




Executive Memorandum 23-031

December 18, 2023

From: Stephen Perez, President _____

Subject: Institutional Animal Care and Use Committee

Upon the recommendation of the Academic Senate and with the concurrence of the Provost, I approve the new Institutional Animal Care and Use Committee Executive Memorandum.

Policy Title:	Institutional Animal Care and Use Committee EM 23-031
Contact:	IACUC Program Administrator
Supersedes:	Supersedes and Decommissions EM 09-006
Revision:	
Enabling Legislation or Executive Order:	United States Department of Agriculture Laboratory Animal Welfare Act listed in Public Law 89-544 and the Public Health Services Policy on Humane Care and Use of Laboratory Animals

Institutional Animal Care and Use Committee

Policy Statement:

The Policy of California State University, Chico (University) is to adhere to the United States Department of Agriculture (USDA) Laboratory Animal Welfare Act (AWA) listed in Public Law 89-544 and the Public Health Services (PHS) Policy on Humane Care and Use of Laboratory Animals. The AWA requires that minimum standards of care and treatment be provided for certain warm-blooded animals bred for commercial sale, used in research, transported commercially, or exhibited to the public. The PHS Policy requires the humane care and use of live, vertebrate animals used or intended for use in research, research training, teaching, experimentation, biological testing, or for related purposes supported or conducted by the PHS.

The University is committed to the ethical and humane use of animals in research and instructional activities. To ensure the highest standard of research and instructional use, it is University policy that all research, research training, and instructional activities conducted by University students, staff, faculty, and affiliates involving regulated animals on or off campus are subject to review by the Institutional Animal Care and Use Committee (IACUC), regardless of funding or funding source.

Who the Policy applies to:

This policy applies to University students, staff, faculty, and affiliates conducting research and/or instructional activities involving vertebrate animals and other covered species identified by USDA or PHS.

Why the Policy is necessary:

The Animal Welfare Act, under USDA oversight, applies to any institution engaged in research involving certain warm-blooded animals, regardless of funding or funding source. In addition, the recipient institution of a PHS grant or contract and all performance sites involving or using live, vertebrate animals must have an approved Animal Welfare Assurance on file with the PHS Office of Laboratory Animal Welfare.

The California State University Sponsored Programs Administration Policy states appropriate approval must be obtained in accordance with Campus policy and/or procedure either prior to award acceptance or before spending can begin on a particular segment of the award, whichever is applicable.

Responsibilities:

The University, students, staff, faculty, and affiliates accept responsibility for assuring that research and instructional activities involving the use of live, vertebrate animals and other covered species identified by USDA or PHS are conducted in accordance with the principles identified in the AWA and the PHS Policy, as well as California State University policy.

A. Training Requirement:

The University requires that all students, staff, faculty, and affiliates, including advisors of students conducting animal subject research or instructional activities, and University auxiliary employees engaged in or reviewing animal subject research or instructional activities, successfully complete the Collaborative Institutional Training Initiative (CITI) Animal Subjects course. Training certification expires every three years at which point a refresher course is required.

B. IACUC Review

All animal subject research and instructional use activities must be reviewed by the IACUC in advance of protocol initiation. The IACUC has the authority to suspend or terminate approval of research or instructional use protocols that are not being conducted in accordance with this policy or relevant federal regulations. In some circumstances, the IACUC review will be a collaborative process if more than one institution is engaged in research.

C. Shared Authority of the IACUC and Institution

Institutional Animal Care and Use oversight rests collectively with the Institutional Official (IO), the Attending Veterinarian, and the IACUC. The IO is designated by the University President and acts on behalf of the University ensuring adherence to federal requirements, Animal Welfare Assurance, and California State University policy. The IO is responsible for providing resources for the IACUC to function effectively and efficiently and appoints the IACUC. The IO and the

IACUC are responsible for upholding federal regulations, state laws, and university policies through the prospective review of animal subjects research and instructional activities. The IACUC Chair acts on behalf of the IACUC and reports directly to the IO.

The University Office of Environmental Health and Safety coordinates with the IACUC and is an essential part of the overall care and use of animals to ensure the safe use and disposal of hazardous materials. For more information, please see the University Policy on [Hazardous Waste](#).

All personnel with frequent contact with animals or unfixed animal tissues through any of the research and teaching programs or who may reasonably be expected to come into contact with animals/tissues during their work on campus must participate in the [Occupational Health and Safety Program](#).

IACUC Membership:

The composition of the IACUC conforms to federal requirements in PHS Policy IV.A.3.a. The IACUC shall have at least five members, with varying backgrounds, to promote a complete and adequate review of research activities commonly conducted by the University meeting the composition requirements of PHS Policy IV.A.3.b.

A. Composition

1. The IACUC shall have one Doctor of Veterinary Medicine (DVM) with training or experience in laboratory animal science and medicine, who has direct or delegated program authority and responsibility for activities involving animals at the institution.
2. The IACUC shall include at least one member whose primary concerns are in scientific areas and at least one member whose primary concerns are in nonscientific areas (for example, ethicist, lawyer, or member of the clergy).
3. The IACUC shall include at least one member who is not otherwise affiliated with the institution and who is not part of the immediate family of a person who is affiliated with the institution.
4. No IACUC may have a member participate in the IACUC's initial or continuing review of any project in which the member has conflicting interest, except to provide information requested by the IACUC.
5. The IACUC may, at its discretion, invite individuals with competence in special areas to assist in the review of issues that require expertise beyond or in addition to that available on the IACUC. These individuals may not vote with the IACUC.

An individual who meets the requirements of more than one of the categories may fulfill more than one requirement. However, the committee may not consist of fewer than five members (PHS Policy IV.A.3.c).

B. Selection/Member Appointment

The IO appoints all IACUC members (PHS Policy IV.A.3.a.). Upon any IACUC member vacancy open to faculty, the faculty member will be appointed through the following procedures:

1. Each spring semester, depending on the Academic Senate calendar, the IACUC program administrator will send a list of IACUC faculty vacancies expected for the next academic year to the Chair of the Academic Senate.
2. In its annual spring call for faculty volunteers for service, the Academic Senate will include a call for faculty self-nominations for consideration to the IACUC, noting special areas of member competence and expertise needed for the board.
3. Faculty interested in serving on the IACUC will submit their Curriculum Vitae and any other required information to the Academic Senate.
4. The Academic Senate Office will submit the list of interested faculty to Faculty Affairs and Success. Faculty Affairs and Success will use criteria from the CSU Employment Policy Governing the Provision of Employee References to ensure interested faculty meet appropriate criteria. Faculty Affairs and Success will notify the Chair of the Academic Senate of the results of the reference check. Interested faculty who do not meet the policy's criteria will be removed from consideration.
5. The Academic Senate will provide the recommended list of interested faculty who meet the appropriate criteria, along with their Curriculum Vitae and any other information, to the IO and IACUC program administrator.
6. The IACUC Chair, IACUC Vice Chair, IO, and IACUC program administrator will review the list of interested faculty and appoint members from the list. Under federal regulations, the IO has the responsibility to appoint members of the IACUC (PHS Policy IV.A.3.a.).
7. Upon any IACUC member vacancies open to faculty during the academic year, the IO will first make appointments from the recommended list of interested faculty sent by the Academic Senate. If there are no additional faculty on the list sent by the Academic Senate, the IO has the authority to open the call for nominations until the required number of qualified faculty members are appointed (PHS Policy IV.A.3.a.). The names of faculty considered for appointment through this process will be submitted to Faculty Affairs and Success, which will use criteria from the CSU Employment Policy Governing the Provision of Employee References to ensure faculty meet appropriate criteria. If faculty do not meet the appropriate criteria, they will be removed from consideration.

8. Selection of the IACUC Chair and Vice Chair is conducted via a call for nominations from the current board members to faculty from the IO and IACUC program administrator. Current members can nominate others or self-nominate in person or by email to the IACUC Chair and/or IACUC program administrator. Consideration will be given to department release time and availability to serve in accordance with the IACUC Chair and IACUC Vice Chair descriptions in the IACUC Standard Operating Procedures. The IO is responsible for appointing the IACUC Chair and Vice Chair. Prior to appointment, the names of faculty considered for appointment to the Chair and/or Vice Chair positions will be submitted to Faculty Affairs and Success, which will use criteria from the CSU Employment Policy Governing the Provision of Employee References to ensure faculty meet appropriate criteria. If faculty do not meet the appropriate criteria, they will be removed from consideration for these positions. The IO and IACUC program administrator may elect to conduct interviews with interested candidates. Positions are for three-year terms. Pending successful reference checks as described above, the Chair and Vice Chair can be reappointed every three years. Reappointment allows the IACUC to call for new leadership or reinstate existing leadership. If no member is available or willing to serve as the Chair, the IO will serve as Interim Chair until a member becomes willing and properly trained. The IO will not participate in the vote due to a conflict of interest.

Faculty members of the IACUC shall be appointed for staggered terms of three years. Nonaffiliate members shall be appointed for terms no less than one year. Members must be in good standing to remain a member, chair, or vice chair of the committee and/or to be reappointed to additional terms. The IACUC Program Administrator will serve as the administrative support staff for the IACUC.

References:

1. Animal Welfare Act, Public Law 89-544:
<https://www.govinfo.gov/content/pkg/USCODE-2015-title7/html/USCODE-2015-title7-chap54.htm>
2. Public Health Services Policy on Humane Care and Use of Laboratory Animals:
<https://olaw.nih.gov/policies-laws/phs-policy.htm>
3. California State University Sponsored Programs Administration Policy:
<https://calstate.policystat.com/policy/9401104/latest/>