

CCS Administrative Procedure

2.30.05-U Animal Care, Treatment and Use

Implementing Board Policy [2.30.05](#)

Contact: Chair, Institutional Review Board, 434-5120

1.0 Purpose

Community Colleges of Spokane is committed to ensuring humane animal use for research and instruction by ensuring employee adherence to applicable laws, policies, standards and ethics. Animal use by CCS employees by or at the institution must adhere to this procedure to maintain a safe work environment for students, staff, and visitors, and to ensure the ethical treatment of animal subjects.

2.0 Definitions

- 2.1 Animal Use: The proper care, use and humane treatment of live vertebrate and cephalopod animals used in research, testing or teaching.
- 2.2 Authorized Faculty/Staff Member: An employee of CCS who is listed as a contributing member of a proposal approved by the CCS IACUC.
- 2.3 Institutional Animal Care and Use Committee (IACUC): A district committee charged with ensuring animal care, treatment and use is in accordance with applicable regulations.
- 2.4 Observational Study: A field study that does not involve an invasive procedure, harm the animals under study, or materially alter the behavior under study.
- 2.5 Personal Protective Equipment: Protective clothing, helmets, goggles or other garments or equipment that protects an individual's body from hazards and harmful conditions.
- 2.6 Principal Investigator (PI): An individual who directs Animal Use in a CCS laboratory for research purposes. The PI has primary responsibility for following and enforcing approved rules, procedures, and methods for proper animal use. The PI is responsible for ensuring all animal use is reviewed and approved by the CCS IACUC.
- 2.7 Protocol: Any experimental or teaching procedure that will be applied to an animal.
- 2.8 Significant changes: Any change to an approved proposal that results in different numbers, species, handling or use of animals.
- 2.9 Students: Individuals enrolled at CCS who are directed by a properly trained and authorized CCS employee.

3.0 Limitations and Exceptions

- 3.1 Observational Studies in the field are not covered by this administrative procedure.
- 3.2 Specimens such as tissues, dead animals, histology, preparations, etc. that are acquired from any institution where animal usage and euthanasia is covered by USDA policy are not considered animal use. Please see Administrative Procedure 2.30.05-T Biosafety for Laboratory Settings for additional information, including disposal procedures.

4.0 Animal Care and Use

- 4.1 Community Colleges of Spokane (CCS) follows the provisions of the Animal Welfare Act and the regulations of the U.S. Department of Agriculture for the care and use of animals.

In addition, grant-funded activities must abide by specific regulations of the granting agency.

- 4.2 The Institutional Animal Care and Use Committee (IACUC) at CCS is responsible for ensuring that animal care, treatment, housing, and use are in accordance with applicable regulations.
- 4.3 The IACUC has authority to approve, require modifications, withhold approval or suspend any laboratory project using live vertebrate animals and any field project using vertebrate animals which involves invasive procedures, harms the animals, or materially alters the animals' behavior. Such projects may be conducted only with current IACUC approval.
- 4.4 All individuals involved in the care, treatment, and use of live vertebrate animals must be adequately qualified and trained to perform their duties. Please see section 13.0.

5.0 Humane Treatment of Animals

- 5.1 Projects using live animals must be conducted in such a way as to avoid or minimize discomfort, stress and pain to the animals.
 - 5.1.1 If a procedure is likely to cause more than momentary or slight pain or distress to the animal, the animal must first be rendered incapable of perceiving pain and be maintained in that condition until the work is ended.
 - 5.1.2 The only exception regarding discomfort, stress, and pain is in those cases where withholding sedatives, analgesics or anesthetics is justified by the PI for scientific reasons, in that it would defeat the purpose of the project and data cannot be obtained by any other innocuous procedure. In these cases, the PI must include a consultation with a qualified veterinarian or his/her designee as part of the planning process and the procedures will only continue for the necessary period of time. Such procedures must be carefully supervised by a qualified scientist or veterinarian. Medical care for the animals must be available and provided as necessary by a qualified veterinarian.
- 5.2 Users of animals must be prepared to terminate work when continuation of the work may result in severe or chronic pain or distress for the animals that cannot be relieved.
- 5.3 If it is necessary to kill an animal, the animal must be killed in a humane manner, in such a way as to ensure 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. Methods of euthanasia must be in accordance with the guidelines of the American Veterinary Medical Association Panel on Euthanasia. No animal may be discarded until after it is dead.

6.0 Use of Animals for Teaching

- 6.1 Teaching activities using live animals must be intended to advance knowledge of students and must not be random or unnecessary in nature.
- 6.2 Teaching activities may use live animals only when the use of alternative methods would compromise the quality of the learning process. Teaching projects will be designed to use the appropriate species and the minimum number of animals to obtain relevant learning opportunities.
- 6.3 Students and employees are permitted to perform procedures on dead animals.
- 6.4 Use of animals by students must be under the direct supervision of a qualified staff member.

7.0 Use of Animals for Research

- 7.1 Research using live animals must be intended to advance knowledge and must not be random or unnecessary in nature. It must be based on knowledge of the problem under study and designed so that the anticipated results justify its performance. It must not unnecessarily duplicate previous work.
- 7.2 Research projects may use live animals only when the use of alternative methods would compromise the quality of the research. Research projects will be designed to use the appropriate species and the minimum number of animals to obtain valid results.
- 7.3 Research projects using live animals must be performed by or under the supervision of a qualified employee or veterinarian.

8.0 Institutional Animal Care and Use Committee (IACUC)

8.1 General IACUC Rules

- 8.1.1 The IACUC shall meet no less than once per year. In addition, the IACUC chair may call an emergency meeting of the committee as necessary.
- 8.1.2 The IACUC will perform the following functions.
 - 8.1.2.1 Review the humane care and use of animals;
 - 8.1.2.2 Inspect animal facilities;
 - 8.1.2.3 Investigate concerns involving the care and use of animals;
 - 8.1.2.4 Make recommendations regarding the animal program, facilities, or personnel training;
 - 8.1.2.5 Prepare reports of its evaluations and submit them to the Director of Compliance.
 - 8.1.2.6 Review and approve, require modifications, withhold approval of, or suspend the following.
 - 8.1.2.6.1 Proposed activities related to the care and use of animals;
 - 8.1.2.6.2 Significant changes regarding the care and use of animals in ongoing activities;
 - 8.1.2.6.3 Ongoing activities involving animals if the activities are not being conducted in accordance with the description of that activity provided by the user and approved by the IACUC.
- 8.1.3 The IACUC is composed of at least five members, including one veterinarian, one practicing scientist; one nonscientist; and one person not affiliated with CCS and not an immediate family member of a person who is affiliated with CCS.
 - 8.1.3.1 In the event of a conflict of interest, members must recuse themselves from the relevant discussing and/or voting. In the event of a recusal, the chair has the discretion to designate an alternative member.

- 8.1.4 The Chancellor of CCS appoints members to the IACUC.
- 8.1.5 The IACUC reports directly to the Provost.
- 8.1.6 The IACUC members elect a chair at the beginning of each academic year. The chair must be an employee of CCS. The term of office is a minimum of two years.
 - 8.1.6.1 Duties of the chair include ensuring meetings are scheduled and members are notified of meetings; minutes of the meetings are recorded and distributed and shall include records of attendance, activities of the committee, and committee deliberations; distributing IACUC documents appropriately (e.g., evaluation reports); receiving and distributing Protocol Review Forms; and recording approval dates for protocols.
- 8.1.7 Attendance at IACUC meetings is limited to IACUC members unless prior approval is provided by the chair.
- 8.2 Institutional Animal Care and Use Committee Files
 - 8.2.1 There are two official IACUC files, one in the office of the IACUC chair and one in the office of either the instructional technician or instructor/principle investigator.
 - 8.2.2 The files must include the approved Protocol Review Forms, IACUC inspection reports and recommendations. Files must be kept for a minimum of three years following the conclusion or completion of an activity.

9.0 Review of Protocols by the Institutional Animal Care and Use Committee

- 9.1 IACUC approval must be obtained before the start of any laboratory project using animals for research or teaching which involves invasive procedures, which may harm the animals, or alter the animals' behavior.
- 9.2 A Protocol Review Form must be submitted to the IACUC for each project and will address the criteria in 9.3 and will include justification for the selection of the methods used on animals, and the method of euthanasia if applicable.
- 9.3 Review Criteria
 - 9.3.1 The IACUC reviews those components of projects related to the care and use of animals.
 - 9.3.2 Individuals conducting procedures on animals must be appropriately qualified and trained in those procedures. Relevant training activities for all animal users must be documented and provided with any Animal Use Protocol Submission.
 - 9.3.3 Projects must avoid or minimize unnecessary discomfort, distress, or pain to animals. Procedures that may cause more than momentary or slight pain or distress to animals must: continue only for the necessary period of time; be performed with appropriate sedatives, analgesics, or anesthetics unless withholding such agents is justified for scientific reasons; involve consultation with the attending veterinarian; not include the use of paralytics without anesthesia; and allow euthanasia to avoid severe or chronic pain or distress.
 - 9.3.4 Projects involving surgery must include provisions for pre-operative and post-operative care of the animals in accordance with established veterinary practices.

- 9.3.5 No animal may be used in more than one major operative procedure from which it is allowed to recover, unless: it is justified for scientific reasons; it is required as routine veterinary procedure or to protect the health or well-being of the animal; or in other special circumstances.
- 9.3.6 Projects must not use animals if alternative non-animal methods would not compromise the quality of the research, and appropriate species must be selected for a given project.
- 9.3.7 Projects must not unnecessarily duplicate previous work. Necessary duplication may include teaching lab activities, student research projects that provide significant opportunities for learning, and research projects where duplication is an essential part of the project.
- 9.3.8 Animals' living conditions must be appropriate for their species.
- 9.3.9 Medical care for animals must be available and provided as necessary by a qualified veterinarian.
- 9.3.10 Euthanasia must involve 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.
- 9.4 Reviews are conducted in accordance with two general goals:
 - 9.4.1 Scientific reliance on live animals should be minimized.
 - 9.4.2 Pain, distress, and other harm to laboratory animals should be reduced to the minimum necessary to obtain valid scientific results.
- 9.5 Protocol Review Forms must be submitted to the IACUC chair by an authorized faculty member. The IACUC chair will notify IACUC members that the protocol has been submitted. IACUC members will review the protocol within 2 weeks.
 - 9.5.1 IACUC members may submit questions or concerns about the protocol to the IACUC chair who will relay them to the authorized faculty member who submitted the protocol. The faculty member will have 1 week to respond to questions and concerns. Modifications to the protocol are negotiated among the authorized faculty member, veterinarian, and IACUC members. If concerns remain, any IACUC member may request a full committee review at a convened IACUC meeting.
 - 9.5.2 If a majority of IACUC members have approved a protocol, with or without modifications, and no one has requested a full committee review, the veterinarian may approve the project. A final Protocol Review Form, with modifications as necessary, will be maintained by both the IACUC chair and authorized faculty member.
 - 9.5.3 If a full committee review is requested, a quorum of the committee must be present at a convened meeting in order to vote. A protocol may be approved if a majority of members present at the meeting vote to approve it. If an IACUC member is involved in a protocol or has a conflicting interest, that member may not count toward the quorum and may not vote. The quorum in the event of a conflict is a majority of those eligible to vote. The IACUC 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 IACUC unless they are also members of the IACUC.

- 9.5.4 If the IACUC decides to withhold approval of a project, it must send written notification to the instructor or principal investigator which includes a statement of the reasons for the decision, and gives the user an opportunity to respond in person or in writing. The IACUC may reconsider its decision in light of the information provided by the instructor/investigator.
- 9.5.5 The IACUC may suspend a project that it previously approved if it determines that the project is not being conducted in accordance with the description of that project provided by the user and approved by the IACUC. The IACUC may suspend a project only after review at a convened meeting of a quorum of the IACUC and with a majority vote of the quorum present. If the IACUC suspends a project, the college president will be notified.
- 9.5.6 Significant changes to a protocol must be submitted to the IACUC as an addendum to the original Protocol Review Form. In the event of uncertainty regarding the significance of changes the instructor/principle investigator should contact IACUC directly. Changes must be approved by the IACUC before they may be implemented.
- 9.5.7 Annual review is required for teaching activities which are repeated yearly and for research projects which last more than one year. The IACUC keeps a record of approval dates for protocols. If there are no changes in a project, a user may request renewal of the original Protocol Review Form, without completing a new Protocol Review Form. The approval procedure is the same as for new protocols. Projects may not continue beyond the renewal date without IACUC approval for continuation.
- 9.5.8 Live vertebrate animals may not be purchased, provided, or used unless a Protocol Review form has been approved.
- 9.5.9 Faculty and principle investigators have the responsibility of ensuring that projects under their supervision are conducted in accordance with the Protocol Review Form and in accordance with federal regulations.

10.0 Reporting Deficiencies in Animal Care and Treatment

- 10.1 Deficiencies in animal care and treatment must be reported to any IACUC member or to the appropriate president. Any current CCS employee may also report a suspected improper governmental action through CCS Administrative Procedure 2.10.06-B Complaint of Improper Governmental Action and Non-Retaliation.
- 10.2 The IACUC is obligated to investigate all reported concerns involving the care and use of animals at CCS resulting from public complaints received and from reports of noncompliance received from CCS employees or students.
- 10.3 No individual may be discriminated against or be subject to any reprisal for reporting violations of any regulations or standards.
- 10.4 Methods for reporting deficiencies in animal care and treatment must be included in the training program for all individuals receiving training on animal care and use through CCS.

11.0 Facility Inspections

- 11.1 An inspection of all vertebrate animal facilities must be conducted at least twice annually, and by at least two IACUC members.

- 11.2 If a deficiency is found during an inspection it will be designated as major or minor.
- 11.2.1 Major deficiencies affect the health and safety of animals or people. If a major deficiency is found, the committee has two business days to decide if the project must be suspended until corrections are made. This determination will be decided by a majority vote.
- 11.2.2 Minor deficiencies do not affect the health and safety of animals or people.
- 11.3 The IACUC will determine compliance dates and notify the instructor or principle investigator within five business days. A second inspection must be completed by the compliance date and if the deficiency has not been corrected the IACUC will revoke project approval.
- 11.4 An inspection report must be signed by a majority of IACUC members. Copies of the inspection report must be placed in the IACUC files.

12.0 Personal Protective Equipment (PPE)

- 12.1 Appropriate personal protective equipment (PPE) must be used during any activity involving animal use. Laboratory Supervisors will determine appropriate PPE for any activity.

13.0 Training

- 13.1 All individuals involved in the care, treatment, and use of animals must be qualified and authorized to perform their duties.
- 13.2 Employees must receive training that includes guidance in at least the following areas: humane methods of animal maintenance and experimentation; methods for limiting animal use and minimizing animal distress; proper use of anesthetics, analgesics, and tranquilizers (if appropriate); methods for reporting deficiencies in animal care and treatment; and utilization of library resources on methods of animal care and use, alternatives to the use of live animals that could prevent unintended and unnecessary duplication of research involving animals (e.g. previous experimental results with live animals), and the requirements of the Animal Welfare Act.
- 13.3 It is the responsibility of the appropriate Dean(s) to ensure that personnel in their divisions are informed of the location and availability of reference materials on the hazards found in their workplace.
- 13.4 The IACUC will maintain a list of training opportunities.
- 13.5 All training records will be submitted as part of the application for animal use and the IACUC will evaluate if previous training and/or coursework meets established criteria.

14.0 Resources

- 14.1 [Guide For The Care And Use of Laboratory Animals, Eighth Edition, National Research Council, The National Academies Press](#)
- 14.2 [Guide for the Care and Use of Agricultural Animals in Research and Teaching \(Ag Guide\)](#)
- 14.3 [Washington State Department of Labor and Industries Animal Borne Diseases](#)

- 14.4 [American Association for Laboratory Animal Science](#)
- 14.5 [NIH IACUC Guidebook](#)
- 14.6 [Scientists Center for Animal Welfare](#)
- 14.7 [United States National Library of Medicine Alternatives to Animal Testing](#)
- 14.8 [National Institutes of Health Model Organisms for Biomedical Research](#)
- 14.9 [John Hopkins Center for Alternatives to Animal Testing](#)
- 14.10 [Animal Welfare Act](#)
- 14.11 [United States Department of Agriculture](#)
- 14.12 [American Veterinary Medical Association Panel on Euthanasia](#)
- 14.13 [CCS Administrative Procedure 2.10.06-B Complaint of Improper Governmental Action and Non-Retaliation](#)
- 14.14 [CCS Administrative procedure 2.30.05-T Biosafety for Laboratory Settings](#)
- 14.15 [CCS Administrative Procedure 2.30.05-D Chemical Hygiene for Laboratory Settings](#)

Originated: November 2016
Cabinet approval: February 27, 2017