



**Rowan University
ASSURANCE OF COMPLIANCE
WITH
PUBLIC HEALTH SERVICE
POLICY ON HUMANE CARE AND
USE OF LABORATORY ANIMALS**

Rowan 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.

I. APPLICABILITY

This Assurance is applicable to all research, research training, experimentation, 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 sub-granting or subcontracting of a PHS-conducted or supported activity by this institution.

"Institution" includes the Rowan University animal facilities located at 201 Mullica Hill Road, Glassboro, New Jersey.

II. INSTITUTIONAL POLICY

- A. This institution will comply with all applicable provisions of the Animal Welfare Act and other Federal statutes and regulations relating to animals.
- B. This institution is guided by the "U.S. Government Principles for the Utilization and Care of Vertebrate Animals Used in Testing, Research, and Training."

- C. 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.
- D. This institution has established specific guidelines for the use of animals in research and education and will maintain a program for activities involved in accordance with the Guide for the Care and Use of Laboratory Animals (Guide). The guidelines include the 3R's to "reduce", "refine" and "replace" animals used in research. This will be accomplished by limiting their number, minimizing pain, and distress and replacing animals with less sentient/inanimate alternatives. The training requirement for animal users and IACUC members will be implemented.

III. INSTITUTIONAL PROGRAM FOR ANIMAL CARE AND USE

- A. The lines of authority and responsibility for administering the program and ensuring compliance with this Policy is included in **Appendix I**.
- B. The qualifications, authority, and percent of time contributed by the veterinarian who will participate in the program include:
 - 1. Attending veterinarian: Elizabeth L. Feussner, V.M.D. She will contribute 10% of her time for the animal care and use program. Dr. Feussner's vitae is included in **Appendix II**.
 - 2. Back-up Veterinarian: Harold L. Blumenthal, V.M.D., will serve as the back up veterinarian for Dr. Feussner. The Curriculum Vitae for Dr. Blumenthal is also included in **Appendix II**.
 - 3. The Attending Veterinarian is responsible for the Institution's program development and administration in terms of preventive medicine, animal husbandry, and physical integrity.
 - 4. The Attending Veterinarian serves as a voting member on Animal Care and Use Committee.
 - 5. The Attending Veterinarian has the authority to suspend animal research project pending review by Institutional Animal Care and Use Committee.
 - 6. The Attending Veterinarian helps assure compliance with all pertinent rules, regulations and policies concerning the care and use of laboratory animals.

C. This institution 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. Attached in **Appendix III** is a list of the chairperson and members of the IACUC Committee and their degrees, position titles, specialties and institutional affiliations.

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. All members of the IACUC will participate in the annual review process. No member will be excluded from any portion of the review process. The IACUC procedures for conducting semiannual program evaluations include Semiannual Program and Facility Review using the attached checklist, **Appendix IV**.
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. For facilities inspection, IACUC members are recruited to serve as inspectors. At least two members will be assigned to each of the inspection teams. However, no member will be excluded from any portion of the review process. Inspection includes all of the Institution's research facilities, including all of the study areas using the checklist **Appendix IV**.
3. Prepare reports of the IACUC evaluations as set forth in the PHS Policy at IV.B.3. and submit the reports to the Institutional Official, the Associate Provost for Research and Dean of The Graduate School. The report contains a description of the nature and extent of the institution's adherence to the Guide and this policy.

The IACUC process for developing reports and submitting them to the Institutional Official is as follows:

- a) Prepare reports of the IACUC evaluations, addressing the requirements outlined in the "Sample Format for the Semiannual Report to the Institutional Official," **Appendix V** and as applicable, 9 CFR Chapter I, Subchapter A.
- b) Describe the nature and extent of the institution's adherence to the Guide, PHS Policy, as applicable, 9 CFR Chapter I, Subchapter A, and describe any newly approved exceptions or departures to existing standards and state the reason for each departure.

- c) Distinguish significant deficiencies from minor deficiencies and assign reasonable and specific plans and schedule for correcting each deficiency.
 - d) List the dates when program evaluation and facilities inspections were conducted and provide any minority views or a statement that there were no minority views.
 - e) The program evaluations will be signed by the majority of IACUC members and will be submitted to the Institutional Official (I.O.), the Associate Provost for Research and Dean of the Graduate School. The I.O. will confirm the receipt of such report and will make the appropriate recommendations to improve the program.
 - f) Review and approve required modifications (to secure approval or withhold approval) of proposed significant changes regarding the use of animals in ongoing activities.
 - g) Suspend any activity involving animals if it determines that it is not conducted in accordance with the specifications set forth in the Animal Welfare Act, the Guide, or the Rowan University Assurance. A suspension may occur only after review of the matter at a convened meeting of a quorum of the Animal Care and Facilities Committee and with the suspension vote of a majority of the quorum present.
4. For facilities inspection, IACUC members are recruited to serve as inspectors. At least two members will be assigned to each of the inspection teams. Inspection includes all of the Institution's research facilities, including all of the study areas using the checklist **Appendix IV**. All of the deficiencies, minor or significant deficiencies are presented to the IACUC for discussion. If the deficiency is minor, a letter indicating this finding will be sent to the investigator, and the investigator is instructed to inform the IACUC within 30 days, in writing, indicating what steps have been taken to correct the deficiency. If the IACUC deems the deficiency to be significant, a letter indicating this finding will be sent to the investigator and the Institutional Official and the investigator is instructed to inform the IACUC within 15 days, in writing, indicating what steps have been taken to correct the deficiency.

Any failure to adhere to the plan and schedule that result in a significant deficiency remains uncorrected shall be reported in

writing within 15 business days by the IACUC, through the Institutional Official, to APHIS, OLAW and any Federal agency funding that activity. In all cases, the IACUC will follow up to be certain that the deficiencies have been corrected.

The institution is committed to ensuring that animals used by personnel on behalf of the institution are treated in a humane, ethical manner, with the highest standard of care according to applied Federal, State, and local regulations. This policy establishes a mechanism of reporting concerns regarding the misuse or abuse of animals in research, teaching, and training. Reporting concerns regarding the humane care and use of animals used in research, teaching, and training is the responsibility of all institutional caretakers of animals. It is also the policy of this institution that individuals who in good faith report allegations of violations of any regulation or standard of the *Animal Welfare Act* or who cooperate in the investigation of such an allegation shall not be subject to retaliation.

The Institutional Animal Care and Use Committee ("IACUC") is responsible for investigating allegations of animal misuse or abuse. Complaints regarding possible inappropriate care or handling of animals should normally be made to the Office of the Associate Provost for Research. Any other official receiving a complaint should promptly forward it to the Office of the Associate Provost for Research. If an individual is unsure whether an activity may be a violation, he or she may call the Office of the Associate Provost for Research to discuss the suspected violation informally. The verbal or written complaint should include a factual description with date, time, location, animal species, numbers and identification of animals, specific care or handling concerns, and any other relevant details. Anonymous complaints are accepted if sufficient detail is provided to allow adequate investigation of the charges. When requested, the institution will protect the confidentiality of the complainant to the maximum extent possible.

The Office of the Associate Provost for Research will review the complaint, contact the IACUC Chair, and schedule a subcommittee to review the complaint as soon as possible. If in the opinion of the Associate Provost for Research and the IACUC Chair, immediate intervention is warranted, they shall immediately contact the Institutional Official. An initial review of the complaint and alleged violation shall be conducted by the IACUC (or designated subcommittee) with available information (except the name of the

complainant). The subcommittee will establish the time frame necessary to investigate and determine the proper action needed to resolve the problem.

If the initial review of the investigation reveals that any inappropriate care of the animals may be occurring, the IACUC will provide written notification to the personnel involved of the IACUC's concerns and provide the individual with an opportunity to respond to the complaint.

In cases where significant problems are identified which are not satisfactorily resolved between the IACUC and the investigator, the IACUC may make recommendations to the Institutional Official for immediate corrective action.

The Institutional Official or program designee may elect to intervene at any time to order the Principal Investigator or Course Instructor to take immediate corrective action with regard to any use of animals that the Institutional Official believes violates law or institutional policy.

Upon request, the complainant may be informed of the institution's final disposition of the complaint except for disciplinary action that may have been taken against specific individuals. Individuals should immediately report any alleged or apparent retaliation to the Institutional Official.

The IACUC will be responsible for maintaining a file documenting complaints, committee reviews and actions taken or recommended to rectify the problems identified. Significant violations will be reported to all of the appropriate government agencies as required by regulations.

The address for the Institutional Official is:

Associate Provost for Research and
Dean of The Graduate School
201 Mullica Hill Road
Glassboro, New Jersey 08057

Anonymous reports may also be made to the institution's telephone switchboard at: Main Campus - (856) 256-4000.

The IACUC procedures for reviewing concerns and responding to animal welfare concerns, protocol non-compliance and allegations of misuse are as follows:

The incidence is reported to the IACUC for immediate action if the

welfare of the animal is compromised.

- a. The IACUC will form a subcommittee to investigate the allegation.
 - b. Following the completion of the investigation, the subcommittee will report its finding to the IACUC in a convened meeting. The IACUC may then decide that; 1) the allegation or misuse of animal or non compliance of an approved protocol cannot be substantiated and therefore it is dismissed, **or** 2) the allegation of misuse of animal or non compliance of an approved protocol is substantiated and a letter indicating this finding will be sent to the investigator, the Institutional Official and the funding agency.
 - c. When the allegation or misuse of animals or noncompliance is substantiated, the IACUC may take actions such as, but not limited to, a warning, reprimand, suspension, or termination. The IACUC may also suggest remedial actions to prevent the problem from recurring. In addition, if the IACUC suspends or terminates a protocol involving improper use of animals in research or teaching, the Institutional Official, in consultation with the IACUC, shall review the reasons for the suspension or termination, take appropriate corrective action, and report the action with a full explanation to the OLAW, USDA and the funding agency, if applicable. The Investigator cannot appeal the IACUC's decision.
5. Make written recommendations to the Institutional Official regarding any aspect of the institution's animal program, facilities, or personnel training. The procedures for making recommendations to the Institutional Official include describing the process of program evaluation and briefly describe the program highlighting the particular aspects of the program either positive or negative and any updates on training personnel. These recommendations are generally made in the Semiannual Report submitted 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 IACUC procedures for protocol review of those components of the proposed activities related to the care and use of animals and determine that the proposed activities are in accordance with animal welfare regulations, unless acceptable justification for a departure is presented in writing. Field studies are not exempt

from this requirement. The IACUC shall determine that the proposed activities meet the requirements as set forth in 9 CFR Ch.1, Subpart C, Section 2.31 (d) (i) – (xi) of the Animal Welfare Regulations.

The following steps describe how reviews are conducted. Investigators submit their research protocols approximately 21 days ahead of the meeting. After an administrative review, the proposal is sent for pre-review to a pre-review team comprising of the primary reviewer, the secondary reviewer, the veterinarian, and the non-scientific member/non-affiliated member. The pre-review comments are sent to the investigator for making appropriate changes as recommended by the pre-review team. The investigator then submits a revised version of the protocol for full committee review approximately seven days in advance of the convened meeting. The protocol is then discussed at a convened meeting of a quorum of the IACUC. Based on the full committee review, the IACUC may decide to approve the protocol without changes, with further conditions to modify the protocol, table the protocol requiring substantial changes or disapprove a protocol. The action of the committee is communicated to the investigator.

Expedited review process is used infrequently. When an expedited review is requested by an investigator, the investigator submits the protocol for review. After an administrative review, the protocol is sent to all of the members of the IACUC. The protocol is also assigned to a primary reviewer, secondary reviewer, and the veterinarian for a thorough review. If full committee review is requested for a proposed activity by any one of the IACUC members, the approval of such activity is granted only after review at a convened meeting of a quorum of the IACUC.

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. The IACUC procedures for protocol reviews are to review those components of the proposed significant changes in activities related to the care and use of animals and determine that the proposed significant changes in ongoing activities are in accordance with animal welfare regulations unless acceptable justification for a departure is presented in writing. Field studies are not exempt from this requirement. The IACUC shall determine that the proposed significant changes in ongoing activities meet the requirements as set forth in 9 CFR Ch.1, Subpart C, Section 2.31 (d) (i) – (xi) of the Animal Welfare Regulations.

For proposed changes in ongoing research projects, the investigator submits an amendment for review by the IACUC chair and the Veterinarian. If changes are minor, they will be approved by the Chair. All significant changes to the protocol are discussed at a convened meeting of a quorum of the IACUC

8. The IACUC notifies 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 shall notify the IO, the principal investigators and research facility 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. If the IACUC decides to withhold approval of an activity, it shall include in its written notification a statement of the reasons for its decision and give the principal investigator an opportunity to respond in person or in writing. The IACUC may reconsider its decision, with documentation in Committee minutes, in light of the information provided by the principal investigator.
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. To renew a protocol after the three year period, the principal investigator must submit a full application and the IACUC will follow the standard review process using criteria mandated for initial review. The IACUC shall conduct annual reviews using a tracking system where by the IACUC requires the investigator to annually report on the status of the protocol and describe any proposed departures from the approved protocols. All proposed significant changes on the ongoing activities would require IACUC review prior to initiation.
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 that, if the IACUC determines that the activity is not being conducted in accordance with the description of that activity provided by the principal investigator and approved by the Committee. The IACUC may suspend an activity only after review of the matter at a convened meeting of a quorum of the IACUC and with the suspension vote of a majority of the quorum present.

If the IACUC suspends an activity involving animals, the Institutional Official, in consultation with the IACUC shall review the reasons for suspension, take appropriate corrective action with a full explanation and report to APHIS, OLAW and Federal agency funding that activity.

- E. 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 is the Associate Provost for Research and Dean of The Graduate School, who is the Institutional Official.
- F. The occupational health and safety program for personnel who work in laboratory animal facilities or have frequent contact with animals is described in **Appendix VI**. In addition to this program, personnel who have frequent contact with animals must participate in a web-based Occupational Health Training and Certification program dealing with occupational health risks, zoonoses, personal hygiene and animal bites. (**Appendix VII**). Other employees who work in the vicinity of laboratory animals, visitors such as vendors and contractors are required to document that they have completed required training before they enter the facilities. All employees working with animals are required to have annual health certifications from a physician and TB screenings. A history of tetanus immunization will be determined at the time of the initial physical examination. If necessary, tetanus immunization will be provided according to the current recommended schedule. Rabies vaccination will be available and is recommended for individuals exposed to dogs and cats and certain other high risk animals (e.g., racoons). Hepatitis B vaccination is available to all university employees.
- G. The total gross number of square feet in the animal facility is 1055 square feet. There are no animals currently housed in the facility.
- H. Training or instruction is available to scientists, animal technicians, and other personnel involved in animal care, treatment, or use. To ensure human care and use of laboratory animals, the IACUC provides a training course, thru the Laboratory Animal Training Association (LATA, Inc) for the research community. The LATA Online Training Program for IACUC, faculty and staff, will provide training that will be documented and in compliance with federal regulations on training in the humane care and use of laboratory animals. The interactive modules will cover topics that include laws, regulations, ethics, alternatives, IACUC and staff responsibilities and information sources. The Species Modules will cover topic including housing, social needs, nutrition, health considerations, handling, restraint, experimental techniques, environmental practices and euthanasia. The Techniques Modules will demonstrate current acceptable practices and techniques. (**Appendix VII**). Every investigator must complete

this training before a research protocol is approved and laboratory animals are released for use. As defined in the Guide, we will utilize the 3R's to "reduce," "refine" and "replace" animals used in research. This will be accomplished by limiting their number, minimizing pain and distress and replacing animals with less sentient/inanimate alternatives. The training requirement for animal users and IACUC members will be implemented. Training will be documented by providing certificates to the trainee and records of training will be maintained in the Office of Government Grants. Investigators and IACUC members will receive the initial training followed by updates as new information becomes available. This will be done via e-mail to all animal users and IACUC members. This training includes the following as enumerated in 9 CFR, Part 2, Subpart C, Section 2.32 (c):

- a. Humane methods of animal use and experimentation which includes basic needs of the species to be used at the institution, handling and care of each of the species used, pre and post procedural care of animals including aseptic surgical methods when necessary.
- b. Minimizing pain and distress by proper use of anesthetics, analgesics and tranquilizers for all species of animals used at the institution.
- c. Reporting and investigation of animal misuse without any reprisal to the person who reported such deficiency or misuse of animals (also, see Section III D 4).
- d. Utilization of library and other services to search for alternatives to the use of live animals, prevention of duplication of research involving animals.

These courses provide the training in the humane practice of animal handling, care and use as well as training in basic research techniques and testing methods that minimize the number of animals required to obtain valid results and minimize animal pain and distress. The course is required for all principal investigators, their research staff and all animal facility employees. The course is available on videotape and held on reserve in the animal facility, library and the Office of the Associate Provost for Research. Specific hands-on-training are provided by certified veterinary technicians who have appropriate skills and experience in various procedures such as injections, aseptic techniques, use of instruments, suturing and post-operative care.

IV. INSTITUTIONAL STATUS

As specified in the PHS Policy at IV.A.2., as Category 2, all of this institution's programs and facilities for activities involving animals will be initially evaluated by the IACUC and will be reevaluated by the IACUC at least once every six months, in accordance with IV.B.1. and 2. of the PHS Policy, and reports prepared in accord with IV.B.3. of the PHS Policy. This Assurance document represents a de novo Assurance document, a copy of the very first Semi-annual Report shall be

submitted to OLAW. The IACUC will conduct the inspection of the facilities before we receive the first animal and 30 days after receiving the first animal. This report will be submitted to OLAW. Furthermore, as required by the animal welfare regulations, we will also conduct semiannual inspection of the program and facilities and submit such reports to the Institutional Official, and thereafter semiannually as required by the animal welfare regulations.

All IACUC Semi-annual 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 will be 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. Semi-annual Reports of the IACUC evaluations will be submitted to the Provost who is also the Institutional Official. Semiannual reports of IACUC evaluations will be maintained by this institution and made available to the Office of Laboratory Animal Welfare (OLAW) or any other accrediting and funding agency upon request.

V. 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 Semi-annual IACUC Reports and recommendations (including minority views) as forwarded to the Institutional Official.
 5. Records of accrediting body determinations.
 6. Records of training and certification will be kept in the Office of Government Grants.
- 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.

VI. REPORTING REQUIREMENTS

- A. At least once every 12 months the IACUC, through the Institutional Official, will report in writing to OLAW (if necessary, to USDA):
 - 1. Any change in the status of the institution (under the Institution’s Status, we are providing assurance for Category 2; therefore, AAALAC International accreditation is not applicable) 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 provide OLAW with written notification 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.
- 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.

VII. INSTITUTIONAL ENDORSEMENT AND PHS APPROVAL

A. Authorized Institutional Official

Name: S. Jay Kuder, Ed.D.

Title: Associate Provost for Research and Dean of The Graduate School

Address: 201 Mullica Hill Road
Glassboro, NJ 08028-1701

Phone: (856) 256-4053

Fax: (856) 256-4436

Signature: _____

Date:

B. PHS Approving Official

Name:

Title:

Address: 6705 Rockledge Drive-RKL 1, Suite 360, MSC 7982
Bethesda, MD 20892-7982

Phone: 301-496-7163

Fax: 301-402-7065

Signature: _____

Date:

C. Effective Date of Assurance:

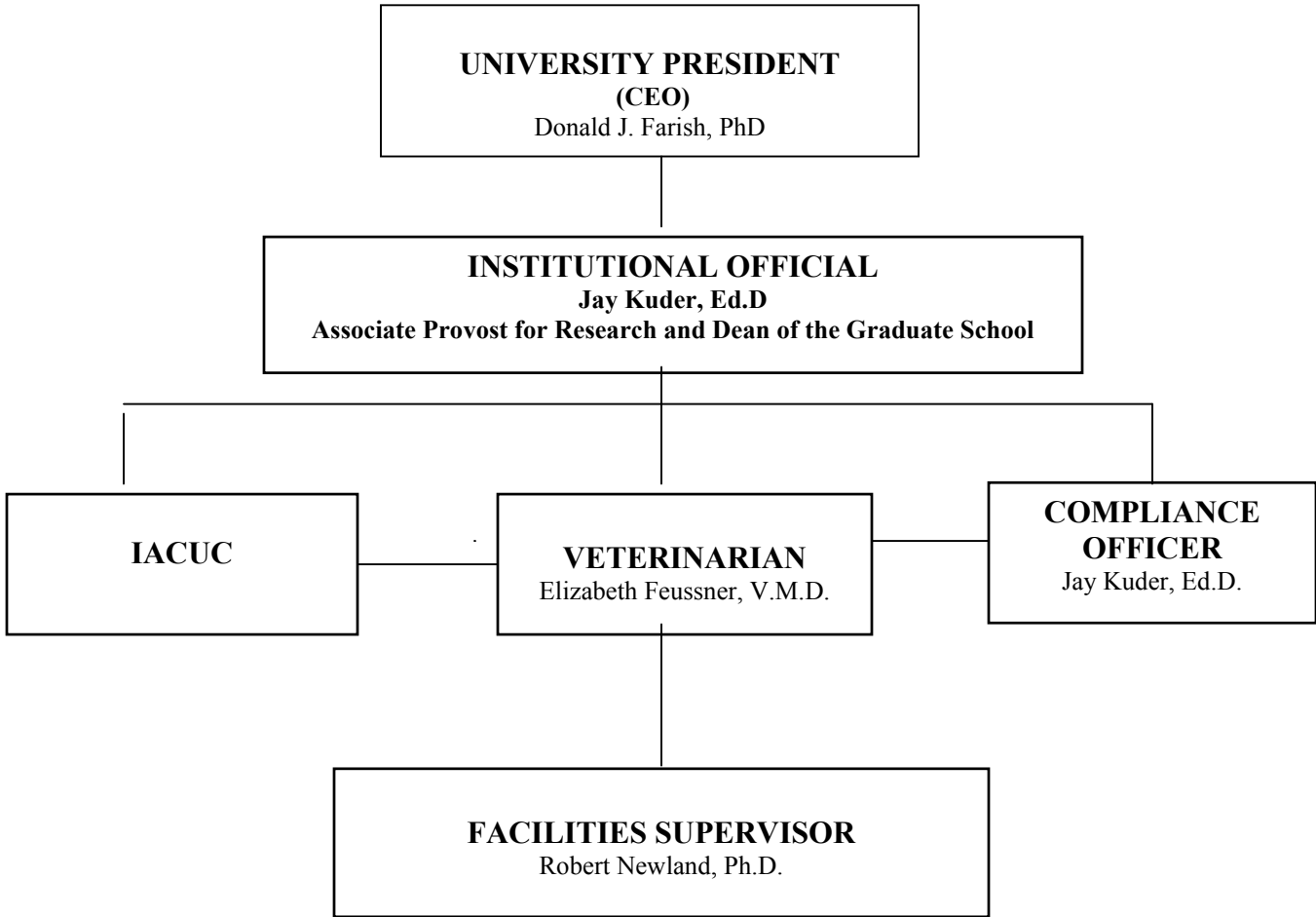
D. Expiration Date of Assurance:

APPENDIX I

ROWAN UNIVERSITY

INSTITUTIONAL PROGRAM FOR ANIMAL CARE AND USE

ORGANIZATIONAL CHART



APPENDIX II

ELIZABETH L. FEUSSNER, V.M.D.
2401 Pennsylvania Ave., Apt. 21B35, Philadelphia, PA 19130
(215)232-8610

Experience: Consultant in laboratory animal medicine at several area facilities:

Lankenau Medical Research Center - 1/93 to present
Wistar Institute - 10/94 to present
Drexel/MCP-Hahnemann University - 6/97 to 12/02; currently
under contract for as-needed emergency coverage
Adolor Corporation - 2/00 to present
Pennsylvania College of Optometry - 3/00 to present
Lehigh Valley Hospital - 1/00 to present
University of Pennsylvania Medical School Division of Medical
Genetics- 8/97 to 8/98, 12/98 to 3/99, 4/01 to 9/01, and 12/01 to present
Graduate Hospital Medical Research Center - 12/93 to 3/98
Temple University - 10/98 to 7/01 - emergency coverage on an as-
needed basis and full-time coverage in absence of attending
veterinarian

Responsibilities vary somewhat for the different facilities, but generally include the following: provide medical and surgical care for research animals, including health monitoring of rodents, rabbits and primates; perform routine inspections of animal facilities; examine animals and sign health certificates prior to export to other states and foreign countries; ensure compliance with AAALAC Standards, NIH Guidelines and all pertinent legislation; provide guidance concerning selection of appropriate animal models, health protection for personnel having contact with animals, and matters relating to ethical use of animals; write and review facility SOPs; oversee education program for scientific staff using animals; function as member of IACUC, function as anesthesiologist for pigs used in emergency medicine training lab.

Species maintained: mice (including nudes, SCIDs, aged mice, transgenics and those with genetic diseases), rats, hamsters, gerbils, guinea pigs, rabbits, ferrets, opossums, South African clawed toads, eels, wild-caught turtles (variety of species), iguanas and other lizards, cats, dogs, pigs (including Yucatan minipigs), sheep (including pregnant ewes), goats, and monkeys (squirrel, cynomolgus and rhesus)
5/92 to 3/93 - Special Toxicology Projects Consultant and Senior Scientist and Manager of Veterinary Care at Argus Research Laboratories, Inc. - Responsibilities encompassed both toxicology and laboratory animal medicine

9/88 to 5/92 -

1) Clinical Veterinarian at Thomas Jefferson University

Responsibilities: Similar to those stated on page one, except that this was a full-time position. From 3/90 to 3/91 functioned as Acting Director of the Department of Animal Resources.

2) Part-time Senior Scientist and Manager of Veterinary Care at Argus Research Laboratories, Inc.

1982 to 1988 - full-time Senior Scientist and Manager of Veterinary Care at Argus Research Laboratories, Inc. - Responsibilities encompassed toxicology and laboratory animal medicine

ELIZABETH L. FEUSSNER, V.M.D.

1976-1981 - Research Scientist and Senior Scientist at McNeil
Pharmaceutical - in charge of all acute toxicology studies and acted as laboratory animal
veterinarian in absence of consultant

1972-1976 - small animal practitioner

Education: 1967-1972 - University of Pennsylvania School of Veterinary Medicine - V.M.D. degree in 1972

1964-1967 - The Pennsylvania State University - B.S. in Animal Science in 1969 (extremely active in
campus organizations, including Dean of Women's Staff)

1988-1992 - Participated in the Laboratory Animal Medicine Residency program at the University of
Pennsylvania (not for academic credit) and sat in on pathology rounds and grand rounds. (These activities were in
addition to full-time responsibilities as Clinical Veterinarian at Jefferson.)

Continuing Education: Regularly attend Annual Conference of Veterinarians, local and regional AAALAS
meetings; attend laboratory animal medicine rounds at University of Pennsylvania, occasionally attend seminars
on selected topics in laboratory animal medicine given by the University Laboratory Animal Resources
Department

Licenses and Certifications:

Licensed to practice veterinary medicine and surgery in Pennsylvania and New Jersey

Certified as a Diplomate of the American Board of Toxicology in 1981, recertified in 1986, 1991, 1996,
and 2001

ELIZABETH L. FEUSSNER, V.M.D.

Certified as a Diplomate of the American College of Laboratory Animal Medicine in 1994

Professional Societies:

American Veterinary Medical Association

American Society of Laboratory Animal Practitioners

American Association for Laboratory Animal Science - National Organization

American Association for Laboratory Animal Science - Delaware Valley Branch

President, 1981-1982

President-Elect, 1980-1981

Chairman, Regulatory Affairs, 1978-1980

Scientists Center for Animal Welfare

Laboratory Animal Management Association

Society of Toxicology

Member of Reproductive Toxicology and Veterinary Subsections of SOT

Mid-Atlantic

Chapter of the Society of Toxicology

American College of Toxicology

Middle Atlantic Reproduction and Teratology Association

Charles Louis Davis D.V.M. Foundation for the Advancement of Veterinary and

Comparative Pathology

Fellow, College of Physicians of Philadelphia

ELIZABETH L. FEUSSNER, V.M.D.

Presentations/Publications

Feussner, E.L., G.E. Lightkep, R.A. Hennesy, A.M. Hoberman and M.S. Christian. A Decade of Rabbit Fertility Data - Study of Historical Control Animals. *Teratology* 46(4) 1992:349-365.

Christian, M.S., A.M. Hoberman, G.E. Lightkep, E.L. Feussner, and R.A.. McCarty, Variations in Incidence of Hydrocephalus Observed in Caesarean-Delivered Control New Zealand White Rabbit Fetuses. *J. Amer. Coll. Tox.* 4(2) 1985:218.

Paper presented on 11/18/86 at the American College of Toxicology Meeting:

Feussner, E.L., M.S. Christian, A.M. Hoberman, G.E. Lightkep, and R.A.. McCarty, Variations in Historical Control Data for Fertility Parameters of Artificially-Inseminated New Zealand White Rabbits.

Paper presented on 10/17/86 at the Society of Quality Assurance Meeting (a portion of this paper was published in the Society of Quality Assurance Newsletter):

Goeke, J.E. and E.L. Feussner, Animal Welfare, Research, and Quality Assurance: A New Role for the Quality Assurance Unit?

Paper presented on 12/7/87 at the American College of Toxicology Meeting:

Feussner, E.L., Approach to Auditing Solar Carcinogenicity Studies.

Dr. Harold L. Blumenthal
2206 N. 2nd Street, Millville, NJ
(856) 825-3434 (work) (856) 825-3529 (fax)

Education & Licensing

- 1971** VMD. University of Pennsylvania. Philadelphia, PA
- 1966** BS in Biology, Long Island University. Brooklyn, NY
- 1973** License to practice veterinary medicine in Colorado
- 1972** License to practice veterinary medicine in Maine
- 1971** License to practice veterinary medicine in New York, New Jersey, Pennsylvania, Massachusetts.

Experience

- 1978** Opened the *Animal Hospital of Millville* in Millville, NJ
- 1974** Private practice small animal medicine & surgery. *Cumberland Veterinary Hospital*. Vineland, NJ
- 1973** Private practice small animal medicine & surgery. *Middlesex Turnpike Animal Hospital*. Burlington, MA
- 1971** Private practice small animal medicine & surgery. *Syosset Animal Hospital*. Long Island, NY

Organizations

- A.V.M.A.- American Veterinary Medical Association
- A.A.H.A.- American Animal Hospital Association. Hospital has 4-year certification. (highest level)
- V.O.S.- Veterinary Orthopedic Society
- A.A.V.- Association of Avian Veterinarians
- A.R.A.V.- Association of Reptilian and Amphibian Veterinarians

Dr. Harold L. Blumenthal

Experience and Interests:

At the Animal Hospital of Millville, I work with dogs, cats, and exotic animals, including birds, pocket pets (hamsters, guinea pigs, rats, mice), rabbits, hedgehogs, chinchillas, reptiles (snakes and lizards), amphibians (frogs and newts), and a variety of other animals from mammals to marine tropical fish. My major interest is soft tissue surgery but I enjoy the challenge of difficult medicine case.

In the 1980's, I did some research for the EVSCO pharmaceutical company on fecalizers (a device for floating and reading fecal samples) and difil membranes (a test for detecting heartworm microfilaria).

In 1966-1967, I had a teaching fellowship at Long Island University while enrolled in an MS Biology program. I taught laboratory sections of Biology I and II for science and non-science majors. I also taught laboratory sections of Comparative Anatomy.

APPENDIX III

MEMBERSHIP OF THE INSTITUTIONAL ANIMAL CARE AND USE COMMITTEE (IACUC)

NAME OF INSTITUTION: **ROWAN UNIVERSITY**

Chairperson Name and Degree/Credentials:

Jay A. Harper, PhD* (Scientist)

Dean, College of Liberal Arts and Science

Rowan University

201 Mullica Hill Road

Glassboro, NJ 08028

Phone: 856.256.4850

Fax: 856.256.4921

harper@rowan.edu

IACUC COMMITTEE MEMBERS

Member's Name	Department	Position Title	Affiliation
Jay A. Harper, PhD/ Scientist	College of Liberal Arts and Science	Dean	Yes
Gerald Hough, PhD (VC)/ Scientist	Psychology	Assistant Professor	Yes
Frank Wagner, M.S./ Scientist	Biology	Laboratory Director	Yes
Barbara Benjamin, Ed.D Non-Scientist	Non-affiliate Member	University Professor	No
Elizabeth Feussner, V.M.D. Veterinarian	Animal Facilities	Veterinarian	Yes
Harold Blumenthal,** V.M.D. Alternate Veterinarian*	Animal Facilities	Veterinarian	Yes
Jin Wang, PhD Non-scientist	College of Liberal Arts and Science	Associate Dean	Yes
Peggy Schoen, M.S. Non-voting Ex-Officio	Office of Government Grants	Director of Government Grants	Yes
*Denotes Chairperson ** Attends and votes in the absence of Elizabeth Feussner VC = Vice Chair			

APPENDIX IV

ROWAN'S SEMIANNUAL PROGRAM & FACILITY REVIEW CHECKLIST

INTRODUCTION

Many institutions have sought guidance on how to conduct adequate semiannual reviews of institutional programs and facilities for the care and use of animals as required by the PHS Policy on Humane Care and Use of Laboratory Animals (PHS Policy). This PHS Policy requirement, found at IV.B.1.&2., states that, at least once every six months, the Institutional Animal Care and Use Committee (IACUC) will review the institution's program for humane care and use of animals and inspect all of the institution's animal facilities. The *Guide for the Care and Use of Laboratory Animals (Guide)* contains the standards and benchmarks to be used as a basis for evaluation.

This sample checklist is a tool designed to assist IACUCs in conducting thorough semiannual reviews. The sample checklist covers the major topics of the *Guide*, and the requirements of the PHS Policy. Endnotes are included to reference specific United States Department of Agriculture (USDA) regulatory requirements that differ from the PHS Policy.

This checklist does not replace the *Guide*; it should be utilized in conjunction with the *Guide*, which contains the standards, recommendations, and descriptions of desired outcomes necessary to evaluate and inspect an animal care and use program.

This checklist is provided only as a suggestion. USE OF THIS CHECKLIST IS NOT MANDATORY. OLAW encourages institutions to try this checklist, to amend it as necessary to reflect institutional programs and needs, or to develop their own checklist.

OLAW is interested in your comments on the usefulness of this checklist and any suggestions for revision. We consider this document to be dynamic, subject to change as institutions provide feedback on their experiences with it. Suggestions or comments about this checklist should be sent to: olaw@od.nih.gov.

INSTRUCTIONS FOR CHECKLIST

The IACUC has a mandate to review at least once every six months the institution's program for the care and use of animals using the *Guide* as a basis for evaluation. The program review section is titled Sample Semiannual Program Review Checklist. This program review section is further divided into Institutional Policies and Responsibilities that corresponds to Chapter One of the *Guide*, and Veterinary Medical Care that corresponds to Chapter Three of the *Guide*. It is recommended that the program review section be completed during an IACUC meeting.

The IACUC is also charged with inspecting 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 second half is titled Sample Semiannual Facility Inspection Checklist and corresponds to Chapters Two and Four of the *Guide*. This section is further divided into: animal housing and support areas; cage wash; aseptic surgery; and procedure areas, non-survival surgeries, laboratories, and rodent surgeries. Because these are physical aspects of a program that require visual observation to evaluate, it is recommended that this section be completed during an inspection of facilities. There is an additional page on which to record observations during the facility inspection.

A table is provided, titled Sample Semiannual Program and Facility Review Report. It is intended to suggest a format for the IACUC to organize and track information regarding deficiencies, and plans and schedules for correction. Some IACUCs may wish to attach the table to the report to the Institutional Official.

ROWAN UNIVERSITY'S SEMIANNUAL PROGRAM REVIEW CHECKLIST

INSTITUTIONAL POLICIES AND RESPONSIBILITIES

DATE:

*A M S

1. IACUC MEMBERSHIP AND FUNCTIONS			
- at least 5 members, appointed by CEO			
- members include veterinarian, scientist, non-scientist, and non-affiliated non-lab animal user ⁱ			
- responsible for oversight and evaluation of institution's program			
- reports to Institutional Official (IO)			
- conducts semiannual evaluations of institutional animal care and use program			
- conducts semiannual inspections of institutional animal facilities			
- reviews and investigates concerns about animal care and use at institution ⁱⁱ			
- procedures for review, approval and suspension of animal activities ⁱⁱⁱ			
- procedures for review & approval of significant changes to approved activities			
- policies for special procedures (e.g. restraint, multiple survival surgery, fluid restriction) ^{iv}			
2. IACUC RECORDS AND REPORTING REQUIREMENTS^v			
Reports to Institutional Official (IO)			
- reports of semiannual program reviews & facility inspections are submitted to IO ^{vi}			
- include minority IACUC views			
- describe departures from <i>Guide</i> or PHS Policy and reasons for departure ^{vii}			
- distinguish significant from minor deficiencies			
- include plan and schedule for correction of each deficiency identified ^{viii}			
Reports to Office of Laboratory Animal Welfare (OLAW)			
- reports include any minority IACUC views			
- annual report to OLAW documents program changes & dates of IACUC semiannual review			
- promptly advises OLAW of serious/ongoing <i>Guide</i> deviations or <i>PHS Policy</i> noncompliance			
- promptly advises OLAW of any suspension of activity by the IACUC			
Reports to United States Department of Agriculture (USDA)			
- annual report contains required information			
- reporting mechanism in place for IACUC-approved exceptions to the regulations and standards			
- reports within 15 days failure to adhere to timetable for correction of deficiencies			
- reports suspension of activity by the IACUC to USDA and any Federal funding agency			
Records			
- minutes of IACUC meetings and semiannual reports maintained for 3 years			
- IACUC review documentation maintained for 3 years after end of study			
- IACUC review of activities involving animals includes all required information ^{ix}			
3. VETERINARY CARE (See also next section - Veterinary Medical Care)			
- institutional arrangement for veterinarian with training or experience in lab animal medicine ^x			
- veterinary access to all animals			
- provision for backup veterinary care			
- must provide guidance on handling, immobilization, sedation, analgesia, anesthesia, euthanasia			
- must provide guidance/oversight on surgery programs and oversight of post surgical care			
- veterinary authority to oversee all aspects of animal care and use			

*A = acceptable; M = minor deficiency; S = significant deficiency (is or may be a threat to animal health or safety)

ROWAN UNIVERSITY'S SEMIANNUAL PROGRAM REVIEW CHECKLIST

INSTITUTIONAL POLICIES AND RESPONSIBILITIES (cont.)

DATE:

*A M S

4. PERSONNEL QUALIFICATIONS AND TRAINING			
- institution has established and implemented an effective training program			
- includes professional/management/supervisory personnel			
- includes animal care personnel			
- includes research investigators, instructors, technicians, trainees, students			
Training program content			
- humane practices of animal care (e.g. housing, husbandry, handling) ^{xi}			
- humane practices of animal use (e.g. research procedures, use of anesthesia, pre- & post-operative care) ^{xii}			
- research/testing methods that minimize numbers necessary to obtain valid results			
- research/testing methods that minimize animal pain or distress			
- use of hazardous agents, including access to OSHA chemical hazard notices where applicable			
5. OCCUPATIONAL HEALTH AND SAFETY OF PERSONNEL			
Institutional program for a safe and healthy workplace			
- program is established and implemented			
- covers <i>all</i> personnel who work in laboratory animal facilities			
- based on hazard identification and risk assessment			
- personnel training (e.g. zoonoses, hazards, pregnancy/illness/immunosuppression precautions)			
- personal hygiene procedures (e.g., work clothing, eating/drinking/smoking policies)			
- procedures for use, storage & disposal of hazardous biologic, chemical, and physical agents			
- specific procedures for personnel protection (e.g., shower/change facilities, injury prevention)			
Program for medical evaluation and preventive medicine for personnel			
- pre-employment evaluation including health history			
- immunizations as appropriate (e.g. rabies, tetanus) & tests			
- zoonosis surveillance as appropriate (e.g. Q-fever, tularemia, Hantavirus, plague)			
- procedures for reporting and treating injuries, including bites etc.			
Special precautions for personnel who work with primates			
- tuberculosis screening includes all exposed personnel			
- training and implementation of procedures for bites & scratches			
- education regarding <i>Cercopithecine herpesvirus 1</i> (Herpes B)			
Notes:			

*A = acceptable; M = minor deficiency; S = significant deficiency (is or may be a threat to animal health or safety)

ROWAN UNIVERSITY'S SEMIANNUAL PROGRAM REVIEW CHECKLIST VETERINARY MEDICAL CARE

DATE:

*A M S

1. PREVENTIVE MEDICINE/ANIMAL PROCUREMENT & TRANSPORTATION			
- evaluation of animal vendors			
- procedures for lawful animal procurement, evaluation of animals, & transport			
- procedures for quarantine, stabilization			
- policies on separation by species, source, health status			
- policies for isolation of sick animals			
- program of surveillance, diagnosis, treatment and control of disease			
- availability of diagnostic resources for preventive health program			
- provision for emergency, weekend and holiday veterinary care			
2. SURGERY			
- procedures for monitoring surgical anesthesia and analgesia			
- pre-surgical plan (e.g. identify space, supplies, conduct pre-op exam, define post-op care)			
- appropriate training or experience of personnel in surgery & anesthesia			
- major procedures distinguished from minor			
- use of effective aseptic procedures for survival surgery			
- implemented procedures for use of surgical facility			
- implemented procedures for using/scavenging volatile anesthetics			
- effective procedures for sterilizing instruments & monitoring expiration dates on sterile packs			
- documentation of post-operative monitoring and care			
3. PAIN, DISTRESS, ANALGESIA, AND ANESTHESIA			
- guidelines for assessment and categorization of pain			
- IACUC guidelines for avoiding unnecessary pain and distress			
- appropriate anesthetics, analgesics, tranquilizers used for each species			
- special precautions for the use of paralytics ^{xiii}			
- veterinary input in the choice of drugs			
4. EUTHANASIA			
- compliance with current AVMA Panel on Euthanasia unless approved by the IACUC			
- guidance provided on appropriate methods for each species			
- training available for personnel in humane methods of euthanasia			
5. DRUG STORAGE AND CONTROL			
- safe, secure, storage arrangement			
- record keeping meets regulations			
- procedures exist for ensuring drugs are within expiration date			
Notes:			

*A = acceptable; M = minor deficiency; S = significant deficiency (is or may be a threat to animal health or safety)

ROWAN UNIVERSITY'S SEMIANNUAL PROGRAM & FACILITY REVIEW REPORT

DATE:

MEMBERS IN ATTENDANCE:

Deficiency Category (S or M)	*	Location	Deficiency & Plan for Correction	Responsible Party	Correction Schedule & Interim Status	Date Complete

S = significant deficiency, **M** = minor deficiency (a significant deficiency is or may be a threat to animal health or safety)

*Check if repeat deficiency

Endnotes – Selected USDA Regulatory Requirements that Differ from PHS Policy

ⁱPart 2 Subpart C- Research Facilities

- 2.31(b)(2) - “The Committee shall be composed of a Chairman and at least two additional members;... at least one shall not be affiliated in any way with the facility...such person will provide representation for general community interests in the proper care and treatment of animals.” [PHS policy requires 5 members]

ⁱⁱ 2.32(c)(4) - “...No facility employee, Committee member, or laboratory personnel shall be discriminated against or be subject to any reprisal for reporting violations of any regulation or standards under the Act.” [USDA requirement additional to PHS Policy]

ⁱⁱⁱ 2.31(d)(5) - “...shall conduct continuing reviews of activities...not less than annually.” [PHS Policy requires a complete new review every 3 years utilizing all the criteria for initial review]

^{iv} 2.31(d)(1)(x) - “...no animal will be used in more than one major operative procedure from which it is allowed to recover unless...(it is) justified for scientific reasons...(or is) required as routine veterinary procedure...or other special circumstances as determined by the Administrator on an individual basis.” [this last point is an additional USDA justification for multiple survival surgeries]

^v 2.36 - “...each reporting facility shall submit an annual report to the APHIS, AC sector supervisor for the State where the facility is located on or before December 1 of each calendar year.” [The USDA annual report has a list of requirements which differ from PHS annual report]

^{vi} 2.31(c)(3) - “...The reports shall be reviewed and signed by a majority of committee members...”[USDA requirement additional]

^{vii} 2.36(b)(3) - “...exceptions to the standards and regulations be specified and explained by the principal investigator and approved by the IACUC. A summary of all such exceptions must be attached to the facility’s annual report.” [Refers to USDA annual report]

^{viii} 2.31 (c)(3) - “...Any failure to adhere to the plan and schedule that results in a significant deficiency remaining uncorrected shall be reported in writing within 15 business days by the IACUC, through the institutional official, to APHIS and any Federal agency funding that activity.” [PHS Policy requires prompt reporting to OPRR of serious or continuing noncompliance with the PHS Policy or serious deviations from the provisions of the Guide]

^{ix} [In addition to PHS requirements for IACUC review/application for funding, USDA regulations require]:
2.31(d)(1)(ii) - “The principal investigator (PI) consider alternatives to procedures that cause more than momentary or slight pain or distress to the animals, and has provided a written narrative description of the methods and sources...used to determine that alternatives were not available.”

2.31(d)(1)(iii) - “The PI has provided written assurance that the activities do not unnecessarily duplicate previous experiments.”

2.31(d)(1)(iv) - “Procedures that may cause more than momentary or slight pain or distress to the animals will:
- involve in their planning, consultation with the attending veterinarian or his or her designee; [PHS Policy does not specify veterinary consultation]
- not include paralytics without the use of anesthesia.”

2.31(d)(1)(x) - “No animal will be used in more than one major operative procedure from which it is allowed to recover, unless justified for scientific reasons by the principal investigator, in writing...”

^x 2.33(a)(1) - “In the case of a part-time attending veterinarian or consultant arrangements, the formal arrangements shall include a written program of veterinary care and regularly scheduled visits to the research facility.” [USDA requirement additional]

^{xi} 2.32(c) - “Humane methods of animal maintenance and experimentation, including the basic needs of each species, proper handling and care for the various species of animals used by the facility, proper pre-procedural and post-procedural care of animals, and aseptic surgical methods and procedures.”

^{xii} 2.32(c) - additional specifications include:

- “ proper use of anesthetics, analgesics, and tranquilizers for any species of animals used by the facility”
- “ methods whereby deficiencies in animal care and treatment are reported, including deficiencies in animal care and treatment reported by any employee of the facility...”
- “ utilization of services (e.g. National Agricultural Library, National Library of Medicine) to provide information on appropriate animal care and use, alternatives to the use of live animals in research, that could prevent unintended and unnecessary duplication of research involving animals, and regarding the intent and requirements of the Act.” [USDA training specifications are more detailed than PHS Policy].

^{xiii} 2.31(d)(iv)(C) - “ Procedures that may cause more than momentary or slight pain or distress to the animals will...not include the use of paralytics without anesthesia.”

^{xiv} Part 3 Subpart A 3.6(c)(1) - “Each dog housed in a primary enclosure must be provided with a minimum amount of floor space, calculated as follows:

(length of dog in inches + 6)² /144 = required floor space in square feet).

- Part 3 Subpart D 3.80 (b) “Primary enclosures [for nonhuman primates] must meet the minimum space requirements provided in this subpart.”

- In situations where the USDA regulations and the Guide differ with respect to space requirements, the larger of the two must be followed.

^{xv} Part 3 Subpart A 3.8 - “ ...research facilities must develop, document, and follow an appropriate plan to provide dogs with the opportunity for exercise. In addition the plan must be approved by the attending veterinarian. The plan must provide written standard procedures...”

^{xvi} Part 3 Subpart D 3.81 - “ ...research facilities must develop, document, and follow an appropriate plan for environment enhancement adequate to promote the psychological well-being of nonhuman primates.”

APPENDIX V

Semiannual Report of the Institutional Animal Care and Use Committee (IACUC)

Memorandum to: S. Jay Kuder, Associate Provost for Research and
Dean of the Graduate School and Institutional Official

From: Institutional Animal Care and Use Committee

Signature

Jay A. Harper, PhD, IACUC Chair

Subject: Semiannual Evaluation of Animal Care and Use Program and
Inspection of Facilities

Date:

This represents the Semiannual Report of the Institutional Animal Care and Use Committee (IACUC), as required by the PHS Policy on Humane Care and Use of Laboratory and as a condition of this institution's Animal Welfare Assurance, on file with the Office of Laboratory Animal Welfare (OLAW), and USDA Animal Welfare Regulations, 9 CFR Chapter I, Subchapter A, as applicable.

Evaluation of the Animal Care and Use Program

The IACUC conducted its semiannual evaluation of the institution's animal care and use program on INSERT DATE(s), using the Guide for the Care and Use of Laboratory Animals Guide, and, as applicable, 9 CFR Chapter I, 2.31. The IACUC may wish to describe the process of program evaluation and briefly describe the program, or highlight particular aspects of the program, positive and negative.

The following deficiencies were found in the animal care and use program:

Describe each deficiency, identify each deficiency as either minor or significant (a significant deficiency is one which is or may be a threat to animal health or safety), and provide a reasonable and specific plan and schedule for the correction of each deficiency.

Example:

- a. Description of deficiency
- b. Nature of deficiency – Significant or Non-significant (Circle one)
- c. Plan of Action to correct the deficiency
- d. Date by which the deficiency needs to be corrected and reported to IACUC.

If no deficiencies were identified in the animal care and use program, the report should state that no deficiencies were identified and that all aspects of the program are consistent with the PHS Policy, the Guide and applicable Animal Welfare Regulations..

Inspection of Animal Facilities

The IACUC inspected the animal facilities on INSERT DATE(S), using the Guide, and, as applicable, 9 CFR Chapter I, 2.31.

The following deficiencies were found in the animal facilities:
Describe each deficiency, identify each deficiency as either minor or significant (a significant deficiency is one which is or may be a threat to animal health or safety), and provide a reasonable and specific plan and schedule for the correction of each deficiency.

If no deficiencies were identified in any animal facility, the report should state that no deficiencies were identified and that all facilities are consistent with the PHS Policy, the Guide, and applicable Animal Welfare Regulations.

Minority Views

If there are minority IACUC views regarding the Semiannual Report, the Institutional Official must be informed and copies of the minority views attached to the report. If there are no minority views, the report should include a statement to that effect.

Signatures

A majority of the members of the IACUC should sign the report:

Names of IACUC Members	Signatures

RESPONSE FROM THE INSTITUTIONAL OFFICIAL

I have received the Semiannual Report of the IACUC dated _____

I concur with the report without changes _____

I am making the following suggestions to improve the Institution’s Animal Care and Use Program:

Signature _____ Date: _____

Institutional Official: Jay Kuder, Ed.D.

APPENDIX VI

ROWAN UNIVERSITY

ANIMAL USE TRAINING AND CERTIFICATION PROGRAM POLICY

The Animal Welfare Act, the Guide for the Care and Use of Laboratory Animals, and PHS policy require institutions to ensure that people caring for or using animals are qualified to do so.

All persons planning to use animals in their research or teaching protocols must complete the Rowan University general and species-specific certification program before full approval for activities involving the use of animals by the IACUC can be granted.

General training in the appropriate care and use of laboratory animals is provided through the Laboratory Animal Training Association (LATA, Inc.). The Laboratory Animal Training Association provides administrators of Institutional Animal Care and Use Committees, faculty and staff with an Online Training Program that documents compliance with federal regulations on training in the humane care and use of laboratory animals.

The interactive modules include:

- The Base Module- topics include laws, regulations, ethics, alternatives, IACUC and staff responsibilities and information sources.
- The Species Modules – topics include housing, social needs, nutrition, health considerations, handling, restraint, experimental techniques, environmental practices and euthanasia.
- The Techniques Modules – demonstrate current acceptable practices and techniques.

As the participants pass thru the module, an email is sent automatically to the administrator stating that the participant completed the module. This program allows administrators to review staff records on line. LATA sends the institution hardcopies of the institution's training records each month.

The Graduate Office also maintains a library of resources on the care and management of laboratory animals. Contact the attending veterinarian, the Facilities Supervisor or the Institutional Official to make arrangements for the LATA On Line Training Program.

APPENDIX VII

<http://balsam.forest.net/latanet/rowan/welcome.htm>