suspension".
10. Function as described in IACUC-01 "Conducting IACUC Business" and IACUC-02 "Submission of Animal Care and Use Protocols" when reviewing protocols and amendments. In fulfilling this responsibility, the IACUC must consider for each animal care and use protocol and amendment:
 - a. Proposed activities are in compliance with State and Federal laws and College policies.
 - b. Activity is consistent with the *ILAR Guide*, unless an acceptable justification for a departure is presented.
 - c. Proposed activities involving the care and use of animals contain the following:
 - a) identification of the species and the number of animals to be used; and b) rationale for the use of animals and the appropriateness of the species selected and numbers of animals to be used.
 - d. Discomfort, distress, and pain to the animals will be avoided or minimized consistent with sound research design and practice.
 - e. Procedures causing more than momentary or slight pain or distress to the animals will be performed with appropriate sedation, analgesia, or anesthesia, unless otherwise justified in writing for scientific reasons by the investigator and approved by the IACUC.
 - f. Animals which may experience severe or chronic pain or distress which cannot be alleviated will be euthanized at the end of the procedure or, if appropriate, during the procedure.
 - g. Living conditions for the animals will be appropriate for the species and contribute to health and comfort, and the housing, feeding, and non-medical care of the animals will be directed by a veterinarian or other scientist trained and experienced in the proper care, handling, and use of the species being maintained or studied.
 - h. Medical care for animals will be available and provided as necessary by a qualified veterinarian.
 - i. Personnel conducting procedures on the species being maintained or studied will be appropriately qualified and trained in those procedures and the species. These same personnel must participate in a departmental occupational health program.
 - j. Methods of euthanasia used are consistent with the recommendations of the American Veterinary Medical Association (AVMA Guidelines for the Euthanasia



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of Animals), unless a deviation is justified for scientific reasons in writing by the investigator and approved by the IACUC.

11. Review ongoing research and teaching protocols as frequently as necessary, but at least annually, with a complete review required at least every three years.

3. Composition

The composition of the COCC IACUC will be in accordance with PHS Policy which states that an IACUC must consist of not less than five members and must include the Attending Veterinarian, one practicing scientist experienced in research involving animals, one member whose primary concerns are in a nonscientific area, and one individual who is not affiliated with the institution in any way other than as a member of the IACUC and who is also not a member of the immediate family of a person who is affiliated with the institution. This latter individual is meant to represent the general community interests in the use and treatment of animals, and cannot be a laboratory animal user at a research facility.

A. Membership

Members of the IACUC are appointed by the IO.

1. Chairperson

- Qualifications:
 - Faculty member
 - Knowledgeable and effective leader
- Responsibilities:
 - Aids in ensuring compliance with all applicable regulations and standards
 - Recommends membership changes to the IO
 - Convenes/chairs meetings; designates an acting Chair if unable to attend meeting or if has a conflict of interest (for protocols/amendments that are submitted by the Chair)
 - Acts as spokesperson on behalf of the IACUC

2. Attending Veterinarian

- Qualifications:
 - Training or experience in the care of the species of animals maintained by the institution
 - Licensure in state of Oregon
- Responsibilities:
 - Provides for the health and welfare of animals, including oversight of:
 - Acclimation of new animals



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- Preventive care programs
- Physical health of the animals
- Psychological well-being of nonhuman primates and exercise for dogs


- Provides (or designee provides) consultations during the planning stages of proposed animal activities that involve more than momentary pain or distress
- Approves specific details of proposals involving surgery, including pre- through post-procedural care and relief of pain and distress, and to change post-operative care as necessary to ensure the comfort of animals
- Decides when necropsies of animals should be performed to investigate health problems in the institution

3. Members

- New members will be included in the quorum once they have been appointed by the IO and have completed the required training (see IACUC-04)
- Qualifications:
 - Scientific members must have a faculty appointment with the College
 - Public member must not be affiliated with the institution in any way other than as a member of the IACUC, and who is also not a member of the immediate family of a person who is affiliated with the institution
- Requirements:
 - IACUC members must ensure confidentiality at all times and avoid discussion of topics addressed during meetings and related communications beyond the IACUC membership
 - IACUC members are expected to maintain professionalism at all times and participate in respectful discussion regarding research contained in submitted IACUC protocols

4. Ad Hoc: Non-voting attendees may be invited as needed.

5. Consultants: The IACUC can invite internal or external consultants to assist the IACUC in its duties. Such consultants cannot vote, but can provide their professional opinion.

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B. Meeting Attendance Requirements:

The IACUC Office will maintain IACUC member attendance records based on the calendar year.

Member expectations include the following:

1. Notify the IACUC Office if attendance at a meeting is not possible.
2. Attend at least 75% of the regularly scheduled meetings.

C. Member Participation in IACUC Inspections:

All IACUC members are expected to participate in the required IACUC inspections at least twice annually and/or Chair IACUC subcommittees as needed.

D. Member Training:

All members must meet the new member orientation and training requirements in IACUC-04 "Training Requirements for Members of the IACUC".

6. References

1. Institute of Laboratory Animal Resources: Guide for the Care and use of Laboratory Animals, National Academy Press, Eighth Edition (http://www.nap.edu/catalog.php?record_id=12910).
2. Animal Welfare Act and Animal Welfare Regulations. United States Department of Agriculture (https://www.aphis.usda.gov/animal_welfare/downloads/Animal%20Care%20Blue%20Book%20-%202013%20-%20FINAL.pdf).
3. National Institutes of Health: Public Health Service Policy on Humane Care and Use of Laboratory Animals (<http://grants.nih.gov/grants/olaw/references/phspol.htm>).
4. The Federation of Animal Science Societies: Guide for the Care and Use of Agricultural Animals in Research and Teaching, 3rd Edition, 2010 (http://www.fass.org/docs/agguide3rd/Ag_Guide_3rd_ed.pdf).
5. AVMA Guidelines for the Euthanasia of Animals: 2013 Edition (<https://www.avma.org/KB/Policies/Documents/euthanasia.pdf>).
6. Conducting IACUC Business (SOP# IACUC-01)
7. Submission of Animal Care and Use Protocols (SOP# IACUC-02)
8. Training Requirements for Members of the IACUC (SOP# IACUC-04)
9. Protocol suspension (SOP# IACUC-06)



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7. Definitions

1. AV – Attending Veterinarian – responsible for the health and well-being of all laboratory animals used at the institution
2. SOP – Standard Operating Procedure – established or prescribed methods to be followed routinely for the performance of designated operations or in designated situations
3. IACUC – Institutional Animal Care and Use Committee – responsible for assessment and oversight of the institution’s animal care program components and facilities
4. AUP – Animal Care and Use Protocol – protocol created by the principal investigator of the proposed research, testing, or educational study
5. Chair – Chairperson of the IACUC
6. IO – Institutional Official – the person in the organization having the administrative and operational authority to commit institutional resources to ensure that the animal care and use program complies with requirements of the Animal Welfare Act and Regulations and PHS Policy
7. PI – Principal Investigator – a Central Oregon Community College employee having the background and training in scientific and administrative oversight necessary to conduct and manage the proposed study
8. Protocol – Animal Care and Use Protocol
9. COCC – Central Oregon Community College
10. College – Central Oregon Community College
11. ILAR – Institute for Laboratory Animal Research – provide the *Guide for the Care and Use of Laboratory Animals* to assist institutions in caring for and using animals in ways judged to be scientifically, technically, and humanely appropriate
12. Guide – the *Guide for the Care and use of Laboratory Animals*
13. AWA – Animal Welfare Act – requires that minimum standards of care and treatment be provided for certain animals bred for commercial sale, used in research, transported commercially, or exhibited to the public
14. USDA – United States Department of Agriculture – responsible for upholding and enforcing the Animal Welfare Act
15. President – the President of Central Oregon Community College

Revision	Author	Revisions Made	Effective Date	Approval
1	Cindy Elston	<ul style="list-style-type: none"> • New Policy • 	5/31/15	Chad Harris (IO)