

# MISSOURI STATE UNIVERSITY ANIMAL CARE AND USE POLICY

## 1. GENERAL

### A. Purpose

Missouri State University recognizes its responsibilities in conducting educational and research programs involving the care and use of animals. These responsibilities include humane care and use of animals used in educational and research programs at Missouri State, the need to educate faculty, staff and students of the importance of humane care and use of these animals, and compliance with applicable federal laws and implementing regulations.

### B. Federal Laws and Implementing Regulations

The Animal Care and Use Policy (hereinafter referred to as the “Policy”) and implementing procedures are consistent with federal laws and implementing regulations including, but not limited to, the Animal Welfare Act (7 U.S.C. §§ 2131 et seq.) (AWA); the Animal and Plant Health Inspection Service, U.S. Department of Agriculture (9 CFR 1); Health Research Extension Act (Public Law 99-158); Public Health Service Policy on Human Care and Use of Laboratory Animals (PHS Policy) as administered by the Office of Laboratory Animal Welfare (OLAW) of the National Institutes of Health; and the principles set forth in the *Guide for the Care and Use of Laboratory Animals* (GUIDE) as published by the National Research Council (1996); and *Occupational Health and Safety in the Care and Use of Research Animals* as published by the National Research Council (1997).

## 2. GOALS

- To assure that the University’s faculty, staff and students understand the importance of humane care and use of animals;
- To assure that the University will conduct matters related to animal care and use in compliance with federal and state laws and implementing regulations; and
- To implement practices to prevent injury and illness related to the care and use of animals.

## 3. DEFINITIONS

### A. Animal

The term “animal” as used in this policy refers to all domestic or wild vertebrate animals, e.g., those species covered by the Animal Welfare Act (AWA) and implementing regulations. This includes dog, cat, non-human primate animal, guinea pig, hamster, rabbit, rodent, or other such warm-blooded animal. For purposes of assuring uniform and consistent practices related to

animal care and use at SMSU, this policy includes amphibians, reptiles and fish, as well as livestock (e.g., cattle, goats, horses, sheep and swine) and poultry.

#### **B. Animal Care and Use Personnel**

This includes persons who are working on projects with animals in educational and/or research projects, as well as those who will be working with or have a reasonable expectation of exposure to animal tissues, fluids, secretions and/or excretions.

### **4. APPLICATION**

#### **A. Covered Activities**

All research activities conducted in the University system involving the care and use of animals are to be approved by the Institutional Animal Care and Use Committee before implementation.

#### **B. Covered Personnel**

This policy is applicable to all faculty, staff, students, visiting researchers and educators, and bona fide volunteers that will be involved with animal care and use, as well as to faculty, staff and students conducting educational and research projects involving animal care and use at off-campus locations.

#### **C. Institutional Animal Care and Use Committee**

The President will appoint an Institutional Animal Care and Use Committee (IACUC) that has the authority to develop and implement procedures to assure humane care and use of animals and compliance with this policy.

#### **D. Administration of the Policy**

The President will appoint the Associate Vice President for Academic Affairs / Dean of the Graduate College to have University system-wide responsibility for oversight of the implementation of this policy. The President also will direct the Director of the Environmental Management Department and the Office of Sponsored Research and Programs to provide the administrative support for implementation of this policy.

### **5. RESPONSIBLE UNIVERSITY ADMINISTRATORS**

Several levels of University administrators have responsibility for units that are involved with animal care and use. These administrators are to assist the Associate Vice President for Academic Affairs/Dean of the Graduate College, the Institutional Animal Care and Use Committee, the Director of the Environmental Management Department, and the Office of Sponsored Research and Programs in implementing the Policy. Administrators and the concerned units are listed, but if in the future other units become involved with animal care and use, they will be considered to be covered by this policy.

## **A. Springfield Campus**

- (1) President
- (2) Vice President for Academic Affairs
  - (a) Dean, College of Natural and Applied Sciences – Agriculture and Biology Departments
  - (b) Dean, College of Health and Human Services – Biomedical Science and Psychology Departments
- (3) Vice President for Administration and Finance
  - (a) Director of Human Resources
  - (b) Director of Physical Plant
  - (c) Director of Property Control and Receiving
- (4) Vice President for Student Affairs
  - (a) Director of Student Employment
  - (b) Director of Taylor Health and Wellness

## **B. West Plains Campus**

- (1) Chancellor
- (2) Dean of the College

## **6. OCCUPATIONAL HEALTH AND SAFETY PROGRAM (OHSP)**

### **A. Purposes**

The OHSP is intended to provide persons covered by the Policy with a safe work place and to provide information that will enable compliance with the Policy. The Environmental Management Department and the Office of Sponsored Research and Programs administer the OHSP with the assistance of Taylor Health and Wellness Center.

### **B. Enrollment**

- (1) All University faculty, staff and students, as well as visiting researchers and educators, and bona fide volunteers who work with animals in educational and

research activities are required to enroll in the OHSP. Enrollment also is required for those who handle or are exposed to animal tissues, fluids, secretions, and/or excretions, as well as those who handle cages and other equipment contaminated with animal tissues, fluids, secretions and/or excretions. In addition, non-employees who are involved in these activities must enroll in the SMSU OHSP or provide certification that they are participants in a similar program at their home institution.

- (2) Students whose only involvement with animals is in formal academic courses and other educational programs are exempt from enrollment in the OHSP.
- (3) Faculty, staff and students whose only involvement is in recreational, judging and sports use of livestock and poultry are exempt from enrollment.

### **C. Components of the OHSP**

- (1) Persons covered by the Policy will undergo an assessment of the potential risks and hazards associated with their involvement with animal care and use, an assessment of the medical risks, and will receive advice and training in procedures and protective measures to reduce these risks.
- (2) Injury and Illness Related to Animal Care and Use will be covered in accordance with Workers Compensation and personal health insurance as covered in other University policies.
- (3) Monitoring of Facilities and Approved Activities – The IACUC and other responsible University personnel will conduct inspections at a minimum of every six months. Representatives of federal agencies also will conduct periodic inspections of the University’s compliance with applicable regulations.

## **7. TRAINING**

### **A. Animal Care and Use**

In accordance with the Animal Welfare Act [13(d)], the University shall provide training for all personnel involved in care and use of animals to assure compliance with this policy. Persons are not permitted to be involved in projects involving the care and use of animals until they have been certified as completing the training described in this section.

- (1) General Training – This training shall include an overview of the federal laws and implementing regulations and this policy, humane practices of animal care and use, and research and testing methods that minimize or eliminate the use of animals or limit animal pain or distress.
- (2) Survival Surgery – This training shall be required for all University personnel involving animals that will undergo surgical procedures and survive for educational and research activities. This training includes preoperative management, principles of operative procedures, use of anesthetics, and post-operative care.

- (3) Laboratory Procedures – Faculty and staff conducting educational and research activities involving animals shall be responsible for providing their staff and students with training on procedures and equipment that are specific to these activities and are not covered in the general or surgery survival training programs.

## **B. Personal Protection**

Faculty, staff and students who are involved with animals can be exposed to hazards, including zoonotic diseases (those that can be transferred from animals to humans), bites and scratches. These persons also can be exposed to hazardous substances that are used as part of these activities. In accordance with the University's Environmental Management Training Plan, these persons are required to undergo training in accordance with the University's Environmental Management Training Plan. No faculty, student or staff member is allowed to work unsupervised in a position in which they handle or are exposed to hazardous waste, hazardous materials, or are involved in spill response until they have received the required training and protective equipment, as applicable.

## **C. Training of IACUC and Other Responsible Officials**

To assure that the Policy is in compliance with federal laws and regulations, and that implementing procedures are effective and efficient, members of the IACUC and the responsible units will participate in training programs offered by federal agencies, and other national organizations recognized for their leadership in matters related to animal care and use.

## **8. PROGRAM EVALUATION**

The IACUC will conduct inspections and monitoring of animal facilities and approved projects. Evaluations of the program also will be conducted annually by APHIS veterinarian to assure compliance with USDA regulations, and by OLAW to assure compliance with PHS regulations. To assure that the procedures are in compliance with federal laws and implementing regulations, and are effectively implementing the Policy, periodic evaluations will be conducted by external consultants who are engaged in or responsible for animal care and use policies at other institutions.

## **9. SANCTIONS AND REMEDIATION**

For violations that are judged to be minor discrepancies, corrections to restore compliance must be completed and approved by the IACUC within 30 days. If not completed satisfactorily within 30 days, these activities will be suspended until such time as corrections are approved by the IACUC. For violations that are judged to be significant discrepancies, i.e., is or may be a threat to animal or human health or safety, these activities will be immediately suspended, and corrective action must be completed and approved by the IACUC within 30 days. Expenditures of funds for activities that have been suspended will not be permitted until such time as the IACUC has found that the project is in compliance.

## **10. RECORDKEEPING AND REPORTING**

### **A. Internal Records**

The Office of Sponsored Research and Programs, the Environmental Management Department, the Taylor Health and Wellness Center, the Training and Development Unit of Human Resources, and the supervisors of persons involved in animal care and use will maintain such records as required to be in compliance with applicable federal law and implementing regulations, and the Policy.

### **B. Reporting**

The Office of Sponsored Research and Programs, and the Environmental Management Department will file reports to University administrators and federal agencies as required by applicable federal laws and implementing regulations, and the Policy.

## **11. COSTS**

To assure that research and educational activities are in compliance with the Policy, expenditures of funds will be required for hazards and medical assessments, vaccinations, personal protection and training. It also is possible that changes in federal regulations, as well as the implementation of new or expanded research and educational activities may require expenditure of funds to modify facilities or activity-specific procedures.

## **12. AMENDMENTS**

The University recognizes that there will be a need to update and revise the Policy and implementing procedures to enable effective and efficient practices that assure compliance with applicable federal and state laws and implementing regulations.

The IACUC will be responsible for proposing changes in the Policy which will be subject to approval by the University Board of Governors or as delegated to the President or his designee.