**UNIVERSITY OF NORTH ALABAMA INSTITUTIONAL ANIMAL CARE AND USE**

**A. Introduction**

It is the policy of the University of North Alabama (UNA) that the vertebrate animals that are used by faculty, staff and students of UNA for research are treated with respect and should be cared for humanely and safely. To insure that the UNA policy for the humane and safe treatment of animals is met by all of its personnel, the president of UNA has established the UNA Institutional Animal Care and Use Committee (IACUC). The IACUC has the responsibility and the jurisdiction to oversee all vertebrate animal care and use at the University. Below are procedures and guidelines that should be followed by all university faculty, staff and students that are using vertebrate animals for research associated with UNA. To establish the UNA guidelines and procedures for the humane and safe treatment of animals, the UNA IACUC relies on the federal rules and regulations published in the *Public Health Service Policy on Humane Care and Use of Laboratory Animals,* [*http://grants.nih.gov/grants/olaw/references/phspol.htm*](http://grants.nih.gov/grants/olaw/references/phspol.htm)*.*

Any faculty, staff, or student planning on using vertebrate animals for the purposes of research, sponsored or otherwise, or classroom instruction are required to familiarize themselves and adhere to the federal laws and policies on animal welfare and use. Familiarization and adherence by faculty, staff, and or students to public laws and guides includes but is not limited to (a) ‘Public Law 99-158, Animals in Research’, (b) Public Law 103-43, Plan for Use of Animals in Research 1993, (c) [Animal Welfare Act (7 U.S.C. 2131 et. seq.)](http://www.nal.usda.gov/awic/legislat/awa.htm), and (d)[*Guide for the Care and Use of Laboratory Animals*](http://www.nap.edu/openbook.php?record_id=5140) prepared by the Institute of Laboratory Animal Resources, National Academy of Sciences.

Public laws and guides with respect to the care and use of laboratory animals and animal welfare can be found at [http//grants.nih.gov/grants/olaw/olaw.htm](http://grants.nih.gov/grants/olaw/olaw.htm),

<http://grants.nih.gov/grants/olaw/references/phspol.htm> and <http://grants.nih.gov/grants/olaw/references/phspol.htm#HealthResearchExtensionActof1985> .

**B. Specific responsibilities of the institutional animal care and use committee of the University of North Alabama.**

1. Review and investigate all complaints concerning the welfare and use of animals by faculty, staff and students at UNA.
2. Inspect all facilities that are used to house vertebrate animals for research
3. Review and approve the animal welfare aspects or all research and instruction at UNA; including all forms that request approval by the IACUC for the use of vertebrate animals for research at UNA.
4. Review UNA's program for the humane care and use of animals annually;
5. Prepare and submit reports of its evaluations to the Office of Sponsored Programs.
6. Make recommendations to the Office of Sponsored Programs regarding any aspect of UNA's animal program, facilities, or personnel training;
7. Suspend any activity involving animals that violates applicable regulations, policies, or procedures, or an approved protocol.

**C. IACUC Composition:**

The Committee will be comprised of members, including representatives of the public, qualified to oversee the animal program, facilities, and procedures. The committee must include at least one licensed Doctor of Veterinary Medicine and at least one faculty member with experience in animal use research or use of vertebrates in an institution of higher education. An additional three individuals will be appointed to the IACUC by UNA’s Shared Governance Committee and can be drawn from the public at large, UNA faculty and or staff. Length of committee appointments and committee structure will follow UNA’s Shared Governance Committee policies.

**D. Protocol Submissions and Guidelines for obtaining approval for the use of vertebrate animals for research from the IACUC.**

Prior to initiating, modifying, or extending any research project that entails animal use, Principal Investigators must submit an application to the Institutional Animal Care and Use Committee (IACUC) for review and approval. All protocols submitted to the IACUC for review must be received **30 working days** prior to commencing a research project or classroom instruction that uses vertebrate animals. .

1. Any member of the faculty, staff or student body at UNA that plans to use vertebrate animals for research are required to complete and submit for approval to the IACUC the following:
2. ‘Animal Use Review Form’
   1. By signing the ‘Animal Use Review Form’, the PI is certifying that he/she has read, understands and will comply with all federal and public regulations discussed in section ‘A. Introduction’ above.

UNA Research Animal Use Review Form can be found at **<http://www.una.edu/sponsored-programs/>.**

Approved proposals shall cover the use of animals in research or classroom activities for one year.

1. Reviews, Modifications and Terminations
2. Annual reviews are required of the approved animal use protocol. The ‘Annual Protocol Renewal/Termination Protocol Form’ must be submitted to the IACUC 30 days prior to the end date of the approved protocol.
3. Modifications and terminations to animal use protocols must be submitted to the IACUC, using form ‘Annual Protocol Renewal/Termination Protocol Form’. Modifications to approved animal use protocols cannot be implemented without approval of the IACUC.

The ‘Annual Protocol Renewal/Termination Protocol Form’ can be at [**http://www.una.edu/sponsored-programs/**](http://www.una.edu/sponsored-programs/)**.**

**E. Procedures for reviewing and investigating all complaints concerning the welfare and use of animals used by faculty, staff and students for research, teaching, or exhibition at UNA.**

Any person concerned about the humane treatment and welfare of animals that are used for research, teaching, or exhibition at UNA can file a complaint with the UNA IACUC. Complaints can be submitted by mail to the Office of Sponsored Programs, ATTN: Tanja F. Blackstone, Director, POB 5041, UNA, Florence, Alabama 35632), or by e-mail (tfblackstone@UNA.edu) or by telephone (256-765-4523). When filing a complaint, include the following information:

a) Your name, address, phone number, e-mail.

b) Time, date, location of alleged incident.

c) If known, the name(s) of people involved with the alleged incident.

d) A brief description of the alleged incident.

*The identity of a person or persons making a complaint is kept strictly confidential.*

**E. Procedures for the inspection of all facilities that are used to house vertebrate animals for a period over 24 hours.**

1. Any facility that houses vertebrate animals for a period of 24 hours on a continuous basis must complete and submit an ‘Animal Housing’. The form can be found in at [**http://www.una.edu/sponsored-programs/**](http://www.una.edu/sponsored-programs/)**.**  An approved ‘Animal Housing’ allows the facility to house animals for a period of up to three years, subject to routine inspections two (2) times a year, unless a change to the facilities or types of animals in the facility occurs.

2. The UNA IACUC will maintain a list of all sites and locations housing animals that are inspected. Inspections will be unannounced and occur once a year. Site inspections will use ‘Animal Use Review Form’ the form can be found at [**http://www.una.edu/sponsored-programs/**](http://www.una.edu/sponsored-programs/)**.**  Completed inspection forms should be displayed at the facility in a prominent location.

1. Facilities housing vertebrate animals for a period of over 24 hours and that are subject to facilities inspection must submit on an annual basis ‘Animal Housing’ and Animal Use Review’ forms to UNA’s IACUC.