



# National University of Health Sciences General Policies

Title: Humane Care & Use of Vertebrate  
Animals

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President

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Date

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## POLICY STATEMENT

The National University of Health Sciences (NUHS), recognizing its responsibility to provide for the humane care and use of laboratory animals in research and teaching, has established the Animal Care and Use Committee (ACUC) to provide oversight in related matters.

### Procedures

All review must be completed prior to the initiation of any research or any educational project involving laboratory animals conducted under the auspices of NUHS.

#### A. Rationale

NUHS policy entrusts the principal investigator of a project or, in the case of instructional use, the course instructor with primary responsibility for the humane care and use of animals involved in research or teaching activities. NUHS assumes its responsibility by assuring that it will make every reasonable effort to ensure that all individuals involved in the care and use of laboratory animals understand their individual and collective responsibilities as well as all of the applicable laws and regulations pertaining to animal care and use. Therefore, NUHS will comply with all applicable provisions of the Animal Welfare Act and other Federal statutes and regulations relating to animals. The provisions of this policy will also constitute assurance that NUHS will comply with the USPHS Policy on the Humane Care and Use of Laboratory Animals. In assuming its responsibility, NUHS intends to encourage both research, which will benefit the human condition and educational activities, which will enhance the preparation of students for careers as chiropractic physicians while protecting the welfare of laboratory animals, and the investigators, instructors and NUHS from legal action.

NUHS has established and maintains a program for activities involving animals in accordance with the Guide for the Care and Use of Laboratory Animals (Guide, NIH Publication 85-23), the U.S. Government Principles for the Utilization and Care of Vertebrate Animals Used in Testing, Research and Training, and the Code of Federal Regulations, 9 CFR Chapter I.

B. Administration

Executive functions to be performed by NUHS include the development of policy; the continuing education of personnel with respect to policy; the modification of this policy to maintain its conformity with laws and regulations; and provision of appropriate administrative support and legal assistance for the ACUC. As required by the Animal Welfare Act, a University official who has the legal authority to bind NUHS is responsible for carrying out or delegating these functions. The President of NUHS or his/her designee is the official so designated by this policy.

C. Applicability

This policy is applicable to all research, research training, biological testing and educational activities, hereinafter referred to as activities, involving live or dead laboratory animals conducted under the auspices of NUHS.

### Definitions of Terms and Phrases

- A. Act means the Act of August 24, 1966 (public Law 85-544), (commonly known as the Laboratory Animal Welfare Act), as amended by the Act of December 24, 1970 (public law 91-579), the Act of April 22, 1976 (public law 94-279) and the Act of December 23, 1985 (public law 99-198) and as it may be subsequently amended.
- B. Activity means those elements of research, testing or teaching procedures that involve the care and use of laboratory animals.
- C. Administrator means the Administrator of the Animal and Plant Health Inspection Service (APHIS), U.S. Department of Agriculture, or any other official to whom authority has been delegated to act in his stead.
- D. Animal means any live or dead dog (all dogs including those used for hunting, security, or breeding purposes), cat, monkey (nonhuman primate mammal), guinea pig, hamster, rabbit, or such other warm-blooded animal, as the Secretary may determine is being used, or is intended for use, for research, testing, experimentation, or teaching laboratory purposes; but such term excludes (1) birds, rats of the genus *Rattus*, and mice of the genus *Mus* bred for use in research, (2) horses not used for research purposes, and (3) other farm animals, such as, but not limited to livestock or poultry, used or intended for use as food or fiber, or livestock or poultry used or intended for use for improving animal nutrition, breeding, management, or production efficiency, or for improving the quality of food or fiber. (4) tissues, organs, or other samples provided by another institution that is responsible for the care and control of the animals (living or dead).

- E. APHIS, REACT Sector Supervisor means a veterinarian or his designee, employed by APHIS, who is assigned by the Administrator to supervise and perform the official work of APHIS in a given State or States.
- F. Attending Veterinarian means a person who has graduated from a veterinary school accredited by the American Veterinary Medical Association's Council on Education, or has a certificate issued by the American Veterinary Medical Association's Education Commission for Foreign Veterinary Graduates, or has received equivalent formal education as determined by the Administrator and is licensed in the state of Illinois; has received training and/or experience in the care and management of the species being attended; and who has direct or delegated authority for activities involving animals at a facility subject to the jurisdiction of the Secretary.
- G. Committee means the ACUC established under section 13(b) of the Act. The purpose of the ACUC is to evaluate the care, treatment, housing, and use of laboratory animals and for certifying compliance with the Act by NUHS.
- H. Federal Award means any mechanism (including a grant, award, loan, contract or cooperative agreement) under which Federal funds are used to support the conduct of research, experimentation, and testing involving the use of animals.
- I. ACUC approval means the determination by the ACUC that the research or educational use has been reviewed and may be conducted under the auspices of NUHS within the constraints set forth by the ACUC and by other NUHS, state, local, and federal requirements.
- J. Handling means petting, feeding, watering, cleaning, manipulating, loading, crating, shifting, transferring, immobilizing, restraining, treating, training, working, and moving or any similar activity with respect to any laboratory animal.
- K. Indoor housing facility means any structure or building with environmental controls which houses or is intended to house animals and which meets the requirements of the Act.
- L. Institutional official means the individual at a research facility (see "P" below) who is authorized to legally commit on behalf of the research facility that the requirements of 9 CFR, Chapter 1 will be met.
- M. Painful procedure as applied to any animal means a procedure that would reasonably be expected to cause more than slight or momentary pain or distress in a human being; for example, pain in excess of that caused by injection or other minor procedures.
- N. Major operative procedure means any surgical intervention that penetrates and exposes a body cavity or any procedure which produces permanent impairment of physical or psychological function.
- O. Euthanasia means the humane destruction of an animal accomplished by a method that produces rapid unconsciousness and subsequent death without evidence of pain or distress, or a method that utilizes anesthesia produced by an agent that causes painless loss of consciousness and subsequent death.
- P. Research Facility in the context of this policy means NUHS or any other institution, organization or person that uses or intends to use live or dead

animals in research, tests, teaching, or experimentation under the auspices of NUHS.

- Q. Secretary means the Secretary of Agriculture of the United States or his/her representative who shall be an employee of the Department of Agriculture.
- R. Under the auspices of NUHS means the activity is (i) supported externally by way of a grant, contract, or similar agreement between a sponsor (public or private) and NUHS, (ii) the activity is supported internally by NUHS, (iii) the activity is conducted upon assignment by NUHS, or (iv) the activity is actively assisted by the use of NUHS facilities, resources, supplies, equipment or personnel.
- S. Principal Investigator (PI) means an employee of a research facility, or other person associated with a research facility, responsible for a proposal to conduct research or experimentation and for the design and implementation of research or experimentation involving animals.

### **NUHS Program for Animal Care and Use**

- A. The lines of authority and responsibility for administering the program and ensuring compliance with this policy are:
  - 1. President of NUHS. The President appoints the members of the ACUC and has final authority for the administration of all aspects of NUHS.
  - 2. Vice President of Academic Affairs. The Vice President of Academic Affairs reports to the President.
  - 3. Dean of Research. The institutional official responsible for NUHS' Animal Program and for ensuring compliance with PHS Policy.
  - 4. Attending Veterinarian, ACUC. The responsibilities of the Attending Veterinarian include:
    - a. Provide Principal Investigator/staff with guidance and veterinary expertise in establishing protocols and laboratory animal handling procedures, i.e. anesthesia and surgical techniques.
    - b. Monitor, as directed by the ACUC or as appropriate, the experimental procedures in order to determine that these are humane and in compliance with all relevant government regulations and NUHS policies.
    - c. Ensure that laboratory animals used in research and teaching are properly housed and fed and that their health is cared for.
    - d. Report to the ACUC any observation of inhumane treatment of laboratory animals.
    - e. Provide training in laboratory animal care for investigators/staff and be available for consultation.
  - 5. Animal Care and Use Committee. The ACUC reviews and makes recommendations in consultation with the Attending Veterinarian and Chair of the Committee.
- B. Refer to the Guide for Research Process and Preparation-Animal Subjects for a more detailed description on the responsibilities of the ACUC, the Attending Veterinarian, NUHS faculty, staff, students, and visiting scholars.

## Implementation

- A. NUHS has established an ACUC which is qualified, through the experience and expertise of its members, to oversee the institution's animal program, facilities, and procedures. The Committee is appointed by the President of NUHS and consists of six members including the Chair. With the exception of the student member who is appointed yearly, all members are appointed for terms of at least three years.
- B. ACUC Functions and Duties
  1. Review, at least once every six months, the research facility's program for the humane care and use of animals, using title 9, subchapter A, Part 3 of the Code of Federal Regulations - Animal Welfare Standards, as a basis for evaluation.
  2. Inspect the animal facilities at least once every six months.
  3. Prepare reports of its semiannual evaluations as required by paragraphs (B) (1) and (2) of this section and submit the reports to the President of NUHS. The reports shall be reviewed and signed by a majority of the ACUC members and must include any minority views. The reports shall be maintained in the office of the Dean of Research and made available to the USDA and to officials of funding agencies for inspection upon request.
  4. Review, and if warranted, investigate concerns involving care and use of animals at NUHS.
  5. Make written recommendations to the President regarding any aspect of NUHS' 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, as specified 9 CFR 2.31(d).
  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, if necessary, an activity involving animals in accordance with the specifications set forth in section V.C.5 and 6 of this policy.
  9. Submit minutes of all meetings to the Vice President for Administrative Services, to be forwarded to the President.
- C. ACUC Review Of Activities Involving Animals
  1. The ACUC will review all proposals (research or instructional) involving animals or proposed significant changes in ongoing activities, in accordance with the provisions of this policy and the procedures outlined in the *Guide for Research Proposal Preparation*. The ACUC will meet once each trimester or as needed to review proposals. . Each proposal will be discussed at a meeting of the ACUC or in written comments that are submitted to the Chair. All recommendations for approval, change, or disapproval will be forwarded by the Chair to the Principal Investigator (PI) or instructor in writing. Minutes of all meetings and copies of all recommendations, comments and actions taken will be maintained in the files of the ACUC in the office of the Dean of Research.

2. The ACUC shall determine that the proposed activities or significant changes in ongoing activities meet the following requirements:
  - a. Procedures involving animals will avoid or minimize discomfort, pain and distress to the animals.
  - b. The PI has considered alternatives to procedures that may cause more than momentary or slight pain or distress to the animals, and has provided a written narrative description of the methods and sources, (e.g. the Animal Welfare Information Center) used to determine that alternatives were not available.
  - c. The PI has provided written assurance that the activities do not unnecessarily duplicate previous experiments.
  - d. Procedures that may cause more than a momentary or slight pain or distress to the animals will:
    - 1) Be performed with appropriate sedatives, analgesics or anesthetics, unless withholding such agents is justified for scientific reasons, in writing, by the PI and will continue for only the necessary period of time.
    - 2) Involve, in their planning, the Attending Veterinarian or his or her designee.
    - 3) Not include the use of paralytics without anesthesia.
  - e. Animals that would otherwise experience severe or chronic pain or distress that cannot be relieved will be painlessly euthanized at the end of the procedure or, if appropriate, during the procedure.
  - f. The animals' living conditions will be appropriate for their species in accordance with the requirements of part 3 of 9 CFR Chapter 1 of the Code of Federal Regulations, and contribute to their health and comfort. The housing, feeding and nonmedical care of the animals will be directed by the Attending Veterinarian or other scientist trained and experienced in the proper care, handling, and use of the species being maintained or studied.
  - g. Medical care for animals will be available and provided as necessary by a qualified veterinarian.
  - h. Personnel conducting procedures on the species being maintained or studied will be appropriately qualified and trained in those procedures.
  - i. Activities that involve surgery include appropriate provisions for pre-operative and post-operative care of the animals in accordance with established veterinary medical and nursing practices. All survival surgery will be performed using aseptic procedures, including surgical gloves, masks, sterile instruments and aseptic techniques. Major operative procedures on non-rodents will be conducted only in facilities intended for that purpose which shall be operated and maintained under aseptic conditions. Non-major operative procedures and all surgery on rodents do not require a dedicated facility, but must be performed using aseptic procedures.
  - j. No animal will be used in more than one major operative procedure from which it is allowed to recover unless it is:

- 1) Justified for scientific reasons by the PI, in writing.
  - 2) Required as routine veterinary procedure or to protect the health or well being of the animal as determined by the Attending Veterinarian.
  - 3) In other special circumstances as determined by the Administrator on an individual basis. Written requests and supporting data should be sent to the Administrator.
- k. Methods of euthanasia used must be in accordance with the definition of the term set forth in 9 CFR Part 1, section 1.1 unless a deviation is justified for scientific reasons in writing, by the investigator.
3. The ACUC may invite consultants to assist in the review of complex issues arising out of its review of proposed activities. Consultants may not approve or withhold approval of an activity, and may not vote with the ACUC unless they are also members of the ACUC.
  4. The ACUC shall conduct continuing reviews of activities covered by this policy at appropriate intervals as determined by the ACUC, but not less than annually.
  5. The ACUC may suspend an activity that it previously approved if it determines that the activity is not being conducted in accordance with the description of the activity provided by the PI or the instructor and approved by the Committee. The ACUC may suspend an activity only after review of the matter at a convened meeting or a quorum of the ACUC and with the suspension vote of a majority of the quorum present.
  6. If the ACUC suspends an activity involving animals, the President of NUHS, in consultation with the ACUC, shall review the reasons for suspension, take appropriate corrective action, and report that action with a full explanation to APHIS and any Federal, state or private agency funding that activity.
  7. Proposed activities and proposed significant changes in ongoing activities that have been approved by the ACUC may be subject to further appropriate review and approval by officials of NUHS. However, these officials may not approve an activity involving the care and use of animals if it has not been approved by the ACUC.
  8. A proposal to conduct an activity involving animals, or to make a significant change in an ongoing activity involving animals, must contain the following:
    - a. Identification of the species and the approximate number of animals to be used.
    - b. A rationale for involving animals and for the appropriateness of the species to be used.
    - c. A complete description of the proposed use of the animals.
    - d. A description of procedures designed to assure the Committee that discomfort and pain to animals will be limited to that which is unavoidable for the conduct of scientifically valuable research, including provision for the use of analgesic, anesthetic, and tranquilizing drugs

- where indicated and appropriate to minimize pain and discomfort to the animals.
- e. A description of any euthanasia method to be used.

### **Training and Instruction Available to Scientists, Students, Technicians and Other Personnel Involved in Animal Care and Use**

- A. NUHS will maintain a set of selected references, reprints of articles, books, and audiovisual materials. Each individual involved with laboratory animals will be provided with a list of, and access to this material. Each new individual dealing at any level with the care and use of laboratory animals will be required to attend an orientation and training session on the operation of the animal facilities, familiarization with the intent and requirements of the Act, and specialized training and education on those aspects of animal care and experimentation that are specifically relevant to his or her own job responsibilities. As appropriate, the following subjects will be covered:
  1. Humane methods of animal maintenance, experimentation and ethics.
  2. Research or testing methods that minimize or eliminate the use of animals or limit animal pain or distress.
  3. The basic needs of each species of animal.
  4. How to properly handle and care for the various species of animals used by the facility.
  5. Proper pre-surgical and post-surgical care of animals.
  6. Acceptable aseptic surgical methods and procedures.
- B. An annual review and training session, as appropriate, will be required of all personnel for the purposes of updating information on techniques, standards of performance, and reports that are required to assure compliance with the Act.
- C. The ACUC will create appropriate guidelines for specific aspects of the care and use of laboratory animals. These guidelines will be based on Federal Regulations and accepted Veterinary Care and will be available to all staff, faculty, and researchers.

### **Record Keeping**

- A. The office of the Dean of Research will maintain the following records:
  1. Minutes of ACUC meetings, including records of attendance, activities of the Committee, and Committee deliberations.
  2. Records of applications, proposals, and proposed significant changes in the care and use of animals and whether ACUC approval was given or withheld.
  3. Records of any ACUC reports and recommendations forwarded to the President.
  4. All records or forms required by the Act concerning each live dog or cat purchased or otherwise acquired, owned, held, or otherwise in their possession or under their control transported, euthanized, sold, or otherwise disposed of by NUHS.



- B. All records will be maintained in the office of the Dean of Research for at least three years. Records that relate directly to proposed activities and proposed significant changes to ongoing activities reviewed and approved by the ACUC will be maintained for the duration of the activity and for an additional three years after completion of the activity. All records will be available for inspection and copying by APHIS or funding agency representatives at reasonable times.