

Protocol for Submission of IACUC Animal Welfare Assurance Form

Policy

Responsible Executive: Dr. Eric Pani,
VP Academic Affairs
Responsible Office:
Originally Issued:
Latest Revision: DRAFT

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I. Policy Statement

This policy is to inform researchers on procedure for initiating submission of Animal Welfare Assurance forms for Institutional Animal Care and Use Committee (IACUC) review. Policy directs initial submission of completed forms without signatures by email to ULM Office of Sponsored Programs (OSPR; ospr@ulm.edu) with a copy to the Chair of the ULM IACUC. OSPR pre-award manager will verify to the IACUC Chair that animal users listed in the protocol have completed CITI training in humane use and care of research animals as evidenced by valid training certificates filed in the CITI database. The IACUC Chair will then forward the protocol form to IACUC for review.

II. Purpose of Policy

Electronic copies of completed Animal Welfare Assurance forms lacking signatures will be submitted to ULM OSPR and copied to the Chair, ULM IACUC. The signature page with original signatures of Project Director, Department Head and Dean will be provided to the Chair, ULM IACUC. The ULM IACUC Chair will inform OSPR of receipt of the signature page, upon which OSPR pre-award manager will search the database of the web-based training service (CITI Programs) for certification of training in humane use and care of vertebrate research animals by the Project Director (PD) and individuals listed as conducting procedures under the protocol. Certification of training in modules on “Reducing Pain and Distress in Laboratory Mice and Rats” and, as relevant to the proposed research, on “Working with Rats in Research Settings,” “Working with Mice in Research Settings” and/or “Working with Amphibians

in Research Settings” will be certified. Once certification is verified, the protocol form will be forwarded to IACUC for review.

Appraisal of the IACUC chair of new animal users added to the protocol after initial approval and assurance of their CITI training is the responsibility of the Project Director. Vivarium training of newly added users will be offered only after confirmation of CITI training by OSPR to the Assistant Director of the School of Pharmacy Vivarium. Oversight insuring individuals conducting procedures on an IACUC-approved protocol, as designed by protocol number on animal cage cards, is the responsibility of the Assistant Director as a component of Post-Approval Monitoring.

III. Applicability

ULM Project Directors (PD), ULM Vivarium staff and ULM individuals conducting procedures under research protocols described in Animal Welfare Assurance forms submitted for IACUC approval.

IV. Definitions

CITI: Collaborative Institutional Training Initiative
NIH: National Institutes of Health
IACUC: Institutional Animal Care and Use Committee
OLAW: Office of Laboratory Animal Welfare
OSPR: Office of Sponsored Programs

V. Policy Procedure

1. Assurance #A3641-01 between ULM and NIH/OLAW as described in the NIH Approval Letter (<http://www.ulm.edu/research/ulminfo.html>)
2. Guide for the Care and Use of Laboratory Animals, 8th ed.
<https://www.nap.edu/catalog/12910/guide-for-the-care-and-use-of-laboratory-animals-eighth>

VI. Enforcement

ULM IACUC as per provisions of the assurance (V.1 above) between ULM and NIH/OLAW. In cases where certification of animal workers is absent, protocol approval by IACUC will be withheld or suspended as per Section D. 8) and 10) of the assurance.

VII. Policy Management

Responsible Officer: Chair, ULM IACUC

Responsible Executive: VP for Academic Affairs

VIII. Exclusions

None

IX. Effective Date

January 1, 2017

X. Adoption

This policy is hereby adopted on this ____ day of _____, 20____.

(Responsible Executive Name and Position)

XI. Appendices, References and Related Materials

1. Assurance #A3641-01 between ULM and NIH/OLAW as described in the NIH Approval Letter <http://www.ulm.edu/research/ulminfo.html>
2. Public Health Service (PHS) Policy on Humane Care and Use of Laboratory Animals (Policy), 2015 <http://grants.nih.gov/grants/olaw/references/phspolicylabanimals.pdf>
3. Animal Welfare Act <https://www.nal.usda.gov/awic/animal-welfare-act>
4. ULM Standard Operating Procedures for Animal Use and Animal Welfare Assurance Form <http://www.ulm.edu/pharmacy/vivarium.html>

XII. Revision History

Date of initial approval:

Revisions to policy: Date and brief description -
