IACUC: Institutional Animal Care and Use Committee
Rockhurst University
Minutes for Inaugural Meeting on 24 October 2002

Members Present: Dr. Marshall Andersen, Ms. Jan Canterbury, Dr. Elizabeth Evans, Prof. John Koelzer, Ms. Kim Roberts

Others Present: Dr. William Haefele

1. This being the first meeting of the Rockhurst University Institutional Animal Care and Use Committee, there were no minutes for review.

2. Introduction / Role of committee members
   Each committee member introduced themselves, a little of their background and their role at Rockhurst. E. Evans explained that the IACUC is required to have 5 members filling specified roles as listed below. All minority opinions will be recorded in the meeting minutes to document that every committee member had the right to speak and vote their opinion. This is to specifically ensure that the public representative is not shut out of the process. Ms. Canterbury has served in this capacity for other research facilities so she is already acquainted with the animal welfare regulations governing the IACUC.

   Regulations indicate four specific roles that must be filled on the IACUC. Here is the listing of those roles as they are represented on our IACUC.
   - Andersen – qualified scientist, experience with vertebrate animals in research.
   - Canterbury – non-affiliated member, representing the public.
   - Evans – veterinarian with training/experience in laboratory animal medicine.
   - Roberts – non-scientific member.

   NO ACTION REQUIRED.

3. Introduction of Institutional Official (IO) and his role
   E. Evans defined the role of the Institutional Official (Dr. Haefele) as a person with signatory authority for the university and the person to whom this committee will submit all their reports. Dr. Haefele will keep a copy of the IACUC semi-annual reports but does not need to file any additional reports with any regulatory agencies nor does he need to regularly attend IACUC meetings. Several hypothetical scenarios were discussed to clarify responsibilities of committee members and the Institutional Official. For example, if the IACUC does not grant prior approval or stops an ongoing research protocol, the Institutional Official may not override that decision. However, the Institutional Official may reject a research protocol that has been previously approved by the IACUC.

   NO ACTION REQUIRED.

4. Outline of Committee Legal Responsibilities
   Since Rockhurst currently uses only zebra fish, frogs and mice for research, we are not required to register with USDA. Submission to NSF (National Science Foundation) for a grant for zebra fish research required the formation of this IACUC. NSF has requested that we file an Animal Welfare
Assurance with Public Health Service (PHS) to document that we are following the guidelines for use of these animals in research. And they will want documentation of IACUC approval of the zebra fish proposal before any funding is granted. Once PHS accepts our Animal Welfare Assurance (and assigns an assurance number), Rockhurst will be required to send an annual amendment documenting any changes (or lack thereof) in our animal care program. The IACUC is required to meet at least once every 6 months to review the animal care program and inspect all animal facilities (or areas where animals are kept for more than 12 hours). Each committee member was given a copy of the Guide for the Care and Use of Laboratory Animals (National Research Council, 1996) as a general reference book documenting IACUC resources and guidelines as well as recommended program and husbandry guidelines. In addition, copies of Section A (The Institutional Animal Care and Use Committee) of the Institutional Animal Care and Use Guidebook) were distributed to all present.

**ACTION:** E. Evans to follow up with PHS regarding submission of Animal Welfare Assurance document before receipt of NSF funding.

5. **Discussion of Rockhurst-specific issues**

E. Evans indicated there are several specific issues to be decided before the Animal Welfare Assurance document can be prepared. These issues will become the basis for the IACUC responsibilities on the Rockhurst University campus.

It is conceivable that we could have research animals on this campus that are not covered by the PHS Animal Welfare Assurance (i.e., not supported by federal funds). After discussion, the committee voted unanimously (with full support of the IO) that all research animals on campus will be the responsibility of the IACUC and will not be treated or identified separately according to funding source.

Various faculty and students also may have “pet” animals (in offices or dorms) or animals that may be on display (i.e., the iguana currently in the biology lab manager’s office in Richardson Hall). After discussion, the committee voted unanimously (with full support of the IO) to exclude these animals from regulation by this committee. However, if an animal is to be taken into the classroom, even for demonstration, it will then need to be regulated by the IACUC with prior approval required for its use.

Based on the previous decision, E. Evans then asked if there are other departments or groups on campus that may use animals in research, education or testing. The psychology department used to work with rats but hasn’t in many years and there used to be a fish tank in the education department. It was also suggested that as the IACUC gets the paperwork filed, perhaps appropriate individuals involved with Student Life, Physical Therapy, Psychology and Education could be notified of the IACUC and its functions.

**ACTION:** Prepare definition of pet, display, and research animals for review by committee for inclusion in the Animal Welfare Assurance. E. Evans will follow up with appropriate staff on campus to let them know about the IACUC and its functions.

6. **Presentation of Review Process**

An article, “Correct Conduct of Full-Committee and Designated-Member Protocol Review” (Axel Wolff, MS, DVM, Vol. 31, No. 9, Lab Animal, Oct 2002) was provided to each committee member
and the IO. E. Evans summarized the review process utilizing designated members as the planned process for our IACUC. E. Evans prepared a “Statement of Animal Use” for Dr. Felzien’s zebra fish proposal. This questionnaire requests all information required by animal welfare regulations and should be functional for all anticipated animal usage on campus. E. Evans will also provide assistance in completion of this form for anyone needing IACUC approval. The cover page will be used to document IACUC review and subsequent decisions. If an IACUC member wants to request a convened meeting to review a specific proposal, the chair should be contacted immediately. Otherwise, all IACUC members will become designated reviewers for each distributed proposal between IACUC meetings. Comments or questions should be indicated directly on the form and the cover page signed and returned to the IACUC chair as quickly as possible to prevent delays in submitting funding applications. The use of all committee members as designated reviewers will require unanimous decisions for each protocol. The IACUC chair will maintain this paperwork as required in the regulations to appropriately document the review process and decisions.

Animal Use Statements received for review will be assigned a unique number for IACUC identification. The number will begin with the calendar year (four digits) and be followed by a sequential number assigned in the order the proposals are received in that year.

E. Evans provided subscription request cards for Lab Animal, a free magazine available to IACUC members, in which the review process article was published. Each month this journal includes a protocol review section in which a scenario is presented and at least two possible responses are presented. The remainder of the magazine includes new information on husbandry, animal models of disease, and new equipment and other resources.

NO ACTION REQUIRED.

7. Review of Dr. Felzien’s Animal Use Statement (No. 2002-1). All members had previously received Dr. Felzien’s zebra fish proposal for NSF funding but not all members had returned their completed cover pages. After a brief discussion about the proposal, the vote was unanimous for approval.

NO ACTION REQUIRED.

8. Inspection of the Animal Research Room
The meeting concluded with an inspection of Richardson 228, the room in which the zebra fish are currently housed. One tank contained about 15 fish and no deficiencies were noted during the inspection. No other species of animals are currently used in research on campus. Upon return to the meeting room, there were no additional questions or concerns so the meeting was adjourned.

NO ACTION REQUIRED.

There were no minority opinions voiced at this meeting.

Committee Chairperson: _____________________________

Elizabeth I. Evans, D.V.M.