

**STATE UNIVERSITY OF NEW YORK COLLEGE AT BUFFALO
ASSURANCE OF COMPLIANCE WITH PUBLIC HEALTH SERVICE POLICY
OF HUMANE CARE AND USE OF LABORATORY ANIMALS**

State University of New York College at Buffalo, 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 subgranting or subcontracting of a PHS-conducted or supported activity by this institution.

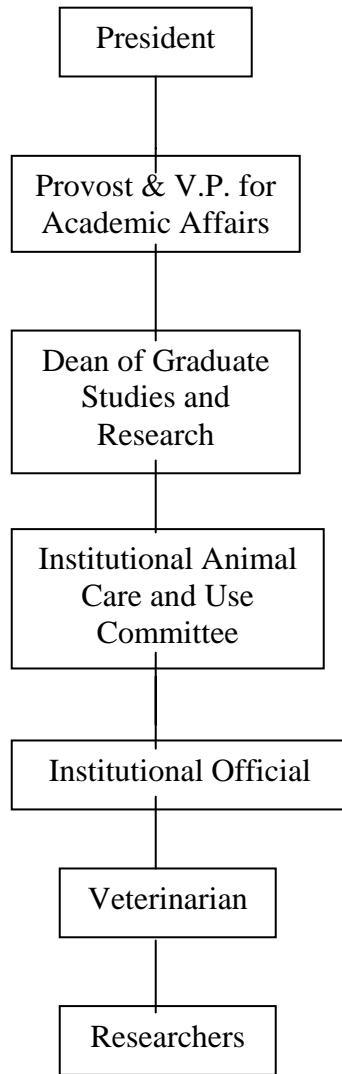
"Institution" includes the following branches and major components of the State University of New York College at Buffalo: the Biology Animal Facility and the Psychology Animal Facility.

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 and will maintain a program for activities involving animals in accordance with the Guide for the Care and Use of Laboratory Animals (Guide).

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 are:



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

Scott G. Nachbar, DVM

Functions and responsibilities:

- 1.) participating in animal care Committee IACUC meetings
- 2.) inspecting animal facilities
- 3.) handling special problems or animal medical emergencies as needed

Percent of time contributed:

- normally less than 1%, but available as needed on call

Because our program is a very small one, our veterinarian, Dr. Melinda Burgwardt, delegates direct day-to-day responsibility for animals to the Chairman of the Institutional Animal Care and Use Committee who is on campus daily. However, the veterinarian retains authority and is available on a case-by-case basis if a problem arises that cannot be handled by campus personnel.

- 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 names, degrees, position titles, specialties and institutional affiliations of the IACUC chairperson and members.
- 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 procedures for conducting semiannual program evaluations are:

The IACUC meets twice each year or more often, if necessary. Meetings begin in the Biology Animal Facility and then proceed to the Psychology Animal Facility. In each facility, the Committee checks the following: (1) New York State licenses are displayed and current; (2) each room in the facility is checked to make sure it is clean and good repair, the paint is not chipped, the illumination is adequate and proper for the species kept there, that noise is not excessive and ventilation is adequate; (3) temperature, humidity, and recordings of these parameters are checked; (4) feed bags are checked for the expiration date and for evidence of wild rodent infestation; (5) cage washing equipment is checked to be sure that it reaches sterilizing temperatures; (6) mice and rats are examined to make sure that they are in good condition and that their caging, bedding, food and general care meets regulations and recommendations set forth in the Guide; (7) the veterinarian then asks the animal caretakers whether any animals have particular problems. If so, these animals are discussed and recommendations are made for their rehabilitation or euthanasia; (8) the veterinarian inspects each cage of animals for evidence of disease and other problems. If problems are found, she makes additional recommendations. (9) The Committee follows the same procedures inspecting rooms where turtles or lizards are housed. (10) Quarantine rooms and any animals there are inspected. (11) Animal records and IACUC records maintained in the individual facilities are also checked.

After inspecting the facilities, the Committee meets to discuss and review their observations and new business, including animal protocols and problems that are brought up by individual members of the Committee are

also discussed. Afterward, the Committee's report is drafted by the Chairperson and submitted to the individual members for their comments and approval.

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. The IACUC procedures for conducting semiannual facility inspections are:

The IACUC meets at least once every six months; inspects all of the institution's animal facilities at least once every six months; communicates regularly to discuss recommendations, modifications, reviews, approvals, and authorization to suspend activities in accordance with the specifications set forth in the NIH guide.

3. Prepare reports of the IACUC evaluations as set forth in the PHS Policy at IV.B.3., and submit the reports to Dr. Richard S. Podemski, Dean of Graduate Studies and Research. The IACUC process for developing reports and submitting them to the Institutional Official is:

The minutes of the IACUC meeting form the basis for the semiannual report to our Institutional Official.

4. Review concerns involving the care and use of animals at the institution. The IACUC procedures for reviewing concerns are:

The IACUC meets to discuss any concerns or recommendations it may have, and then channels these directly to the Dean of Graduate Studies and Research.

5. Make written recommendations to Dr. Richard S. Podemski, Dean of Graduate Studies and Research, regarding any aspect of the institution's animal program, facilities, or personnel training. The procedures for making recommendations to the Institutional Official are:

Whenever such recommendations are necessary, the IACUC Chairperson, in consultation with the Committee, prepares them and submits the recommendations 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 are:

Proposals submitted to Chairperson of IACUC are assigned a tracking number. Then the protocol is reviewed by the Committee. Any problems in the protocol are communicated to the proposer(s) and approval is

withheld until all members of the Committee are satisfied with the amendments.

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 reviewing proposed significant changes in ongoing research projects are:

In the event that modifications are required in the process of reviewing ongoing animal research activities, the changes are communicated to the proposer(s) and reapproval is withheld or revoked until the changes are made. If changes are proposed by the submitters to an existing protocol, the entire must be reapproved by process described in 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 procedures to notify investigators and the institution of its decisions regarding protocol review are:

If approved, a copy of the protocol with a Certification of Approval form signed by IACUC members is sent to the project director for his/her file; the original is kept on file in Sponsored Programs office. The third copy is placed in the animal facility where the animals are housed and to be available for perusal by inspectors.

If the protocol is not approved, the Committee meets with the project director to discuss concerns. The project director may then revise and resubmit the application or withdraw it.

9. Conduct continuing review of each previously approved, ongoing activity covered by PHS Policy at appropriate intervals as determined by the IACUC, including complete review in accordance with the PHS Policy at IV.C 1-4. at least once every three years. The IACUC procedures for conducting continuing review are:

As protocols come up for renewal, they are reevaluated and any changes that are required are communicated to the proposer(s). If changes are not necessary or if the changes are made in accordance with Committee recommendations, the protocols are reapproved.

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:

The proposer(s) is notified of a violation of the Guide or PHS Policies and told to remove all animals covered by the protocol within 30 days or present evidence of reconciliation before that deadline.

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

The following is a memorandum that is given to all of our full-time animal care personnel and administrators regarding health requirements:

Health Guidelines and Requirements for full-time Animal Personnel

1. History and Physical Examinations

A medical history and pre-employment physical examination must be completed prior to anyone being allowed to work with animals. Persons with evidence of diseases transmissible to animals (e.g., tuberculosis), allergies to animals or who may be immune deficient are prohibited from working with animals.

2. Immunizations

Preconditions for employees who care for animals are: (a) submission of a serum sample for banking prior to employment, at triyearly intervals and at termination. These samples will be stored at -70°C for reference use in case of a suspected zoonotic illness; (b) vaccination against tetanus at preemployment and at 10 year intervals; (c) voluntary vaccinations for rabies.

3. Monitoring

The Campus Environmental Health and Safety Officer monitors compliance with the animal health requirements for personnel.

4. Occupational Health Program

The College has in place guidelines for dealing with occupational-related injuries. Animal bites and other injuries occurring at animal facilities must be reported to the Department Chairperson and the Public Safety Office, who reports the accident to the Environmental Health and Safety Officer.

The Committee, in consultation with the veterinarian, is responsible for informing all personnel who work with animals about hazards and proper precautionary procedures.

- 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.

Biology Department

1. Mice	200 (daily) 1,000 (yearly)
2. Rats	0-12 (daily) 36 (yearly)
3. Lizards	7 (daily) 10 (yearly)
4. Turtles	50 (daily) 70 (yearly)
5. Square Feet:	2,400

Psychology Department

1. Mice	110 (4-6 week periods)
2. Rats	40 (4-6 week periods) 80 (yearly)
3. Square Feet:	1,080

- H. The training or instruction available to scientists, animal technicians, and other personnel involved in animal care, treatment, or use is:

We have developed a training program for faculty, staff, or students involved in animal care. The training will be handled on an ad hoc basis by Shannon McGhee, B.A., who is the caretaker for the Biology Animal Facility. The curriculum for animal care is being developed and will include:

1. Handling
2. Personnel Precautions
3. Diseases
4. Life Cycles
5. Caging
6. Euthanasia
7. Disposal
8. State and Federal Regulations

Animal care personnel are encouraged to continue their training and extend their knowledge of animal care and animal biology by taking courses that are part of the regular curriculum of the Biology Department or, that are offered at the University Center (SUNYAB). In the past, our personnel have taken such courses as Parasitology (BIO 411), Microbiology (BIO 316) and Anatomy and Physiology (BIO 311, 312) in our Biology Department and Animal Surgery and other courses taught at SUNYAB. Personnel are given released time from their regular duties and one-half of the tuition to attend these courses.

A scientist using animals on our campus must justify the numbers of animals he/she will use, the treatments the animals will be given and the methods for killing animals before approval of animal protocols is granted by IACUC. Where large numbers of animals or experiments are involved justification is often based on statistical requirements. Several individuals in Biology and Psychology offer their statistical expertise gratis to their colleagues for this purpose.

IV. 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 Dr. Richard S. Podemski, Dean of Graduate Studies and Research. Semiannual reports of IACUC evaluations will be maintained by this institution and made available to the Office of Laboratory Animal Welfare (OLAW) upon request.

V. RECORDKEEPING 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 semiannual IACUC reports and recommendations (including minority views) as forwarded to Dr. Richard S. Podemski, Dean of Graduate Studies and Research.
 5. Records of accrediting body determinations.
- B. This institution maintains 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 are and 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, reports in writing to OLAW:
1. Any change in the status of the institution (e.g., if the institution becomes accredited by AAALAC or AAALAC accreditation is revoked), 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 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 Dr. Richard S. Podemski, Dean of Graduate Studies and Research.
- B. The IACUC, through the Institutional Official, provides 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 any activity by the IACUC.
- C. Reports filed under VI.A. and VI.B. above shall include any minority views filed by members of the IACUC.