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Approved: David C. Danahar

## SOUTHWEST MINNESOTA STATE UNIVERSITY POLICY FOR RESEARCH USING ANIMAL SUBJECTS

### 1. Introduction

The Animal Care Subcommittee at Southwest Minnesota State University is an ad hoc subcommittee of the Institutional Review Board (IRB). The purpose of the Animal Care Subcommittee is to ensure that animal research is conducted in an ethical manner. The members of the Animal Care Subcommittee are responsible for protecting the welfare of animal research subjects. The Institutional Review Board (IRB) is a standing committee of the university that is composed of one (non-voting) dean; three SMSUFA members that include one science faculty; and one MAPE, AFSCME, or MSUAASF member. The Animal Care Subcommittee is composed of the IRB science faculty member and two additional IRB members. These members will review proposals for research and determine if the animal subjects will be adequately protected from harm. The members of the Animal Care Subcommittee will report the findings of the Animal Care Subcommittee to the Chair of the IRB.

Before conducting any research, an investigator should submit an application with the summary of the proposed research to the IRB chair. The “Application to Conduct Research Using Animal Subjects” contains a set of questions, which will be used to determine the level of review that is appropriate. Copies of the application forms are provided on the IRB website.

Additional information about humane care and use of laboratory animals can be found at the website for the Office of Animal Laboratory Welfare at the National Institutes of Health, <http://grants.nih.gov/grants/olaw/references/phspol.htm>.

Researchers can contact the IRB Chair for additional information. Contact information is posted on the IRB website.

### 2. Animal Subjects

It is recognized that free inquiry and investigation are among the most fundamental of scholarly values, yet it is also expected that researchers affiliated with the university comply with an appropriate review process. It is further understood that researchers will adhere to appropriate ethical standards in their own fields.

According to the *Guide for the Care and Use of Laboratory Animals* (1996) and the *Public Health Service Policy on Humane Care and Use of Laboratory Animals* as administered by the Office of Laboratory Animal Welfare (OLAW), research involving live vertebrate animals must have a review process in accordance with a prescribed set of ethical guidelines. For the purposes of the review board, “research” is defined as a systematic investigation designed to develop or contribute to generalizable knowledge. This includes both publishable and non-publishable scholarly endeavors. Any activity that meets this definition and involves captive vertebrates must pass through the institutional review process.

All non-exempt research is subject to continuing review at least annually.

## **2.1. Exempt**

Research that involves no interaction with live vertebrate subjects is considered exempt from review. This category includes the following types of research:

- 1) Observations of animals in natural settings.
- 2) Research involving animals NOT in the Subphylum Vertebrata (such as insects).
- 3) Research involving dead vertebrates (dissections or preserved specimens).

## **2.2. Overview of the IRB Approval Process**

Researchers seeking approval from the Institutional Review Board should follow these steps.

- 1) Obtain a copy of this policy statement and the “Application to Conduct Research Using Animal Subjects” at the IRB website.
- 2) Become familiar with the policy statement and other ethical guidelines appropriate in the relevant field of research.
- 3) Fill out the “Application to Conduct Research Using Animal Subjects” completely.
- 4) Submit **two** copies of the completed application form via mail to the IRB Chair, who will activate the Animal Care Subcommittee.
- 5) Wait for approval, which should take no more than three weeks under normal circumstances. Research should not begin until written approval is received. The IRB may approve, deny with explanation, or approve with conditions.
- 6) Begin research or resubmit the proposal with any changes requested by the IRB.



1. ANIMAL SPECIES & STRAIN (Provide scientific & common name)	NUMBER to be used	AGE	SEX	SOURCE OF ANIMALS (You may list multiple sources. Ex: wild-caught or purchased from Carolina Biological Supply)

## 2. *Animal Housing*

a. Where is the primary housing location?

b. Where will the manipulation involving live vertebrates be conducted?

c. List any special housing, equipment, animal care (e.g., special caging, water, feed, or waste disposal, environmental enhancement, etc.).

## II. STUDY OBJECTIVES

1. Briefly explain in language understandable to a layperson the aim of the study and why the study is important to human or animal health, the advancement of knowledge, or the good of society.

## III. RATIONALE FOR ANIMAL USE

1. Explain your rationale for animal use. *[The rationale should include reasons why non-animal models cannot be used.]*

2. Justify the appropriateness of the species selected. *[The species selected should be the lowest possible on the phylogenetic scale.]*

3. Justify the number of animals to be used. *[The number of animals should be the minimum number required to obtain statistically valid results.]*

## IV. DESCRIPTION OF EXPERIMENTAL DESIGN AND ANIMAL PROCEDURES

Planned (check if yes)	Proposed Animal Use	Details
<input type="checkbox"/>	1. Behavioral observation <u>without</u> significant restraint or noxious stimuli	
<input type="checkbox"/>	2. Behavioral observation <u>with</u> significant restraint or noxious stimuli	
<input type="checkbox"/>	3. Wildlife Capture	
<input type="checkbox"/>	4. Tagging & Marking	
<input type="checkbox"/>	5. Animal Transportation	
<input type="checkbox"/>	6. Lab animal handling or restraint procedures	
<input type="checkbox"/>	7. Non-surgical placement of external or indwelling devices or equipment	
<input type="checkbox"/>	8. Body fluid, waste or tissue sampling from live animals (volume, frequency, withdrawal sites, and methods)	
<input type="checkbox"/>	9. Necropsy or tissue collection (euthanized or kill-trapped animals ONLY)	
<input type="checkbox"/>	10. Special diets including food and/or water deprivation	
<input type="checkbox"/>	11. Application of unusual environmental conditions	
<input type="checkbox"/>	12. Administration of drugs or other treatments (dose, sites, volume, route, schedules)	
<input type="checkbox"/>	13. Surgery (discuss pre-operative care, surgical procedure, use of paralyzing drugs, post-operative care, and training of personnel)	

**V. Type responses to the following questions.**

1. *Pain Level*

- a. Minimal/Transient/No pain
- b. Analgesics given to avoid pain
- c. Because of scientific validity, no analgesic will be used even though pain is likely.

2. Describe procedures ensuring that discomfort, distress, pain and injury will be limited to that which is unavoidable in the conduct of scientifically sound research. If #1b. or #1c. is checked, please explain the necessity for the proposed procedure and why a less painful procedure is not appropriate.

3. Veterinary Care

Indicate desired plan of action in case of animal illness (e.g., initiate treatment, call veterinarian, euthanize) and describe how spread of diseases will be prevented.

#### 4. Experimental Endpoint Criteria

Endpoint criteria (e.g., tumor size, percentage body weight gain or loss, inability to eat or drink, behavioral abnormalities, clinical symptomatology, or signs of toxicity) must be specified when the administration of tumor cells, biologics, infectious agents, radiation or toxic chemicals are expected to cause significant symptomatology or are potentially lethal. List the criteria to be used to determine when euthanasia is to be performed. Death as an endpoint must always be scientifically justified.

#### 5. Euthanasia and Disposal

Any time you are handling animals, there is a possibility for injuries or complications. At a minimum, you must provide a method for emergency euthanasia. If animals will be euthanized at the end of the project, provide the method to be used (this may or may not be the same method used for emergency euthanasia. If a chemical agent is used specify the dosage and route of administration. If the method(s) of euthanasia include those not recommended by the AVMA Panel Report on Euthanasia (e.g., decapitation or cervical dislocation without anesthesia), provide scientific justification why such methods must be used. Indicate the method of carcass disposal. The AVMA report is available online at (<http://www.avma.org/resources/euthanasia.pdf>).

#### 6. Field Studies

If animals in the wild will be used, describe how they will be observed, any interactions with the animals, whether the animals will be disturbed or affected, and any special procedures anticipated. If animals are to be held for brief periods (less than 24 hours), specify the duration and describe the temporary holding facilities.

#### 7. Permits

Indicate if federal, state, site-based, or chemical permits are required and whether they have been obtained.

#### 8. Human Safety and Training

Briefly explain how investigators will be trained in order to minimize injury or disease transmission to the investigators. Describe what first aid will be available.

#### 9. Additional Information

Briefly explain any other procedures not mentioned above necessary for the complete evaluation of your proposed research.

**SIGNATURE PAGE**

**PRINCIPAL INVESTIGATOR(S) CERTIFICATIONS**

1. I certify that I have determined that the research proposed herein is not unnecessarily duplicative of previously reported research.
2. I certify that I will obtain approval from the IRB before initiating any significant changes in this study.
3. I certify that I will notify the IRB regarding any unexpected study results that impact the animals. Any unanticipated pain or distress, morbidity or mortality will be reported to the attending veterinarian and the IRB.

**Principal Investigator(s):**

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Student(s):**

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**For IRB use:**

- |   |  |
|---|--|
| <input type="checkbox"/> Approved                 | <input type="checkbox"/> Review by IRB Animal Care Subcommittee Only             |
| <input type="checkbox"/> Approved With Conditions | <input type="checkbox"/> Review by IRB Animal Care Subcommittee and Veterinarian |
| <input type="checkbox"/> Denied                   | <input type="checkbox"/> Exempt  |

**Comments:**

**Approval Signatures:**

Name: _____	Date: _____
Name: _____	Date: _____
Name: _____	Date: _____
Name: _____	Date: _____
Name: _____	Date: _____