

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

The following guidelines apply to any PI or Instructor using non-human live 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 nonhuman live vertebrate animals.

Individuals using live vertebrate animals for research or teaching (at the university or in the field) or housing animals in university animal care facilities (or classrooms) must at all times follow acceptable animal welfare and safety practices. It is imperative that animal users A) receive prior approval of animal use protocols by the IACUC and B) complete required training.

A) Protocol Approval:

1. Protocol approval by IACUC is obtained by submission of:

a) The Animal Protocol Proposal Form is available at the IACUC website.

http://www.selu.edu/acad_research/depts/biol/iacuc/index.html

The proposal 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).

b) A curriculum vita documenting the PIs experience working with a particular species. If the PI does not have prior experience with the species, a description of how (or from whom) training in (or assistance with) proper care and/or use of that species will be obtained should be provided in the protocol.

2. A signed copy of the approved protocol will be filed with the IACUC, in the Office of Sponsored Research and Programs.

3. 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, etc.) 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 and copies of renewed permits must be submitted to the IACUC.**

4. 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 live non-human vertebrate animal work without IACUC approval). **The IACUC will meet monthly or as needed to review pending protocols.**

5. If a protocol uses **hazardous or controlled substances**, the IACUC must receive email notification of approval of the protocol by the Safety and Hazardous Materials Management Office [Director, Camille Moniotte (camille@selu.edu)]

6. 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.

7. **Protocols** described in the Animal Protocol Proposal Form, once approved, are **valid for a period of three years and must be updated annually**. Updates are required of all animal users, and are accomplished using the **Animal Protocol Update Form** found at the IACUC website. E-mail reminders that update forms are due will be sent to animal users by the IACUC. Updates include, collection permit/license renewals, personnel changes, changes in numbers of animals used, and any other changes to the animal care and use procedures. If protocol has not changed since it's initial review, animal user merely indicates as such and signs the form. Completed update forms are submitted to the IACUC.

8. 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.

9. **If protocols change** during the approved three-year period, a New Protocol, Revision (major changes), or Amendment (minor changes, eg. adding additional students) of the current protocol must be submitted to the IACUC.

B) Training:

1. **All animal users must read and complete the Southeastern Louisiana University Animal User Health and Safety Agreement and Assumption of Risk Forms.** Signed forms must be filed with the IACUC in the Office of Sponsored Research and Programs. It is the responsibility of the PI/Instructor to make sure that students/employees under their guidance have completed and filed these forms.

2. Other forms that animal users should be familiar with include the Southeastern Louisiana University **Animal Injury Report Form** and **Veterinary Consult Request Form**. It is the responsibility of all animal users to report any injury resulting from their animal work, or any veterinary concerns involving animals residing in Southeastern's animal facilities. Animal Injury Report Forms and Veterinary Consult Request forms should be submitted in person to Penny Shockett, IACUC Chair, Biology 406.

3. 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, **Southeastern's Animal Resources and Care (ARAC) Policies and Standard Operating Procedures**, and the **Guidelines and Resources** available at Southeastern's IACUC website.

http://www.selu.edu/acad_research/depts/biol/iacuc/index.html.

(Please note that additional 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)

4. **All animal users must successfully complete the Animal Care and Use Training Quiz in Blackboard.**

5. 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.

6. For vertebrate animals requiring euthanasia, please refer to the **The American Veterinary Medical Association (AVMA) Guidelines on Euthanasia (2007)**.

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

Deficiencies in compliance with Southeastern's IACUC Guidelines and/or IACUC recommendations are reported to the Institutional Official (Cheryl Hall, J.D., Director of the Office of Sponsored Research and Programs), who may suspend noncompliant (non-human) live vertebrate animal activity.

"The IO reserves the right to suspend with any animal activities not complying with the *Guide* or institutional specified regulations of the IACUC. The IACUC reports such activities directly to the IO who may suspend animal activities. The IACUC upon consultation among themselves and in the interest of animal welfare may suspend animal activities prior to notifying the IO, where such action is deemed necessary and prudent." In all cases the IO immediately reports such suspensions to OLAW (the Office of Laboratory Animal Welfare) in a timely manner."

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.