

MIDDLE TENNESSEE STATE UNIVERSITY
POLICIES AND PROCEDURES MANUAL

POLICY NO.: II:01:11

DATE: May 19, 1993

SUPERSEDES POLICY NO.: None

DATED:

SUBJECT: Animal Care and Use in Research and Teaching

APPROVED: James E. Walker, President

I. INTRODUCTION

Middle Tennessee State University will adhere to the Laboratory Animal Welfare Act (PL 89-544 and amendments), and the NIH "Guide for the Care and Use of Laboratory Animals" in all research and teaching activities requiring animal experimentation. This includes all projects whether funded internally or externally. All research and teaching projects involving animals will be reviewed and monitored by the Institutional Animal Care and Use Committee in accordance with the Laboratory Animal Welfare Act and the NIH Guide.

II. COMMITTEE MEMBERSHIP

The Committee shall consist of at least five members. The membership shall include at least:

1. One practicing scientist experienced in research involving animals.
2. One veterinarian (DVM) with training or experience in laboratory animal science and medicine and with direct or delegated program responsibility for activities involving animals at the University.
3. One member whose primary concern is in a non-scientific area (e.g. attorney, ethicist, or member of the clergy).
4. One member who is not affiliated with the University in any way other than as a member of the Committee and who is not a member of the immediate family of a person affiliated with the University.

Other members of the Committee shall be faculty members involved in research. The Director of Sponsored Programs shall serve as an ex-officio member of the committee.

Members are appointed by the President for a three-year term and may be reappointed at the discretion of the President of the University.

III. FUNCTIONS AND RESPONSIBILITIES OF THE COMMITTEE

The Committee shall:

1. Review, at least once every 6 months, the research facility's program, using USDA Regulations/Guide as basis.*
2. Inspect, at least once every 6 months, all of the animal facilities, including animal study areas/satellite facilities, using USDA Regulations/Guide as basis.*

*USDA does not require that farm animal studies be included.

3. Prepare reports of IACUC evaluations and submit the reports to the Institutional Official.
4. Review and investigate legitimate concerns involving the care and use of animals at the research facility resulting from public complaints and from reports of non-compliance received from facility personnel or employees.
5. Make recommendations to the Institutional Official regarding any aspect of the research facility's animal program, facilities or personnel training.
6. Review and approve, require modifications in (to secure approval), or withhold approval of those components of proposed activities related to the care and use of animals.
7. Review and approve, require modifications in (to secure approval), or withhold approval of proposed significant changes regarding the care and use of animals in ongoing activities.
8. Suspend an activity involving animals when necessary; take corrective action and report to funding agency and USDA.

IV. OFFICERS

A. Chairperson

The Chairperson shall be elected annually from and by the Committee membership at the last meeting of the academic year. The Chairperson shall:

1. Preside at all meetings or designate a member to serve in his/her absence.
2. Prepare and distribute a tentative agenda to Committee members at least three working days prior to the meeting.
3. Call special meetings and appoint ad hoc subcommittees when necessary.
4. Assume responsibility for the preparation of the annual report to the Vice President for Academic Affairs in collaboration with the Executive Officer.

5. Assume responsibility of execution of Committee policies via the Executive Officer.

B. Secretary

The Secretary shall be elected annually from and by the Committee membership at the last meeting of the academic year. The Secretary shall:

1. Record the minutes of all committee meetings.
2. Assist with the preparation of the agenda.
3. Assist with the preparation of the annual report to the Vice President for Academic Affairs.

C. Executive Officer

The Executive Officer shall be the Director of Sponsored Programs and shall be appointed by the President of the University in accordance with the approved procedure for making such appointments. The Executive Officer shall:

1. Serve as the Institutional/University Officer for the Committee and as the liaison between the University, Committee, and Office for Protection from Research Risks, Division of Animal Welfare, Department of Health and Human Services.
2. Be responsible for the University's Animal Welfare Assurance.
3. Provide an annual report to the Office for Protection from Research Risks, Division of Animal Welfare, describing the activities of the Committee including any changes in membership, dates of inspection, and dates evaluations were submitted to his/her office. The Executive Officer shall obtain the appropriate University signature for all reports submitted.
4. Serve as a consultant to the Committee and provide assistance in the conduct of Committee business.
5. Provide administrative support and assistance to the Chairperson in the conduct and coordination of activities of the Committee.
6. Attend Committee meetings but without voting privileges.
7. Receive and prepare research proposals for review by the Committee.

V. MEETINGS AND ATTENDANCE

A. Meetings

1. There shall be a minimum of two meetings of the Committee each

semester. Meetings shall be held in September, November, February, and March/April. Special meetings may be called by the Chairperson as deemed necessary for the performance of Committee responsibilities.

2. Research proposals shall be made available to members for review prior to scheduled meetings.
3. The meeting agenda shall be approved at the beginning of each meeting.
4. A simple majority of the membership shall constitute a quorum.

B. Attendance

1. Attendance of members at Committee meetings is expected and required. If a member must be absent, notice should be given to the Chairperson or Executive Officer as soon as it is known.
2. Absence from fifty percent (50%) of regular meetings without due cause will result in a request by the Committee to the President of the University via the Executive Officer for replacement of that member.

VI. REVIEW PROCEDURES

All research and teaching activities involving animals shall submit the Animal Use Review Form (Attachment A) to the Committee via the Executive Officer. If the activity is a proposal to an outside agency, the review form and proposal must be submitted to the Executive Officer before the proposal is mailed to the sponsoring agency. The review form can be obtained from the Office of Sponsored Programs.

1. Research protocols are subject to a yearly review.
2. Teaching protocols involving animals are subject to a review every three years provided, there are no major changes in the protocol.

MIDDLE TENNESSEE STATE UNIVERSITY
ANIMAL USE REVIEW FOR TEACHING AND RESEARCH

BY

INSTITUTIONAL ANIMAL CARE AND USE COMMITTEE

Completion of this form is required for each research and/or teaching project using laboratory animals and for field research. This document acts as a statement by the investigator to comply with the Animal Welfare Act (PL 89-544 and amendments), the NIH "Guide for the Care and Use of Laboratory Animals," and MTSU policies.

(Please Type)

Principal Investigator: _____

Department: _____ Box No.: _____ Tel No.: _____

Co-Investigator: _____

Department: _____ Box No.: _____ Tel. No.: _____

Estimated Period for This Project: _____

Source of Funds/Funding Agency: _____

Project Title: _____

Please check one of the following:

1. This project involves:

___ a. Use of Field Studies

___ b. Use of animals in the laboratory or classroom.

2. Field Studies. This project involves:

___ a. Observation of the animals only; no manipulation of animals.

___ b. Experimental manipulation of animals in the field.

If 1b or 2b have been checked, please complete the following.

3. Project Description: Provide a concise description including objectives and significance.

4. Project Objectives:

5. Methods: Describe methods and procedures involving animals, e.g. surgery and whether survival or terminal, catherizations, substance to be administered and routes, etc. If animals are to be trapped please describe the type of traps to be used, the number of animals to be trapped, and provisions to protect the animal from the elements while in captivity. (Please attach sheets if additional space is needed).

6. Estimate of Animal Use:

Species of Animal

Daily Inventory

Annual Use

7. Anticipated Housing Location _____

8. Laboratory Where Manipulation and Procedures will be done _____

9. Anesthetic, Analgesic, and Tranquilizing Agents

a. Check the appropriate category.

_____ studies involve little or no pain

_____ appropriate drugs to be given to prevent pain and distress

_____ studies involve pain or distress, but pain-relieving drugs cannot be given

b. Describe use of anesthetic, analgesic, and tranquilizing agents and doses to be given.

c. State why pain-relieving measures will not be used, if none are intended and painful procedures will be done.

10. Disposition of Animals:

_____ a. Euthanasia

_____ b. Return to colony

_____ c. Return to habitat

11. Euthanasia: Describe methods

(A list of acceptable methods is on file in the Office of Sponsored Programs)

12. Hazardous Agents: List (Refer to Policy Manual IV:00:01 and to departmental policies)

a. infectious agents _____

b. transplanted tumors _____

c. carcinogens _____

d. toxic chemicals _____

e. recombinant DNA _____

13. Radioisotopes: List isotope, radioactive compound, and dose/animal

14. Alternatives: Are there alternatives to the animals proposed that could be substituted. If no, cite references related to this research.

Signature

Principal Investigator

Committee Use Only:

Protocol No. _____ Date Received: _____

Date of Disposition: _____

Approved _____ Modified _____ Disapproved _____

Reviewers: _____

Committee Chairperson: _____

ANIMAL USE CLASSIFICATION

Studies on invertebrates, simple organisms, or non-living material. These include tissue cultures, tissues obtained at autopsy, necropsy or from slaughterhouses, eggs, protozoa, single celled organisms, and all invertebrates.

Field Studies - Observations. Any study conducted on free-living, wild animals in their natural habitat, which does not involve an invasive procedure, and which does not harm or materially alter the behavior of the animals under study.

Field Studies - Experimental Manipulation. Any study conducted on free-living, wild animals in their habitat which requires removing the animal from its habitat for experimental manipulation.

Studies on live, vertebrate animals causing little or no pain or distress. These include housing and restraining animals for observation or examination; blood sampling; injection of non toxic material; standard approved methods of euthanasia that induce rapid unconsciousness; short periods of food and water deprivation; single group behavior observations; and studies on anesthetized animals that do not regain consciousness.

Studies involving some pain or distress (usually minor) of short duration. These include cannulation of vessels or body cavities performed under anesthesia; minor surgical procedures under anesthesia such as biopsies, laparoscopy and similar procedures where post-surgical pain/distress is absent or minimal; overnight food or water deprivation; behavioral studies on awake animals that involve short-term restraint; major surgical procedures under anesthesia, permitting recovery, that result in minor-post operative pain; studies using noxious stimuli from which escape is possible; tumor implants/hybridomas; and Freund's complete adjuvant injected intramuscularly. During and after this type of study animals are not expected to show anorexia, dehydration, abnormal discharges, hyperactivity, increased recumancy or dormancy, increased vocalization, self-mutilation, aggressive defensive behavior; or to demonstrate social withdrawal and self-isolation.

Studies using animals that involve moderate to severe pain/stress or the potential for moderate to severe pain/stress. These include major surgical procedures under anesthesia, permitting recovery with adherence to acceptable veterinary practices, i.e. post-op analgesia, fluid therapy. This type of experiment includes prolonged periods (several hours or more) of physical restraint or deprivation of the animals' environmental necessities, such as maternal deprivation; aggression; predatory-prey interactions; procedures which alter perceptual or motor functions; or studies where diseases or toxicities are induced, and when clinical symptoms begin to appear the animals are treated or euthanized. These types of studies experience pain/discomfort, but the necessary treatments to alleviate the symptoms are available and provided, or the animals are euthanized. Animals used in these types of studies should not show signs of prolonged clinical distress, such as behavioral abnormalities, lack of grooming, dehydration, abnormal vocalization, prolonged anorexia, self-mutilation, increases signs of infectious processes (peritonitis, pneumonia, diarrhea, encephalitis, etc.). If these clinical abnormalities develop and cannot be alleviated, the animals must be euthanized with minimal delay.

Projects that involve significant stress or pain without the benefit of pain-relieving drugs or appropriate therapy. Such studies include application of noxious stimuli from which escape is impossible; exposure to noxious stimuli or agents whose effects are unknown; foot pad or intradermal or intraperitoneal injections of Freund's complete adjuvant; completely new experiments which have a high degree of invasiveness; the use of muscle relaxants in surgery without concurrent use of anesthetics; induction of aggressive behavior leading to self-mutilation or fighting; toxicity testing where death is the end-point; induction of diseases where infected animals are permitted to succumb rather than be treated therapeutically; and using a euthanasia method not approved by the AVMA or the committee. The PI must justify the use of this type of procedure.