

Animal Care & Use

Policy

Loyola Marymount University

2004

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LOYOLA MARYMOUNT UNIVERSITY

Assurance of Compliance with Public Health Service
(PHS) Policy on Humane Care and Use of
Laboratory Animals

Loyola Marymount University, hereinafter referred to as institution, hereby gives assurance that it will comply with the Public Health Service Policy on Humane Care and Use of Laboratory Animals, hereinafter referred to as PHS Policy.

1. Specific Federal Regulations and Policies

U.S. Department of Agriculture
(USDA)

[Animal Welfare Act as Amended
\(7 USC,2131-2159\) and Regulations](#)

National Institutes of Health
PHS

[Public Health Service Policy on Humane Care
and Use of Laboratory Animals](#)
OFFICE OF LABORATORY ANIMAL
WELFARE
Amended August, 2002

National Academy of Science

Institute for Laboratory Animal Resources
[Guide for the Care and Use of Laboratory
Animals](#)

Department of Health &
Human Services (HHS)

[Good Laboratory Practice for Nonclinical
Laboratory Studies](#)

U.S. Food & Drug
Administration (FDA)

AUTHORITY: 21 U.S.C. 342, 346, 346a, 348, 351,
352, 353, 355, 360, 360b–360f, 360h–360j, 371, 379e,
381; 42 U.S.C. 216, 262, 263b–263n.

U.S. Fish & Wildlife Service

[The Endangered Species Act of 1973](#)

2. Applicability

This Assurance is applicable to all research, research training, experimentation, and biological testing and related activities, hereinafter referred to as activities, involving live, vertebrate animals supported by the Public Health Service (PHS) and conducted at this institution, or at another institution as a consequence of the subgranting or subcontracting of a PHS-conducted or supported activity by this institution.

“Institution” refers to Loyola Marymount University: the Westchester (Los Angeles) campus.

3. Institutional Policy

This institution will comply with all applicable provisions of the Animal Welfare Act and other Federal statutes and regulations relating to animals.

This institution is guided by the "U.S. Government Principles for the Utilization and Care of Vertebrate Animals Used in Testing, Research, and Training."

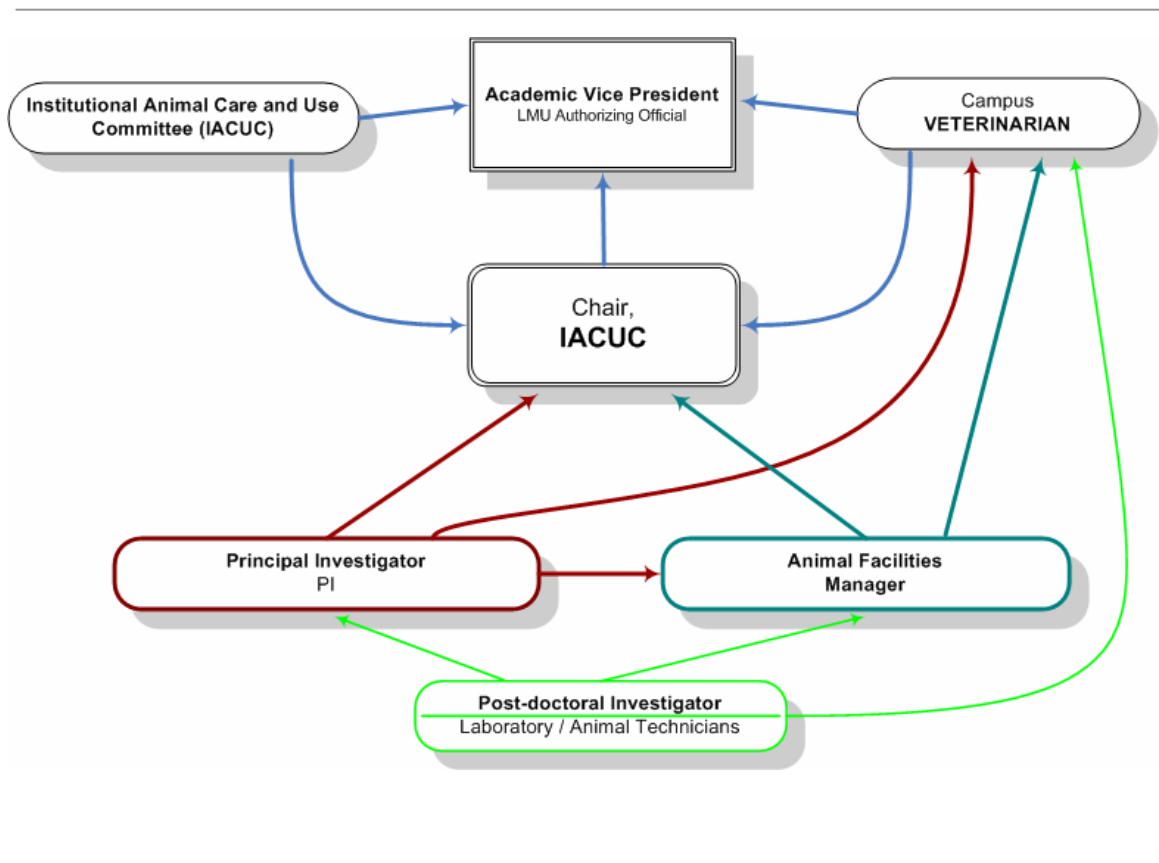
This institution acknowledges and accepts responsibility for the care and use of animals involved in activities covered by this Assurance. As partial fulfillment of this responsibility this institution will make a reasonable effort to ensure that all individuals involved in the care and use of laboratory animals understand their individual and collective responsibilities for compliance with this Assurance as well as all other applicable laws and regulations pertaining to animal care and use.

This institution has established and will maintain a program for activities involving animals in accordance with the *Guide for the Care and Use of Laboratory Animals (Guide)*.

4. Institutional Program: Animal Care and Use

A. The lines of authority and responsibility for administering the program and ensuring compliance with this Policy are:

- Academic Vice President
- Institutional Animal Care and Use Committee
- Campus Veterinarian
- Animal Facilities Manager
- Principal Investigator
- Post-doctoral Investigator
- Laboratory and Animal Technicians



B. Qualifications, authority, and percent of time contributed by the consulting veterinarian who will participate in the program are:

The veterinarian participating in the program is a Doctor of Veterinary Medicine -- S. Kumar **Srungaram**, D.V.M. -- and has been the attending veterinarian for Loyola Marymount University's Animal Facility since August 1994. Dr. Srungaram obtained his Bachelor's of Veterinary Science from A.P.A.U. in India in 1971. He obtained two years of experience in the unique needs of laboratory animal care during his graduate veterinary training at the Tuskegee Veterinary School; he was awarded a Master's in Cardiovascular Physiology in 1976. Dr. Srungaram has been licensed by the State of California (#06934) since 1979 and operates a private veterinary clinic 20 minutes from campus. He functions to regularly inspect the facility and its animals for compliance with good practices of care and husbandry as outlined in the *Guide*. He is a permanent member of the LMU IACUC, and so, his recommendations regarding animal care and facilities management have great impact on the decisions made about animal care. He has authority over the principal investigators and facilities manager as outlined above.

Dr. Srungaram spends approximately one-half day every four months on campus inspecting our facilities. In addition to this, any concerns about animal care, research protocol, *etc.* which may arise between site visits are discussed with Dr. Srungaram by telephone and if he deems it necessary, he will follow up with a site visit. Percent time commitment for Dr. Srungaram is approximately 1%.

In the event that Dr. Srungaram is unavailable for consultation, the university relies upon Dr. Srungaram's clinical on-call backup veterinary care provided by Dr. Jon Schwartzfager and staff veterinarians at the Lawndale Pet Hospital located approximately 20 min from campus.

C. LMU has established an Institutional Animal Care and Use Committee (IACUC), which is qualified through the experience and expertise of its members to oversee the institution's animal program, facilities, and procedures.

The members of this committee have been appointed by the President of Loyola Marymount University, Rev. Robert B. Lawton, S. J. The IACUC consists of at least five members, and its membership meets the compositional requirements set forth in the PHS Policy at IV.A.3.b. **Attachment A** lists the names, position titles, earned degrees and other credentials of the IACUC chairperson and members.

D. The IACUC will:

1. Review at least once every six months the institution's program for humane care and use of animals, using the *Guide* as a basis for evaluation. The members go through a check-off list based upon the *Guide* to insure that all areas are covered. Input from the laboratory managers is requested and any corrective actions requested at the previous committee meeting are reviewed for successful completion.

2. Inspect at least once every six months all of the institution's animal facilities (including satellite facilities) using the *Guide* as a basis for evaluation. The IACUC procedures for conducting semiannual facility inspections are: the campus veterinarian and committee members visit each animal facility on the Westchester campus of Loyola Marymount University and note status of animal husbandry, experimental protocols, record keeping and physical facilities. Notes are made of any issues of noncompliance needing remediation. Severity of noncompliance is also noted and correction is followed-up on by the chair of the committee.
3. Prepare reports of the IACUC evaluations as set forth in the PHS Policy at IV.B.3. and submit the reports to Fr. Albert P. Koppes, O.Carm, Acting Academic Vice President. The IACUC procedures for developing reports and submitting them to the Institutional Official are: the chair drafts all reports and submits them to the committee for revision. Reports are then submitted to the Institutional Official and a copy of acknowledgement of receipt of said reports is kept on file in the IACUC chair's office. Any issues requiring a response from the Institution are followed-up with by the chair. Negative opinions, if any, are included in all reports.
4. Review concerns involving the care and use of animals at the Institution. The IACUC procedures for reviewing concerns are: issues brought to the attention of the chair are distributed to the committee for review and comment. A response is drafted and the chair follows through with adjudication. Concerns about animal use/care on the LMU campus can be made confidentially if the plaintiff is concerned about retribution. The existence of the committee is well publicized on campus via the University home page and directory of campus committees.
5. Make written recommendations to the Institutional Official -- Fr. Albert P. Koppes, O.Carm, Acting Academic Vice President -- regarding any aspect of the institution's animal program, facilities, or personnel training. The procedures for making recommendations to the Institutional Official are: concerns of the committee are drafted in a memo or report to the Academic Vice President. If concerns can be more readily addressed by another office on campus, *e.g.*, an academic dean or director of operations and maintenance, the committee will address its request/inquiry to that official. All such requests, however, are noted in the semi-annual reports to the Institutional Official.
6. Review and approve, require modifications in (to secure approval) or withhold approval of those activities related to the care and use of animals as set forth in the PHS Policy at IV.C. The procedures for protocol review: all research projects or teaching laboratory procedures involving sentient animals must be approved by the committee. The committee does not employ expedited review; all proposals are reviewed by the entire committee. Proposals are distributed to members prior to

committee meetings. If an investigator requests an expedited review, a special meeting of the IACUC is called to review the proposal. All concerns of committee members are addressed and the PI is invited to give a presentation to the committee about the proposed use of animals. Because the total number of animal use proposals is very small, this method of full-committee review with the PI is easily scheduled. Proposals received are reviewed within 45 days of submission. The campus veterinarian has final veto power on all proposals.

7. Review and approve, require modifications in (to secure approval) or withhold approval of proposed significant changes regarding the use of animals in ongoing activities as set forth in the PHS Policy at IV.C. Significant changes are reviewed by the chair and the campus veterinarian. If they deem the proposed changes to deviate from the general understanding of the committee of the approved animal use protocols, copies of the proposed modification(s) of protocol are distributed to the committee members for their review and comments.
8. Notify investigators and the institution in writing of its decision to approve or withhold approval of those activities related to the care and use of animals, or of modifications required to secure IACUC approval as set forth in the PHS Policy at IV.C.4. The IACUC procedures to notify investigators and the institution of its decisions regarding protocol review are: approved/denied applications for protocol review are issued to the PI and to the Academic Grants Office if for grant submission. The semi-annual report to the institutional official contains information on the number and kind of animal use proposals reviewed.
9. Conduct continuing review of each previously approved, ongoing activity covered by PHS Policy at appropriate intervals as determined by the IACUC, including a complete review in accordance with the PHS Policy at IV.C. 1-4. at least once every three years. The IACUC procedures for conducting continuing review are: the IACUC conducts thorough annual reviews of all active programs. Each year, PIs are notified to resubmit applications with updates of research results, *etc.* and to make any modifications to the scope of their projects or the protocols employed.
10. Be authorized to suspend an activity involving animals as set forth in the PHS Policy at IV.C.6. The IACUC procedures for suspending an ongoing activity are: the PI responsible for a case of noncompliance is first visited with by the chair of the committee and if deemed necessary by the chair, visited with by the campus veterinarian. If the program of study needs to be suspended, the IACUC will notify the PI and his/her departmental chair of corrective steps that must be taken and the associated time-line to avoid suspension. In addition, the PI and departmental chair will be notified as to what intervention steps the IACUC will take and associated time-line. If a program is suspended, the IACUC shall take possession of the research animals and

maintenance/disposal of said animals determined. Notification of all actions regarding proposed suspension or actual suspension of a project shall be reported to the Academic Grants Office that in turn shall notify any agencies funding the research in question. Reports of any such actions are also submitted by the chair to the Institutional Official for submission to OLAW.

E. Individual(s) authorized by LMU to verify IACUC approval of those sections of applications and proposals related to the care and use of animals are Ms. Linda Towner, Director of LMU Animal Facilities and/or Dr. S. Kumar Srungaram, D.V.M.

F. The occupational health and safety program for personnel (students, staff, faculty) who work in laboratory animal facilities or have frequent contact with animals follows the recommended precautions for occupational health as set forth in the Guide.

1. All full-time employees involved with the cleaning and care of animal caging will have annual physical examinations. Should future proposals for animal use involve work with animals exposed to infectious diseases or species predisposed to tuberculosis, animal care personnel will also be tested annually for tuberculosis and complete blood chemistries taken.
2. An annual letter certifying a clean bill of health for all full-time animal care employees will be required from the attending physician and will be kept on file.
3. All personnel handling animals will provide a record showing current immunization status for tetanus and a record will be kept of work assignments, bite wounds, and unusual illnesses. Students, upon suffering bites, notable scratches or allergic symptoms must report to the student health center for medical assessment. Should a significant injury occur when the health center is closed, campus EMTs will be summoned and treatment given as per EMT policies. Faculty/staff suffering injuries or allergic symptoms are to follow university workers compensation procedures. For all serious injury, campus safety is to be alerted to arrange emergency evacuation.
4. The campus student health center physicians will be available, as needed, on a consulting basis.

G. The total gross number of square feet in each animal facility (including each satellite facility), the species of animals housed therein and the average daily inventory, by species, of animals in each facility is provided in Attachment B.

H. The training or instruction available to scientists, animal technicians, student researchers and other personnel involved in animal care, treatment or use are:

1. Prior to handling animals, all new personnel will be thoroughly trained and supervised by the Principal Investigator(s) or other experienced faculty/staff member in humane animal transfer, restraint, injection, anesthetization, and surgical procedures utilized in the research protocol. Expertise of Principal Investigators to conduct the proposed projects is documented in their applications to the IACUC.
2. Departmental animal care workers involved in animal maintenance only are individually instructed and supervised on proper methods for handling of animals by Ms. Linda Towner, Director of LMU Animal Facilities, who has had over 20 years of experience in the care of laboratory animals.
3. Principal investigators proposing difficult animal-use protocols for which they have no experience are strongly encouraged to establish proficiency *via* a collaborative laboratory at a mentor institution prior to commencing work at LMU.
4. Notations of training sessions will be entered in laboratory and/or LMU Animal Facility records and will include names of individuals in attendance, name of person providing the training and topics covered.

5. Institutional Status

As specified in the PHS Policy at IV.A.2, as Category 2, all of this institution's programs and facilities (including satellite facilities) for activities involving animals have been evaluated by the IACUC and will be reevaluated by the IACUC at least once every six months in accord with IV.B.1. and 2. of the PHS Policy, and reports prepared in accord with IV.B.3. of the PHS Policy.

All IACUC semiannual reports will include a description of the nature and extent of this institution's adherence to the Guide. Any departures from the guide will be identified specifically and reasons for each departure are stated. Reports will distinguish significant deficiencies from minor deficiencies. Where program or facility deficiencies are noted, reports will contain a reasonable and specific plan and schedule for correcting each deficiency. Semiannual reports of the IACUC evaluations will be submitted to the Institutional Official -- Fr. Albert P. Koppes, O. Carm, Acting Academic Vice President. Semiannual reports of IACUC evaluations will be maintained by this institution and made available to the Office of Laboratory Animal Welfare (OLAW) upon request. The most recent semiannual report of the IACUC is attached.

6. Record Keeping Requirements

- A. This institution will maintain for at least three years:**
1. A copy of this Assurance and any modifications thereto, as approved by PHS.
 2. Minutes of IACUC meetings, including records of attendance, activities of the committee, and committee deliberations.
 3. Records of applications, proposals, and proposed significant changes in the care and use of animals and whether IACUC approval was given or withheld.
 4. Records of semiannual IACUC reports and recommendations (including minority views) as forwarded to the Institutional Official, Albert P. Koppes, O.Carm, Acting Academic Vice President.
 5. Records of accrediting body determinations and reports of USDA site inspections.
- B. This institution will maintain records that relate directly to applications, proposals, and proposed changes in ongoing activities reviewed and approved by the IACUC for the duration of the activity and for an additional three years after completion of the activity.**
- C. All records shall be accessible for inspection and copying by authorized OLAW or other PHS representatives at reasonable times and in a reasonable manner. All documents are located in the IACUC chair's office: Pereira Hall, Room 100.**
- D. The individual(s) authorized by this institution to verify IACUC approval of those sections of applications and proposals related to the care and use of animals are Ms. Linda Towner, Director of LMU Animal Facilities and/or Dr. S. Kumar Srungaram, D.V.M.**

7. Reporting Requirements

A. At least once every 12 months, the IACUC, through the Institutional Official, will report in writing to the Office of Laboratory Animal Welfare:

1. Any change in the status of the institution, any change in the description of the institution's program for animal care and use as described in this Assurance, or any changes in IACUC membership. If there are no changes to report, this institution will submit a letter to OLAW stating that there are no changes.
2. Notification of the dates that the IACUC conducted its semiannual evaluations of the institution's program and facilities (including satellite facilities) and submitted the evaluations to the Institutional Official, Albert P. Koppes, O.Carm., Acting Academic Vice President.

B. The IACUC, through the Institutional Official, will provide the OLAW promptly with a full explanation of the circumstances and actions taken with respect to:

1. Any serious or continuing noncompliance with the PHS Policy.
2. Any serious deviations from the provisions of the *Guide*.
3. Any suspension of an activity by the IACUC.

C. Reports filed under VI.A.2. and VI.B. above shall include any minority views filed by members of the IACUC.

8. Institutional Endorsement and PHS Approval

A. LMU's Institutional Official

Name: Albert P. Koppes, O.Carm.
Title: Acting Academic Vice President

Address: University Hall
Loyola Marymount University
One LMU Drive, Suite 4828
Los Angeles, CA. 90045-2659

Phone: (310) 338-2733
Fax: (310) 338-1841

Signature: Joseph G. Jabbra

Date: 13 May 01

B. PHS Approving Official

Name: Bobby G. Brown, D.V.M.

Title: Senior Assurance Officer

Address: Office of Laboratory Animal Welfare (OLAW)
Division of Assurances
National Institutes of Health
RKL1, Suite 1050-MSC 7982
6705 Rockledge Drive
Bethesda MD 20892-7982

Phone: (301) 496-7163
Fax: (301) 402-7065

Signature: Bobby G. Brown

Date: 06 Jun 01

C. Effective Date of Assurance 06-01-01

D. Expiration Date of Assurance 05-31-06

ATTACHMENT A

Stephen Scheck, Ph.D., Chair

Professor of Biology and Acting Dean of Science and Engineering
Loyola Marymount University
One LMU Drive MS 8140
Los Angeles CA 90045-2659
(310) 338-2823; 338-7339 (fax); sscheck@lmu.edu.

S. Kumar Srungaram, D.V.M., M.S.

University veterinarian since 1994.

Mr. Frosty Johnson

Supervisor, LMU Housing Maintenance
Nonscientist familiar with facilities maintenance.

Linda Towner, B.S.

Director of Biology Laboratories and Manager of LMU Animal Facilities.

Michael Foy, Ph.D.

Professor of Psychology.

Tom Petowskey, Ph.D.

Elementary-middle school science teacher.