

Animal Welfare Policy

Statement of Assurance. Hendrix College, 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”.

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.

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).

Institutional Program for Animal Care and Use.

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

(insert graphic here)

B. The qualifications, authority, and percent of time contributed by the veterinarian(s) who will participate in the program are:

Dr. F. Dunn Jones is the college veterinarian who would provide consultation and veterinary services to laboratory animals. Dr. Jones

obtained his D.V.M. from the University of Missouri School of Veterinary Medicine in 1967. Dr. Jones is a private practitioner in Conway, Arkansas, since 1970, and has special interest in small animal medicine, surgery, canine and feline animals.

Dr. Jones is expected to perform semi-annual inspections of all laboratory animal welfare facilities on campus and to write a report specifying any deficiencies, recommendations for improvement and/or needs for future facility improvement. Dr. Jones is a member of the Hendrix College Institutional Animal Care and Use Committee (IACUC) and has the authority to visit research projects without prior announcement. He is also delegated with the authority to suspend any research project found to be in violation with the PHS policy and report these violations to the IACUC for program review and action.

The percentage of time spent by Dr. Jones will vary with the needs of the program. The involvement of Dr. Jones could be from a moderate to a high degree depending on the needs of the program. He will be available on an on-call basis. If Dr. Jones is not available, Dr. Lori Smith of Chestnut Small Animal Hospital in Conway will be available to provide on-call veterinary needs. Dr. Smith earned her D.V.M. from Louisiana State University in 1999.

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. The IACUC consists of at least five members, and its membership meets the composition requirements set forth in the PHS Policy at IV.A.3.b. Attached is a list of the chairperson and members of the IACUC and their names, 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. The IACUC plans to meet in October and April of each year to review all animal use protocols submitted by investigators, membership and functions of the IACUC, record keeping and reporting by the IACUC, and adequacy of veterinary care for all laboratory animals at the institution. The review and discussion will cover, but is not limited to the following points:
 - Membership of the IACUC.
 - Accomplishment of appropriate oversight, inspection, and evaluation functions of the IACUC.

- Completion of appropriate record keeping and reporting activities of the IACUC.
 - Availability and adequacy of veterinary care for all laboratory animals.
 - Justification of the use of animals in research and teaching.
 - Purpose of stated research activities.
 - Categorization of the proposed animal use and procedures.
 - Identification of the species, the number used, the name of the building in which the animals will be housed, and the source providing the animals.
 - Details of all the experimental procedures.
 - Euthanasia methods and animal disposition.
 - Availability and/or appropriateness of the use of alternative procedures.
 - Extent of the training of the Principal Investigator (PI) and other personnel involved in the project.
 - Criteria and the process for expert consultation in planning projects that cause momentary, minor pain.
 - Safety of working environment for personnel.
2. Inspect at least once every six months all of the institution's animal facilities, using the Guide as a basis for evaluation. Recently the Hendrix College Biology Department with its animal care facility, relocated to the newly-constructed D. W. Reynolds Life Sciences building on campus. Until reconvening to review a proposal in April 2003, IACUC activities were suspended for three years due to the move to the new facility. Currently the new facility does not house any animals. The current NIH proposal will be the first animal research project at Hendrix College since moving to the new facility. The IACUC will inspect the animal care facilities at the newly-constructed D. W. Life Sciences building semi-annually starting October 2003. The items of inspection will include the animal housing, environment, food and bedding arrangements, number of cages in each holding room, population management, waste disposal and general facility condition. Until October 2003, as the current NIH project commences at Hendrix, we will adhere to all requirements as specified in the Guide.

3. Prepare reports of the IACUC evaluations as set forth in the PHS Policy at IV.B.3. and submit the reports to the Provost. The institutional official (Provost) will receive the written report from IACUC regarding the minutes of each meeting and semi-annual facilities tour. The comments of the institutional official will be returned to the Institutional Animal Welfare Assurance Officer for consideration and action by the IACUC.
4. Review concerns involving the care and use of animals at the institution. The IACUC chair, the consulting veterinarian, or any other member of the IACUC are the officials to receive any concerns in written form, electronic form, telephone call or by personal communication. Anonymity of the reporting individual will be strictly protected. The concern will be presented to the IACUC for proper investigation and action. If the concern is a valid one, the Animal Welfare Assurance Officer (Jennifer Dearolf, Assistant Professor of Biology, Ph.D., Cornell University) of Hendrix College will be instructed by the Institutional Official to correct the problem. The Institutional Official and Office of Laboratory Animal Welfare (OLAW) would receive a report of such action.
5. Make written recommendations to the Institutional Official (Provost) regarding any aspect of the institution's animal program, facilities, or personnel training. IACUC will submit a written report to the Institutional Official detailing the aspects of the Hendrix College's animal program, facilities, and personnel training.
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 chair of the IACUC receives copies of summaries of the proposed research projects and distributes them to all members of the IACUC. During a designated time period of at least one week, any member can request the full proposal, contact the PI for clarification, and/or call for a full committee review. If any member feels that there are problems with the protocol significant enough to warrant a full committee review, the chair convenes a meeting of the whole committee to discuss the problems followed by a vote by the full committee to decide the outcome. If no member calls for a full committee review during the designated time period, then the chair will refer the protocol to a designated reviewer. The designated reviewer will have the full proposal. He or she can request additional

information from the PI and can require modifications to the protocol (which would result in approval). The designated reviewer will then either approve the protocol or refer it to a full committee review, either by any member during the initial designated time or by the designated reviewer, the chair will convene a full committee meeting. A quorum must be present. The committee can deny the proposal, request modifications, or approve the proposal. If modification is requested, the proposal is returned to the initiator of the proposal with appropriate instructions. If the revised proposal is resubmitted, it is treated as an original proposal. If the proposal is approved, a copy of the approved proposal is sent to the Institutional Official for records.

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 review and approval process for significant changes is identical to that for original proposals as described in the preceding paragraph (III. D.6.).
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 chair notifies the initiator of the proposal, in written form, of the result and any new requirements specified by the IACUC. The Institutional Official receives a copy of the IACUC's decision.
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. Each previously approved and ongoing activity will be reviewed annually by the full convened committee at their semiannual meetings. The continuing review criteria will be the same as the initial review and will be in accordance with PHS Policy IV.C. Prior to the annual review of each protocol, the PI will submit to the IACUC a review statement that addresses the following items:
 - a. Animal usage (since last review)
 - b. Brief description of the protocol
 - c. Protocol status (active/inactive)

- d. Personnel changes (since last review)
- e. Progress toward achieving aims of protocol (since last review)
- f. Occurrence of adverse and unanticipated events (since last review)
- g. Consideration of alternatives to animal usage (since last review)
- h. Consideration of alternatives to possibly painful procedures (since last review)
- i. Assurance that there is no unnecessary duplication (since last review)
- j. Future plans

The review will be based on the PI's review statement, the original proposal, IACUC inspection reports, consultations with the affiliated veterinarian, and consultations with the Animal Welfare Assurance Officer (AWAO). The IACUC can decide to either approve continuation of the activity, terminate the activity, or require specific modifications of the activity. In the event of required modifications, the IACUC will designate a member of IACUC or the AWAO to monitor the project to assure the modifications are adequately instituted. The review will be reported to the appropriate protocol initiator(s). The Institutional Official will receive a copy of any modified protocol or other action taken by the IACUC.

10. Be authorized to suspend an activity involving animals as set forth in the PHS Policy at IV.C.6. The Institutional Officer, in consultation with the IACUC, reviews the reasons for suspension of part of all of an animal protocol and takes corrective action. A meeting of the IACUC will be called for such occasions. Suspension of part or all of an animal protocol will result only by a majority vote of a quorum of the IACUC. The outcome of this meeting will be reported to the Institutional Official and OLAW. The IACUC chair informs the individual investigator of the outcome of the review.

E. The individual authorized by this institution to verify IACUC approval of those sections of applications and proposals related to the care and use of animals is Dr. Jennifer Dearolf, Assistant Professor of Biology, who is designated as the Institutional Animal Welfare Officer. Dr. Dearolf holds a Ph.D. in Zoology from Cornell University.

F. The occupational health and safety program for personnel who work in laboratory animal facilities or have frequent contact with animals is:

1. Hazard Identification and Risk Assessment: It is the responsibility of the Principal Investigator to instruct his/her graduate concerning the use of hazardous substances in the experimental design and protocol for animal use. Such things as biological hazards and radioactive hazards will be discussed with the appropriate graduate and/or undergraduate students working with a particular PI.
2. Personal Hygiene: All workers are instructed concerning appropriate hand washing, the use of gloves and lab coats and other appropriate protective clothing by the vivarium manager/associate director. It is the responsibility of the Principal Investigator to provide other personal protective clothing such as shoe covers, head covers, overalls, and self-contained breathing apparatus if such provisions are needed for that particular protocol.
3. Medical Evaluation and Preventive Medicine for Personnel: The College recommends that participants on PHS projects related to the care and use of animals have an annual medical exam. Occupational hazards, including animal bites, scratches and allergies, will be recognized and methods for preventing and treating them are in place. Bite and scratch incidences are reported to and recorded by the animal care facility manager and/or the office of the Animal Welfare Assurance Officer. The report is recorded on the appropriate form (Laboratory Injury or Animal Bite Form) and the individual is escorted to the infirmary. Records of the incident disposition will be kept in the animal care facility. Allergic reactions are reported to and recorded by the facility manager. The incident will be recorded on an incident form that will be kept in the animal care facility. The medical record is kept either in the infirmary or by the private practice physician. It is, however, the responsibility of the PHS project participant to seek medical care from a physician in private practice. Personnel are not permitted to eat, drink, or apply cosmetics in animal rooms.
4. Pre-employment medical evaluations consist of those required for students participating in animal research at Hendrix College and include vaccinations. Any new employee must show proof of tetanus vaccination within the previous five years or receive a tetanus vaccination at the infirmary before starting to work in

the animal care facility. Personnel are instructed to notify their supervisors of potential or known exposures or of suspected health hazards and illnesses. As explained in number 3 above, there are clear procedures for reporting all accidents, bites, scratches and allergic reactions. Since only rodents are housed in the Hendrix College's animal care facility, Herpes B infection precautions do not apply. Nonhuman primate research is not performed at Hendrix College.

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 of animals, by species, in each facility is provided in the attached table.

H. The training or instruction available to scientists, animal technicians, and other personnel involved in animal care, treatment or use is Ms. Darlene Tieman who will attend continuing education forums on animal housing and care in the research setting. Ms. Tieman, M.S. (Zoology), will provide individualized instruction to undergraduates, and new investigators in the area of care and housing of animals, the importance of minimizing animal usage and distress, and proper disposal methods. This training is available and is provided on an ongoing basis as new investigators and students come into the animal care facility. Records are kept in the facility of training of workers in all phases of animal handling including using the cage washer, appropriate disinfection methods, handling and storage of biological and radioactive hazards, breeding and handling of the rat colony. The consulting veterinarian will provide training in specific topics on request but does not routinely provide training of workers.

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 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. Semiannual reports of the IACUC evaluations will be submitted to the Provost. Semiannual reports of IACUC evaluations will be maintained by this institution and made available to the OLAW upon request. Recently the Hendrix College

Biology Department with its animal care facility relocated to the newly-constructed D.W. Reynolds Life Sciences building on campus. Until reconvening to review a proposal in April 2003, IACUC activities were suspended for three years due to the move to the new facility. Currently the new facility does not house any animals. The current NIH proposal will be the first animal research project at Hendrix College since moving to the new facility. IACUC will review the animal care program and animal facilities in October 2003, following which the first semi-annual report will be sent to OLAW followed by reports at six-month intervals. Until that time, as the current NIH project commences at Hendrix, we will adhere to all requirements as specified in the Guide.

Record Keeping Requirements. This institution will maintain for at least three years:

- A copy of this Assurance and any modifications thereto, as approved by PHS.
- Minutes of IACUC meetings, including records of attendance, activities of the committee, and committee deliberations.
- Records of applications, proposals, and proposed significant changes in the care and use of animals and whether IACUC approval was given or withheld.
- Records of semiannual IACUC reports and recommendations (including minority views) as forwarded to the Provost.
- Records of accrediting body determinations.

This institution will maintain records that related 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.

All records shall be accessible for inspection and copying by authorized OLAW or other PHS representatives at reasonable times and in a reasonable manner.

Reporting Requirements. At least once every 12 months, the IACUC, through the Provost, will report in writing to OLAW:

- 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 provide OLAW with written notification that there are not changes.

- Notification of the dates that the IACUC conducted its semiannual evaluations of the institution's program and facilities and submitted the evaluations to the Provost.

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

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

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