

Ferris State University (FSU)  
Institutional Animal Care and Use Committee  
Bylaws  
Last approved November 12, 2015

I. Establishment

A. Pursuant to the Federal Animal Welfare Act, Chapter 54:2143(b), an institution using vertebrate animals in teaching and/or research, is required to establish an institutional animal care committee.

II. Name

A. The name of this committee is the Ferris State University Institutional Animal Care and Use Committee, herein referred to as the IACUC.

III. Purpose

A. The IACUC will assure the appropriate care and treatment of all animals used in teaching and/or research activities.

B. The IACUC will assess the animal care program, animal care facilities, and all procedures involving animals. Should modifications be deemed necessary the IACUC will forward its recommendations to the FSU Institutional Officer (IO).

IV. Membership

A. There will be no fewer than six voting members of the IACUC, the majority of whom will be FSU faculty who are qualified through experience and/or scientific expertise to carry out the purposes of the IACUC.

B. The IO must approve all non ex officio member appointments to the IACUC.

- C. The IACUC Chair reserves the right to appeal any appointment provided the grounds are consistent with The IACUC Handbook guidelines regarding IACUC membership.
- D. Not more than three members shall be from the same administrative unit.
- E. Voting members of the IACUC will include:
1. a Chair who has experience in the use of animals for teaching and/or research (votes only to decide a tie)
  2. an individual whose only affiliation with FSU is as a member of the IACUC; this individual will not be an immediate family member of any person affiliated with FSU; (this individual will represent the non-university community interest in the proper care and treatment of animals)
  3. an FSU faculty or staff member who is not a scientist; (this individual will represent the FSU community interest in the proper care and treatment of animals)
  4. the FSU Animal Care Facility attending veterinarian (ex officio)
  5. the manager of the FSU Animal Care Facility (ex officio)
  6. an FSU faculty member who is a scientist recommended for appointment by the FSU Academic Senate and approved for appointment by both the IO and the IACUC Chair (serves as a liaison between the IACUC and the Academic Senate)
- F. Non-voting member(s) of the IACUC:
1. the IO or his/her appointed representative
  2. the IACUC secretary, appointed by the Chair, may be a non-voting member.
- G. Terms of Membership
1. The Chair serves at the discretion of the IO.
  2. Other IACUC members, except as noted below, serve terms of three years. Upon expiration of a three year term, a member, upon reappointment by the IO and approval by the IACUC Chair (see Section IV. 3. above), may be appointed to serve additional consecutive three year terms without limitation.
  3. Members appointed to the IACUC to complete the unexpired term of a member who has resigned or been removed from the IACUC will, upon completion of that term, be eligible to be appointed to serve additional three year terms without limitation.
  4. An ex officio member may serve as long as he/she retains office.

5. The term of the FSU Academic Senate liaison is determined by that body; the term is currently one year.

6. The member not affiliated with FSU has no term limitation and may continue to serve at the discretion of the IACUC Chair and/or at the member's own discretion.

#### H. Replacement of Members

1. A member whose three year term has expired may be reappointed or replaced by the IO (see section IV.B. above).

2. A loss of a required member as outlined in IV. E. will result in replacement by the next scheduled meeting.

#### I. Removal of IACUC Members

1. A member of the IACUC may be removed from the IACUC for any of the following:

- a) *animal use protocol violations*
- b) *disclosure of confidential information*
- c) *missing three consecutive meetings*
- d) *violations of FSU Employee Conduct Policy*

#### J. Notification of Grounds for Removal

1. An IACUC member to whom any of the grounds for removal outlined in IV.I.1. applies must be notified by the IACUC Chair in writing of his/her pending removal and the ground(s) for same no later than one week after the decision for removal has been made.

- a) *any voting member who has been appropriately notified of his/her pending removal from the IACUC will not vote in committee nor be considered in determining a quorum*

#### K. Appeal of Removal

1. Upon receipt of notification of pending removal and the grounds for same, the affected member may appeal his/her removal.

- a) *appeal must be directed to the IACUC Chair in writing no later than two weeks after receipt of notification and state clearly why the affected member believes his/her removal from the IACUC is not warranted*

(1) any voting member who has appealed his/her pending removal from the IACUC will not vote in committee nor be considered in determining a quorum during the appellate process

*b) the IACUC Chair, in consultation with the IO and, if deemed appropriate, FSU General Counsel, will rule on such an appeal within thirty days of its receipt – such ruling, provided it is consistent with applicable FSU Employee Policy regarding appeal of disciplinary action, will be final*

(1) said ruling will be delivered in writing to the affected member within five business days after said ruling

## V. Responsibilities of Officers

### A. The IACUC Chair will:

1. Administer and supervise all IACUC activities.
2. Call special meetings of the IACUC should he/she determine circumstances regarding animal care warrant such meetings.
3. Prepare an agenda for each IACUC meeting.
4. Serve as the presiding officer at IACUC meetings (may also serve as the secretary in his/her absence).
5. Appoint a presiding officer for IACUC meetings or portions of those meetings for which he/she has a conflict of interest, e.g. consideration of a protocol he/she has submitted.
6. Appoint ad hoc committees.
7. Prepare reports of IACUC activities for submission to the IO and/or to regulatory agencies.

### B. The IACUC Secretary will:

1. Serve as the recorder at IACUC meetings.
2. Publish and distribute to all IACUC members the minutes of IACUC meetings.
3. Perform such other duties as may be assigned by the IACUC Chair.

## VI. Meetings

A. The first meeting of an academic year will be held in September and will be called by the IACUC Chair. During this first meeting the IACUC will set a tentative meeting schedule for the remainder of that academic year. This schedule must ensure meeting at least 2 times in each semester (Fall and Spring) of the academic year.

- B. Meeting dates, times, and locations will be distributed to each IACUC member no later than one week after the first meeting in September.
- C. Any changes to the meeting schedule must be announced to the IACUC at least one week prior to the change.
- D. A quorum of the IACUC will consist of a simple majority of the voting members. An official meeting of the IACUC Committee requires the presence of a quorum.
- E. The IACUC Chair or presiding officer will be included in determining a quorum, but will not have a vote except in case of a tie.
- F. During consideration of animal protocols attendance will be limited to IACUC members. An exception may be granted by simple majority vote. The PI of a protocol will not be present in the room for the approval process.

## VII. Functions

A. Ensure humane and appropriate care and use of all animals maintained under the auspices of the FSU Animal Care Facility.

1. At least once every six months, guided by Federal and State regulations, as well as by FSU policies, review and evaluate the animal care program; this review and evaluation will include inspecting all of the FSU animal care facilities, and areas where invasive animal procedures are utilized.

*a) Reviews, evaluations, and inspections may be carried out by an IACUC subcommittee composed of at least two voting members. Outside consultants may be invited to assist in the reviews, evaluations, and inspections. No IACUC member who wishes to participate in any review, evaluation, or inspection can be excluded.*

2. Prepare reports of the results of the reviews, evaluations, and/or inspections and submit the reports to the IO. The reports must:

*a) Be reviewed and signed by a simple majority of the IACUC. Any minority reports must be included in the final reports.*

*b) Be placed on file in the FSU Animal Care Facility and be made available for inspection and/or duplication, to appropriate Federal and State agencies*

*c) Indicate the degree of adherence to Federal and State regulations.*

*d) Identify specifically any deficiencies resulting from any departures from these regulations.*

*e) For each departure, distinguish significant from minor deficiencies.*

(1) A significant deficiency is one which, in the judgment of the IACUC, is or may become a threat to the health and safety of the animals, animal care staff, faculty, or students.

*(a) The report must include a reasonable and specific plan, including a timeline, for correction of each noted program or facility deficiency.*

3. Failure to adhere to any plan or schedule designed to correct a significant deficiency must be reported by the IACUC, in writing, within 15 days of the failure, via the IO, to the United States Department of Agriculture-Animal and Plant Health Inspection Service (APHIS) and to any agency funding any activity affected by the deficiency.

4. At least once during any semester when an IACUC approved field study involving the capture, capture and release, and/or harvesting of animals from the wild occurs, inspect the onsite procedures to ensure that approved protocol techniques are being followed.

B. Review and, if warranted, investigate public complaints about animal care and use.

C. Review and, if warranted, investigate reports by laboratory or research faculty and/or by FSU employees, of animal care deficiencies and/or noncompliance with animal care and use regulations.

1. No FSU Animal Care Facility employee, member of the IACUC, nor any other individual reporting any deficiency or perceived deficiency, noncompliance or perceived noncompliance will be discriminated against or be subject to any reprisal for so reporting

D. Make appropriate recommendations to the IO regarding any aspect of animal care at FSU including, but not limited to, facilities, safety, personnel, and training.

E. Review and approve (or require modifications for approval) or deny approval of applications for all protocols that involve the care and use of any vertebrate animals in teaching and/or research; this includes field studies involving the capture, capture and release, and/or harvesting of vertebrate animals from the wild.

1. To ensure IACUC review, a protocol application and any supporting documents should be made available to the IACUC at least one week prior to such protocol application review.

2. When full IACUC review of a protocol application is not feasible, the IACUC Chair will appoint a Designated Review Committee comprised IACUC membership to review the protocol application.

(1) The Designated Review Committee, after review, may approve (or require modifications for approval) or request full committee review of the protocol application.

3. When full IACUC review of a protocol application is requested, approval of that protocol application may be granted only after review at an appropriately convened meeting of a quorum. Approval, modifications for approval, or denial requires a simple majority vote of the quorum.

4. No IACUC member may participate in an IACUC review of, or vote on, a protocol application in which that member has a vested interest. Nor will that member constitute part of a quorum. That member may, however, if requested by the IACUC, provide information about the protocol to the IACUC.

5. Consultants may assist in the review of a protocol application, but they may not vote unless they are members of the IACUC.

6. The IACUC will notify, in writing, the principal investigator(s) and the IO of its decision to approve, to request modification for approval, or to deny the reviewed protocol application. This notification will occur within five business days of the IACUC's decision.

*a) Denial of approval will include specific reason(s) for the denial and provide the principal investigator a reasonable opportunity to respond either in person or in writing. The Chair may, at his/her discretion, convene a special meeting of the IACUC to consider the response. Such consideration may include a decision to approve the protocol.*

*b) Requested modification(s) for approval will be specific. The IACUC will provide the principal investigator with a deadline for submitting such modification(s). The Chair may, at his/her discretion, convene a special meeting of the IACUC to consider the modified protocol application. Such consideration, if the modification(s) adequately address(es) the IACUC's concerns, will include a decision to approve the protocol. Such consideration will not include a request for modification(s) not included in the original review, unless there exists through oversight during the original review some aspect of the protocol application that, if approved, would result in violation of Federal and/or State regulations or FSU Animal Care Policy.*

## VIII. Protocol Application

A. To ensure professionally acceptable standards of humane care and use of animals, and to ensure that Federal and/or State regulations and FSU Animal Care Policy are met or exceeded, Protocol Applications to be considered by the IACUC for the use of animals must include:

1. a complete non-technical explanation of the research, teaching, or experimentation that will be carried out and the rationale for using the particular animal species and numbers of individual animals requested
2. assurance that non-animal alternatives to the research, teaching, or experimentation have been considered and found to be unacceptable
3. a complete listing of any anesthetics, analgesics, and/or tranquilizers to be used prior to, during, and following research, teaching, testing, surgery, or experimentation.

*a) assurance that any anesthetics, analgesics, and/or tranquilizers to be used are appropriate for the species*

4. assurance that each principal investigator (PI) has considered alternatives to procedures involving pain, discomfort, or distress and that, if available, they are not acceptable



5. assurance that each PI and each individual that will engage in handling the animal(s) has been sufficiently trained in the procedures to be performed and in the handling of the animal species
6. the locations of all facilities where animals will be held, housed, or used during research, teaching, testing, surgery, or experimentation
7. the common names and the numbers of the animals upon which research, teaching, testing, surgery, or experimentation will be performed
8. a detailed explanation of the scientific reasons for either using multiple major survival surgery or not administering anesthetics, analgesics, or tranquilizers when the procedures performed would cause pain, discomfort, or distress. Such procedures will only be approved with substantial justification.
  - a) *supporting documentation MUST accompany any protocol application that involves withholding anesthetics, analgesics, or tranquilizers during any procedure that would be expected to cause pain, discomfort, or distress*
  - b) *a protocol application that involves withholding anesthetics, analgesics, or tranquilizers during any procedure that would be expected to cause pain, discomfort, or distress MUST be reviewed by the entire IACUC membership*
9. a description of any euthanasia method to be used
10. the common names and the numbers of animals being bred, conditioned, or held for use in research, teaching, testing, surgery, or experimentation, but not being so used at the time of the protocol application
  - a) *generally this situation will require a separate protocol application for the actual research, teaching, testing, surgery, or experimentation*

B. Protocol applications involving species covered by the USDA must be submitted annually.

1. Should the PI find it necessary to make minor changes to the approved protocol prior to the annual protocol application resubmission, he/she must provide the IACUC with an updated Page One of the original protocol application along with a description of the minor changes.

2. Should the PI find it necessary to make major changes to the approved protocol prior to the annual protocol application resubmission, he/she may be required to submit to the IACUC a new protocol application.

*a) The determination as to whether changes to an approved protocol are minor or major will be made by the PI in consultation with the IACUC Chair. In general, major changes would include: a change in the procedure, a change in the PI, or a change in the number of animals required.*

C. Protocols involving other species may be approved for a maximum of three years.

D. Protocols approved for longer than one year will be reviewed annually through submission of a status report.

1. If there are no changes to the approved protocol the annual status report will consist of updated Sections 1 through 5 of the protocol application submitted to the IACUC by the PI.

2. Should the PI find it necessary to make minor changes to the approved protocol prior to the annual protocol review, he/she must provide the IACUC with a completed Appendix 7 for the original protocol application along with a description of the minor changes.

3. Should the PI find it necessary to make major changes to the approved protocol prior to the annual protocol review, he/she may be required to submit to the IACUC a new protocol application.

*a) The determination as to whether changes to an approved protocol are minor or major will be made by the PI in consultation with the IACUC Chair. In general, major changes would include: a change in the procedure, a change in the PI, or a change in the number of animals required.*

E. Protocol applications will not generally be considered for periods of less than one year.

F. If identical instructional activities or laboratory exercises in an academic course will involve more than a single individual each individual must be listed on the same protocol application, a separate signature page with the signature of each must be attached to the application, and the qualifications of each must be listed in the appropriate section of the application.

G. In the event of a staff change in an academic course an addendum including the new staff member's name, signature, and a list of his/her qualifications must be submitted to the IACUC for approval prior to that staff member's participation in the use of animals.

H. New, revised, or continuing protocols (renewals) may be approved by a simple majority of the IACUC members present at a meeting. If the timing of the next scheduled meeting prevents the timely review of an application, a special committee may be designated. All IACUC members will have the opportunity to view, comment on, and request a full committee review of any application assigned to a special committee.

I. Chair or committee's designee will ensure minor modifications mandated by the committee are made prior to final approval. Revised protocols will be scanned and posted to a secure site accessible for viewing by all IACUC members.

## IX. Review

A. The IACUC will conduct continuing reviews of approved protocols at appropriate intervals determined by the IACUC, but no less frequently than annually.

B. Approved protocols and/or approved significant alterations to protocols may be subjected to further appropriate review and approval by officials of FSU, e.g. FSU Legal Counsel. FSU officials, however, may not approve a protocol or other activity involving animal use at FSU if that protocol or activity has not been approved by the IACUC.

C. The IACUC may suspend any activity that it previously approved if it determines that the activity is not being conducted in accordance with the description of that activity provided to the IACUC by the PI.

1. The IACUC may suspend an activity only after review at a convened meeting of a quorum and with the approval vote of a simple majority of that quorum.

*a) If the attending veterinarian, and/or the FSU Animal Care Facility manager determines that the immediate health, safety, or well being of faculty, students, and/or staff may be compromised or determines that animals may experience a degree of pain, discomfort, or distress not covered by the approved protocol if an activity continues until suspension by IACUC review, or that there is a significant departure from the approved protocol, the attending veterinarian may immediately suspend that activity pending the review.*

2. When the IACUC suspends an activity, the IO or his/her representative, in consultation with the IACUC, will review the reasons for the suspension, take appropriate corrective action, and report the action with a full explanation to the appropriate Federal or State agency and/or to any agency funding that activity.

#### D. Appeal of Suspension

1. appeal by the PI must be directed to the IACUC Chair in writing within two weeks of the suspension and state clearly why the PI believes the suspension is not warranted

*a) the IACUC Chair, in consultation with the IO and, if deemed appropriate, FSU General Counsel, will rule on such an appeal within thirty days of its receipt – such ruling will be final*

### X. Personnel Qualifications and Training

A. Scientists, research technicians, animal technicians, and any other personnel involved in animal care and/or handling must be qualified to do so.

B. Qualification will be ensured in part through training and instruction.

1. Training and instruction will include appropriate certification via IACUC-provided certification exams, in addition to training and instruction that may be provided by the PI and/or IACUC-authorized individuals. Review of personnel qualification will occur with sufficient frequency to fulfill FSU's responsibility under Federal and State regulations and FSU policy.

C. Training and instruction will include, but not necessarily be limited to:

1. thorough understanding of the concepts of replacement, reduction, and refinement as these terms are commonly understood in application to animal use in research and/or teaching

2. humane methods of animal maintenance and experimentation, including:

a) *for researchers, instructors, and/or students – the basic physiological, social, and environmental needs and the proper care and handling of each species that will be used under an approved protocol as well as proper pre- and post-procedural animal care when applicable*

b) *for workers at the FSU Animal Care Facilities – the basic physiological, social, and environmental needs and the proper care and handling of each species maintained by the facility as well as proper pre- and post-procedural animal care when applicable*

3. all applicable safety rules and regulations

4. the mechanisms whereby deficiencies in animal care and treatment are reported

5. effective utilization of informational resources that describe and explain:

a) *appropriate methods of animal use and care*

b) *alternatives to the use of live animals*

c) *methods to prevent unintended and/or unnecessary duplication of research involving animals*

d) *applicable Federal and State regulations and FSU policy*

## XI. Records

A. Paper copies of the records of the following will be maintained in the office of the FSU Animal Care Facility manager. (Electronic storage of the same may be required as deemed appropriate by the IACUC.)

1. minutes of all IACUC meetings – will include, but not necessarily be limited to:

a) *attendance records – members present and members absent*

b) *deliberations and activities*

2. animal use protocol applications (whether approved or denied), addendums/attachments to protocol applications (whether approved or denied), approved protocols, and proposed changes to approved protocols (whether approved or denied)

3. annual and semiannual reports and recommendations (including minority reports), prepared in accordance with Federal and State regulations and FSU policy

a) *said reports will also be forwarded to the IO.*

B. All records and reports will be maintained for at least three years. Records that directly relate to proposed activities and/or proposed significant changes to an ongoing activity that has been reviewed and approved by the IACUC will be maintained for the duration of the activity and for an additional three years after termination of the activity.

C. All records will be available to authorized agents of Federal or State regulatory agencies or to applicable funding agencies for inspection and/or duplication as lawfully required by such agencies.

## XII. Attending Veterinarian (AV)

A. FSU will employ a licensed doctor of veterinary medicine (DVM) as attending veterinarian (AV) for the FSU Animal Care Facilities. The AV will provide adequate animal care in compliance with all applicable Federal and State regulations and FSU policy. Should the AV be employed part-time, his/her contract will include a detailed program of animal care and a schedule of regular visits to the FSU Animal Care Facilities.

B. The AV will have the appropriate authority to ensure the provision of adequate veterinary care and to ensure the adequacy of other aspects of animal care and use.

1. The AV is administratively responsible to the IO and oversees university-wide compliance with all applicable Federal and State laws, rules, regulations, and guidelines relating to the humane and appropriate treatment, care, and use of animals in all research and teaching activities.
2. The AV serves the university as a resource on issues and questions related to animal care and use. He/she coordinates the educational programs and occupational health programs for faculty, staff, and students involved with animals in their research and instructional activities.
3. The AV monitors all animal related activities at FSU and coordinates, and facilitates interaction among the FSU Animal Care Facility, the IACUC, FSU faculty, and FSU staff.

### XIII. Adequate Veterinary Care

- A. FSU will establish and maintain programs of adequate veterinary care that include, but are not necessarily limited to:
  1. maintenance of appropriate facilities, personnel, equipment, and services in compliance with Federal and State regulations and FSU policy
  2. use of appropriate methods to prevent, control, diagnose, and treat animal diseases or injuries
  3. the availability of emergency, weekend, and holiday animal care
  4. daily observation of all animals to ensure their health and well-being – the AV may designate an individual other than himself/herself to perform the daily observation
  5. a mechanism for direct and frequent communication between the AV, the FSU Animal Care Facility manager and staff, research and teaching personnel, and other individuals involved in the care and use of animals such that timely and accurate information about animal health, behavior, and well-being is communicated to the AV
  6. guidance for principal investigators and other personnel involved in the care and use of animals regarding handling, immobilization, anesthesia, analgesia, tranquilization, and euthanasia
  7. pre- and post- procedural animal care in accordance with current established veterinary medical and nursing procedures.

## XIV. Bylaws

A. The IACUC Bylaws are not intended as limitations to the responsibilities and authority of the IACUC. The IACUC Bylaws may be amended periodically as circumstances warrant.

1. Circumstances warranting bylaw amendment include, but are not limited to:

- a) *changes in Federal and/or State regulations or FSU policy*
- b) *animal care and use issues not adequately addressed by the current bylaws*
- c) *difficulty in interpreting the intent of the current bylaws when unforeseen events occur*

2. Any IACUC member may request amendment of IACUC bylaws.

a) *A request for amendment must be presented as a motion in writing, must state the specific bylaw as it is currently written, must state the proposed amendment, and state how the bylaw would read if it were amended.*

b) *The IACUC, by two thirds majority, may amend a bylaw at the meeting at which the bylaw amendment is first presented OR may consider its presentation "first notice" and vote at its next scheduled meeting, at which a two thirds majority is again required for amendment.*

(1) The amendment as presented is the amendment to be voted upon; the amendment as presented cannot be "amended".

B. From time to time, as determined by the IACUC Chair, the IACUC Bylaws in their entirety may be reviewed.

1. The IACUC Chair may appoint an ad hoc committee to review the bylaws and suggest any additions, deletions, or changes. Such additions, deletions, or changes must be in writing, be accompanied by a copy of the current bylaws, and be presented to the IACUC at a scheduled meeting as a motion to amend the IACUC bylaws. This presentation will be the "first notice". The IACUC may not vote to adopt the amended bylaws until the next scheduled meeting, at which time, a two thirds majority is required for adoption.