

Southeastern's Guidelines for Individuals using Non-Human Vertebrate Animals for Research or Teaching:

The following guidelines apply to any PI or Instructor using non-human vertebrate animals for **research or teaching (in the lab or in the field) or any individual housing animals in university animal care facilities (or classrooms)**. The guidelines apply for use of all non-human vertebrate animals.

1. Individuals using vertebrate animals for research or teaching (at the university or in the field) or housing animals in university animal care facilities (or classrooms) must follow acceptable animal welfare and safety practices and must receive prior approval of animal use protocols by the IACUC.
2. Protocol approval by IACUC is obtained by submission of the **Animal Protocol Proposal Form** available at the **IACUC website**. The form is submitted electronically by e-mail to the IACUC c/o pshockett@selu.edu. **Please label file with your name and the application date**, (eg. D. Sever 1/1/07 APP Form.doc).
3. Please submit forms **electronically** (typed, indicates an actual signature), however, **a hard copy of the proposal and hand signed signature page is also required. Please hand deliver (or mail) signed proposal to the IACUC, Dean's Office, College of Science and Technology.**
4. For individuals performing **field collections** for research or teaching, necessary permits and licenses must be obtained unless individual can provide justification for not obtaining such permits. All permits and licenses (eg. Fish and Wildlife, CITES, USDA) should be obtained prior to submission of the Animal Protocol Proposal Form (if possible) and should be kept current during the period specified in the protocol. **Copies of all permits and licenses must be submitted with the APP form.**
5. It is recommended that PIs submitting internal or external grant proposals **file for IACUC approval of protocols prior to submission of the grant proposal**, so that IACUC approval (or at least submission) may be indicated on the internal routing form and proposal. (It has been indicated that grant funds will not be released by the University for animal work without IACUC approval). **The IACUC will meet monthly to review pending protocols.**
6. If a protocol uses **hazardous or controlled substances**, the IACUC must receive e-mail notification of approval by Camille Moniotte (camille@selu.edu) that use has been approved.
7. An approved protocol may be referenced for multiple grant proposals (as long as different studies are clearly described in the protocol and numbers of animals to be used in each study are indicated) and multiple protocols may be submitted.
8. Protocols described in the Animal Protocol Proposal Form, once approved, are **valid for a period of three years** and must be updated (if necessary) and resubmitted for reapproval prior to expiration.

9. It is the responsibility of vertebrate animal users to keep protocols current, but the IACUC will make an effort to send out reminders for protocols requiring reapproval.

10. **If protocols change** during the approved three year period, a new protocol (or revision of current protocol) must be submitted to the IACUC.

11. It is the responsibility of the animal protocol applicant (PI, instructor), to be familiar with the **General Information for Vertebrate Animal Users** and to thoroughly train students and employees involved in using animal protocols in proper care, safety, health risks, manipulations, humane treatment, and euthanasia methods for use of the species involved in accordance with the IACUC mission and the **Guidelines** and **Resources** available at Southeastern's IACUC website. (Please note that guidelines for the care and use of laboratory rodents is found in the National Academy of Sciences Guide for the Care and Use of Laboratory Animals.)

12. PIs or Instructors using venomous snakes in research or teaching are responsible for providing safety training for all students or employees involved, in accordance with Southeastern's **Venomous Snake Safety Guidelines** outlined by the Snake Safety Committee.

13. For vertebrate animals requiring **euthanasia**, please refer to the **Report of the American Veterinary Medical Association Panel on Euthanasia Guidelines/Tables**.

14. For additional information on acceptable animal care and use practices please refer to the document links available at the IACUC website.

15. Questions regarding vertebrate animal protocols and practices, IACUC guidelines, or Southeastern's animal facilities may be directed to Penny Shockett, IACUC Chairperson pshockett@selu.edu, x3434, or David Sever, Animal Facility Director dsever@selu.edu, x3741. .