

## PROCEDURE

Effective Date: June 9, 2022

Approved By: Vice Provost, Research and Sponsored Programs

Authority: [POL-U4520.09](#) Addressing Animal Care and Use in Research and Instruction

### **PRO-U4520.09      ADDRESSING ANIMAL CARE AND USE IN RESEARCH AND INSTRUCTION**

#### **Action by: Vice Provost for Research**

1. **Appoints** members of the Institutional Animal Care and Use Committee (IACUC).

#### **Action by: Investigator**

2. **Submits** Research Protocol to Research Compliance Officer (RCO) including:

- Research methods and procedures
- Scientific rationale for the species and the number of animals as well as consideration of alternatives for animal use
- An explanation that the investigator has considered alternatives to procedures that may cause more than momentary or slight pain or distress to the animals. Any procedure that may cause more than momentary or slight pain or distress must be performed with appropriate sedation, analgesia, or anesthesia, unless justified for scientific reasons in writing by the investigator and approved by the IACUC
- A written narrative description of the methods and sources used to determine alternatives to animal use is not available
- A written assurance that the research activities do not unnecessarily duplicate previous experiments
- Esign signature of the Investigator, the Chair, and the faculty supervisor if the investigator is a student

The protocol must be approved before animals may be acquired or research may begin.

3. **Submits** plan (in protocol or standard operating procedure) explaining care for animals that complies with standards established by The Guide for the Care and Use of Laboratory Animals.

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### **Action by: RCO**

4. **Reviews** protocol for completeness of the application and compliance with all legal and policy information requirements. If not complete, sends protocol back to Investigator for revisions.
5. **Sends** complete protocol to Attending Veterinarian (AV) and Animal Care and Use Committee Chair (Chair) for preliminary review.

### **Action by: AV and Chair**

6. **Sends** comments and requests for revisions to RCO.

### **Action by: RCO**

7. **Sends** request for revisions to Investigator.

### **Action by: Investigator**

8. **Sends** revised protocol to RCO.

### **Action by: RCO**

9. **Sends** complete protocol to the Institutional Animal Care and Use Committee (IACUC) for review. RCO requests IACUC members whether any member requests full committee review.
10. **Sends** protocol to two designated reviewers if no IACUC member requests full committee review.

### **Action by: Designated Reviewers**

11. **Reviews** protocol for compliance with Federal regulatory and Western Washington University policy, and The Guide for the Care and Use of Laboratory Animals.
12. **Sends** requests for revisions to the RCO.

### **Action by: RCO**

13. **Sends** requests for revisions to the Investigator.

### **Action by: Investigator**

14. **Sends** revisions to RCO.

### **Action by: RCO**

15. **Sends** revisions to two Designated Reviewers.

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### **Action by: Designated Reviewers**

- 16. Reviews** protocol and notify RCO if they approve the protocol. If both designated reviewers do not approve protocol, it goes to full review.

### **Action by: RCO**

- 17. Sends** approval memo to Investigator if designated reviewers approve protocol.
- 18. Schedules** an IACUC meeting if any member of the IACUC requests a full committee review or designated reviewers do not approve protocol.

### **Action by: IACUC**

- 19. Sends** changes to RCO that must be made to meet requirements protocol for compliance with Federal regulatory, Western Washington University policy, and The Guide for the Care and Use of Laboratory Animals.

### **Action by: RCO**

- 20. Sends** comments and revision requests to RCO if IACUC requests changes.

### **Action by: Investigator**

- 21. Sends** revised protocol to RCO.

### **Action by: RCO**

- 22. Sends** revised protocol to IACUC.

### **Action by: IACUC**

- 23. Meets** and discusses protocol. Meeting must be synchronous and face-to-face or by video conference.
- 24. Votes** for approval, modification, or clarification of the protocol. Approval requires a majority of the quorum.