

CHAPTER 2

ORGANIZATIONAL STRUCTURE FOR ANIMAL CARE AT UWM

I. Structure of Organization

- A. The Chancellor of the University is charged with ensuring compliance with UW-System, state and federal guidelines and the principles stated previously.
- B. The Chancellor is advised by the Institutional Animal Care and Use Committee (IACUC) on how to implement the system, state and federal guidelines, in accordance with current PHS standards.

II. Institutional Animal Care and Use Committee

A. Requirements

The Institutional Animal Care and Use Committee is required by the Animal Welfare Act and the Public Health Service Policy.

B. Appointments

A Committee Chair is appointed by the Chancellor. The Chancellor also appoints members from the Colleges, Schools or research centers that use animals. In addition, the Chancellor must appoint: one doctor of veterinary medicine, with training and experience in laboratory animal science and medicine; one member whose primary concerns are in a nonscientific area and one individual who is not affiliated with the institution in any way other than as a member of the IACUC and is not a member of the immediate family of a person affiliated with the institution.

C. Composition

- 1. Animal Welfare Act: 3 member minimum: Must include a veterinarian, a public member representing community interests and a practicing scientist experienced in research involving animals.
- 2. PHS Policy: 5 member minimum: Must include a veterinarian, a public member representing community interests, a practicing scientist experienced with research involving animals and one non-scientist.

D. Responsibilities

1. Advise and make recommendations to the Chancellor on all matters related to the responsible use and care for animals in research and teaching at UWM.
2. Review and approve, require modification in, or withhold approval of all proposed activities related to the care and use of animals before the activities are conducted.
3. Review at least semi-annually the institution's program for humane care and use of animals.
4. Inspect at least semi-annually all of the institution's animal facilities, including satellite facilities and all study areas.
5. Suspend an activity involving animals in violation of the AWA, the PHS Policy or the "Guide" following review and in accord with specifications stated in the Problem Resolution Chart.
6. Advise the Institutional Official on how to ensure compliance with federal, state, and UW-System regulations on a functional, daily basis.
7. Handle concerns about animal care and use. Notices are posted throughout facilities with information on how to report animal welfare concerns. There is a whistle blower clause in the law to help maintain confidentiality for those who voice a concern. The IACUC has investigative procedures set up to pursue concerns that are reported.

III. Institutional Official

A. Responsibilities:

1. The IO is the individual who has the authority to sign the University's Assurance, making a commitment on behalf of the University that the requirements of the PHS Policy are met. The IO is also the individual who is authorized to legally commit on behalf of the research facility that the requirements of the AWA will be met.

IV. Department of University Safety and Assurances

- A. The Department of University Safety and Assurances will administer the Animal Care Program.
- B. The Department of University Safety and Assurances must retain a qualified veterinarian whose duties and responsibilities will be specified by the Director with input from the IACUC.

V. Attending Veterinarian

A. Responsibilities

1. The attending veterinarian will monitor the health of the animals and the overall Animal Care Program on campus to ensure compliance with appropriate regulations and perform duties and responsibilities as specified by the Associate Director for Compliance from the Department of University Safety and Assurances
2. Oversee animal care and facilities on campus. This responsibility includes coordinating the care of animals with disease conditions, providing for euthanasia of animals when overseeing both regular maintenance of facilities and proper record keeping of animal populations.
3. Serve as a central resource person for information regarding obtaining a DEA license for controlled substances and how to use them properly in animals.
4. Provide an education and training program for individuals who handle animals on campus, in concert with the Institutional Animal Care and Use Committee.
5. Collect and maintain records within the Department of University Safety and Assurances on the use and care of animal subjects for teaching and research.
6. Report on animal use, according to standardized procedures and policies, both from individual departments to the Director, Department of University Safety and Assurances and from Department of University Safety and Assurances to UW-System, funding agencies and regulatory bodies.

VI. The Principal Investigators

A. Responsibilities

1. Maintain all animals under his or her charge, in accordance with UW, state, and federal guidelines. The investigator is responsible for maintaining the good health of the animals and appropriate standards of cleanliness within the immediate animal housing area, as well as in the conduct of the research project.
2. Adhering to the standard operating procedures approved by the IACUC.
3. Ordering all animals from approved vendors unless approval is obtained for special animal needs.
4. Submitting the protocol review form for all activities involving animals for review to the Department of University Safety and Assurances in a timely fashion. The PI will not initiate and project until the protocol has been approved.

5. Ensuring that records are kept on animal use, including cage or tank cards, census, mortality and morbidity.
6. Ensuring that personnel who handle animals have received appropriate training and are enrolled in the occupational health program before projects begin.

VII. The Departments, Schools, Colleges:

A. Responsibilities

1. Ensuring that all faculty members, academic staff, graduate students, technicians and undergraduate students involved with animals in research and/or teaching have received appropriate training and are enrolled in the occupational health program prior to any animal use.
2. Ensuring that all animal facilities are supervised adequately in consultation with the Attending Veterinarian.
3. Coordinating training programs in conjunction with the Attending Veterinarian.
4. Complying with the OLAW Guidelines on animal housing requirements, (i.e., air conditioning, heating, ventilation, adequate caging, etc.) if they operate an animal facility.