

# BENEDICT COLLEGE

## Animal Welfare Assurance for Domestic Institutions

I, Roslyn C. Artis, J.D., Ed.D. as named Institutional Official for animal care and use at Benedict College, provide assurance that this Institution will comply with the Public Health Service (PHS) Policy on Humane Care and Use of Laboratory Animals (Policy).

### I. Applicability of Assurance

This Assurance applies whenever this Institution conducts the following activities: all research, research training, experimentation, biological testing, and related activities involving live vertebrate animals supported by the PHS, HHS, NSF and/or NASA. This Assurance covers only those facilities and components listed below.

- A. The following are branches and components over which this Institution has legal authority, included are those that operate under a different name: All components (Schools, Departments, Programs, etc.) that are physically located on the College campus.
- B. The following are other institution(s), or branches and components of another institution:  
None

### II. Institutional Commitment

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.”

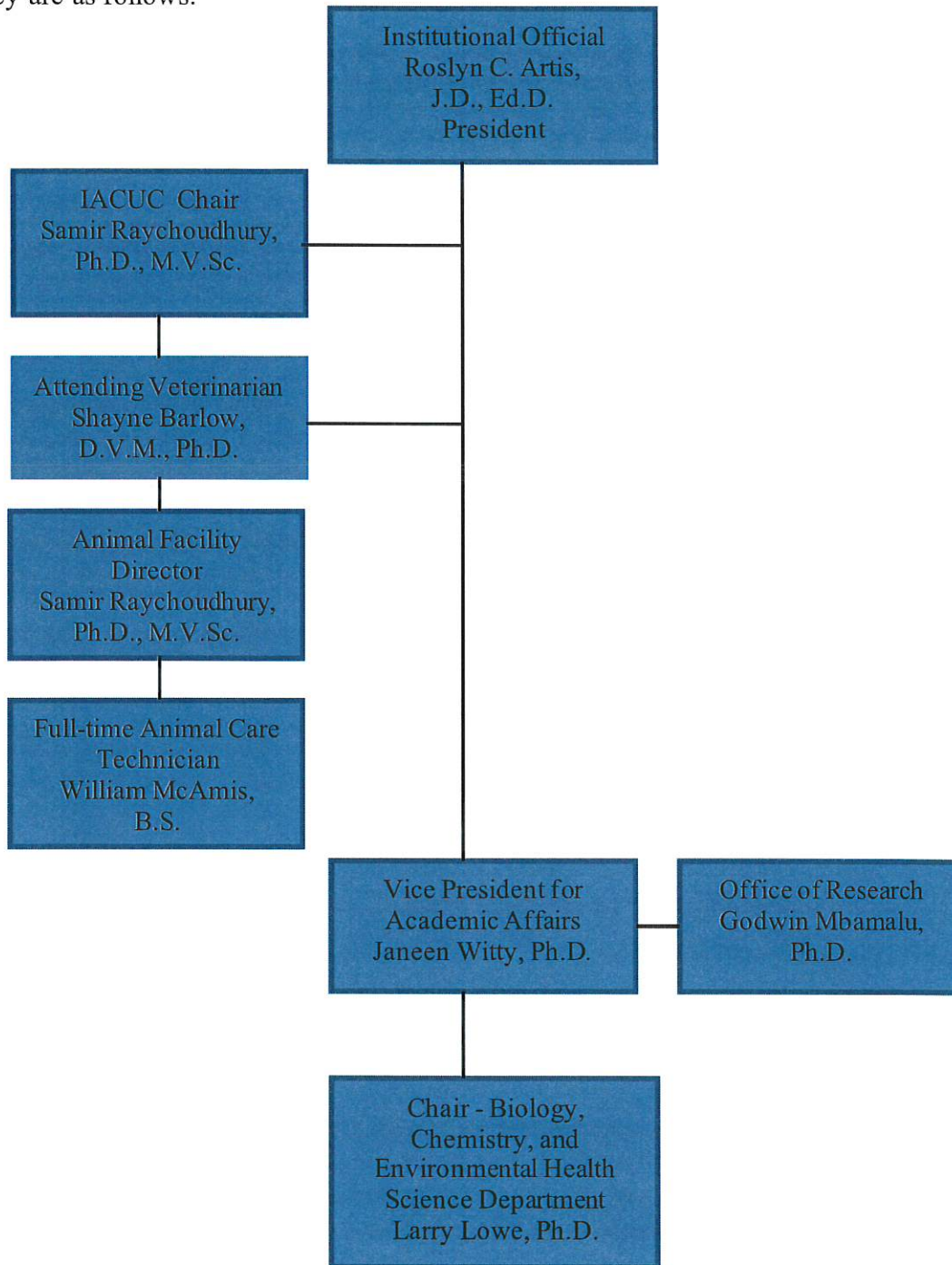
C. This Institution acknowledges and accepts responsibility for the care and use of animals involved in activities covered by the Assurance. As partial fulfillment of this responsibility, the Institution ensure that all individuals involved in the care and use of laboratory animals understand their individual and collective responsibilities for compliance with this Assurance as well as 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”).

E. This Institution agrees to ensure that all performance sites engaged in activities involving live vertebrate animals under consortium (subaward) or subcontract agreements have an Animal Welfare Assurance and that the activities have Institutional Animal Care and Use Committee (IACUC) approval.

### 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 as follows:



**Notes:**

1. As indicated above, there are direct and open lines of communication between the IACUC and the Institutional Official (IO) and between the Veterinarian and the IO.
2. The Animal facility is physically located in the Biology Department. However, management of the facility falls directly under the IACUC.

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

1) Name: Shayne C. Barlow

Qualifications

- Degrees: D.V.M., Louisiana State University School of Veterinary Medicine, 1998; Ph.D., University of Alabama at Birmingham, Molecular and Cellular Pathology. 2002;

Training or experience in laboratory animal medicine at the University of Alabama-Birmingham through ACLAM-accredited residency, Laboratory Animal Medicine. More than 20 years of Laboratory Animal Medicine Experience. Dr. Barlow is the Director of Laboratory Animal Resources at the University of South Carolina, Columbia. He is a diplomate of the American College of Laboratory Animal Medicine.

- Authority: Dr. Shayne Barlow has delegated program authority and responsibility for the Institution's animal care and use program including access to all animals.

Responsibilities: Dr. Barlow fulfills all of the responsibilities of the attending veterinarian as recommended in the Guide. He serves as a voting member of the Benedict College IACUC and attends almost all meetings. He is available by email and telephone to advise and assist faculty members in the design of protocols using animals in research. He consults on all protocols regarding anesthesia, analgesia, euthanasia and procedures to avoid or minimize pain, distress and discomfort.

Time contributed to program: Dr. Barlow is present at the Institution an average of approximately two hours every other month. In addition, Dr. Barlow contributes on average approximately two hours per month to the program while off-site reviewing protocols and providing consultation on various program related topics over teleconference.

Provisions for Back-up Veterinary Care: Should Dr. Barlow not be available the designated back-up veterinarian is Harold Farris DVM. He is authorized to assist in the matters of animal care at Benedict College.

2) Name: Harold E. Farris

Qualifications

- Degrees: D.V.M., University of Missouri, Columbia, MO, 1965; M.S, Veterinary Medicine and Immunology, and residency training in Laboratory Animal Medicine from the Ohio State University, Columbus, OH.

Training or experience: Dr. Farris has over 45 years of experience in laboratory animal medicine.

Responsibilities: In the event the AV is absent, Dr. Farris performs all the activities of the AV. The contact number of the back-up veterinarian is displayed in the facility. During emergency or any



other situations when the animals need to be moved to an alternative location, the back-up veterinarian is consulted.

Mr. William McAmis, Animal Care Technician has been assigned the responsibility for daily animal care and use and facility management.

C. The Institutional Animal Care and Use Committee (IACUC) at this Institution is properly appointed in accordance with the PHS Policy IV,A.3.a and is qualified through the experience and expertise of its members to oversee the Institution's animal care and use program and facilities. The Chief Executive Officer (C.E.O.), the College President, appoints the members of the IACUC. The IACUC consists of at least five members, and its membership meets the composition requirements set forth in the PHS Policy, Section IV.A.3.b. Attached is a list of the chairperson and members of the IACUC and their names, degrees, professions, titles or specialties, and institutional affiliations (Section VIII).

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 as follows:** The IACUC will meet at least once every six months to review the Institutional Program for Humane Care and Use of Animals. The Committee uses the "Guide" and other pertinent resources, e.g., the PHS Policy, the Code of Federal Regulations (Animal Welfare) as a basis for the review. To facilitate the evaluation, the Committee uses a checklist based on the Sample OLAW Program and Facility Review Checklist from the OLAW website. The evaluation includes, but not necessarily be limited to, a review of the following: a) IACUC Membership and Functions; b) IACUC Records and Reporting Requirements; c) Husbandry and Veterinary Care (all aspects); d) Personnel Qualifications (Experience and Training); e) Occupational Health and Safety; and f) disaster planning. In addition, the evaluation includes a review of the Institution's PHS Assurance. If program deficiencies are noted during the review, they are categorized as "significant" or "minor" and the Committee develops a reasonable and specific plan and schedule for correcting the deficiency. A significant deficiency is one that is or may be a threat to the health and safety of the animals or personnel. No member will be involuntarily excluded from participating in any portion of the reviews.

**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 as follows:** At least once every six months at least two (2) members of the IACUC will visit all of the institute's facilities where animals are housed or used, i.e., holding areas, animal care support areas, storage areas, procedure areas, and laboratories where animal manipulations are conducted. Equipment used for transporting of the animals is also inspected. The Committee uses the "Guide" and other pertinent resources, e.g., the PHS Policy, the Code of Federal Regulations (Animal Welfare) as a basis for the review. To facilitate the evaluation, the Committee uses a checklist based on the Sample OLAW Program and Facility Review Checklist from the OLAW website. If deficiencies are noted during the inspection, they are categorized as "significant" or "minor" and the Committee develops a reasonable and specific plan and schedule for correcting each deficiency. A "significant" deficiency is one that is or may be a threat to the health and safety of the animals or personnel. No member will be involuntarily excluded for participating in any portion of the inspections.

**3. Prepare reports of the IACUC evaluations as set forth in the PHS Policy IV.B.3. and submit the reports to the Institutional Official. The IACUC process for developing reports and submitting them to the Institutional Official are as follows:** Individual IACUC members convey their observations to the IACUC Chairperson who, in turn, will draft the reports using the sample OLAW Semiannual Report to the Institutional Official format from the OLAW website. The reports contain a description of the nature and extent of the institution's adherence to the Guide and the PHS Policy, identify specifically any departures from the provisions of the Guide and the PHS Policy, and state the reasons for each departure. The reports distinguish "significant" deficiencies from "minor" deficiencies. If program or facility deficiencies are noted, the reports contain a reasonable and specific plan and schedule for correcting each deficiency. If some or all of the institution's facilities are accredited by AAALAC International the report will identify those facilities as such. Copies of the draft reports are reviewed, revised as appropriate, and approved by the Committee. The final reports are signed by a majority of the IACUC members and will include any minority opinions. If there are no minority opinions, the reports will reflect such. The completed reports are submitted to the Institutional Official within 30 days following the evaluation.

**4. Review concerns involving the care and use of animals at the Institution. The IACUC procedures for reviewing concerns are as follows:** Any individual may report concerns to the IO, IACUC Chair, Institutional Veterinarian, or any member of the IACUC. Notices are located in the animal facilities advising individuals how and where to report animal welfare concerns and stating that any individual who, in good faith, reports an animal welfare concern will be protected against reprisals. The process maintains anonymity, compliance with applicable whistleblower policies, nondiscrimination against the concerned/reporting party, and protection from reprisals. All reported concerns are brought to the attention of the full Committee. If necessary, the IACUC Chair will convene a meeting to discuss, investigate, and address any reported concern. Reported concerns and all associated IACUC actions are recorded in the IACUC meeting minutes. The Committee reports such actions to the IO and, as warranted, to OLAW.

**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 are as follows:** Recommendations regarding any aspects of the institution's animal program or facilities are discussed and developed by the Committee. The Committee's recommendations are included in the IACUC Meeting minutes or a report of the IACUC's evaluations or a separate letter. Such documents are reviewed and approved by the Committee and then submitted to the IO.

**6. Review and approve, require modifications in (to secure approval), or withhold approval of PHS-supported activities related to the care and use of animals according to PHS Policy IV.C.1-3. The IACUC procedures for protocol review are as follows:** Generally, the electronic Word version of the protocol is submitted by the PI at least two weeks before the meeting. The chair and attending veterinarian (AV) perform the initial screening immediately and if satisfied, notify other members electronically. If the PI has not consulted with the AV, the PI must consult with the AV and address all concerns and recommendation made by the AV before the protocol is circulated to all members. Each IACUC member is provided a copy of the protocol. All animal protocols are reviewed by full committee review (FCR) at a convened meeting of a quorum of the IACUC with protocol decisions made by a majority vote of the quorum present. The protocol is either approved as



submitted, or approved with changes that may be handled administratively. These are limited to correction of typos/grammar, contact information update, change of personnel other than PI. Full IACUC review may result in approval, a requirement for modifications (to secure approval), or withholding of approval. When the FCR outcome of modifications required (to secure approval) or if the IACUC withholds approval of a protocol because of a significant concern, a revised protocol that addresses the reasons for modifications required (to secure approval) or approval withheld, is reviewed in a convened quorum of the IACUC. The resubmitted protocol is reviewed using FCR as previously described in the text above. The revised protocol is given in advance to the AV and then presented by the PI in the subsequent full-committee (IACUC) meeting for review. We do not use the designated member review (DMR) at Benedict College.


No member participates in the IACUC review or approval of a protocol in which the member has a conflicting interest (e.g., is personally involved in the project) except to provide information requested by the IACUC; nor does a member who has a conflicting interest contribute to the constitution of a quorum. The IACUC may invite consultants to assist in reviewing complex issues. Consultants do not approve or withhold approval of an activity or vote with the IACUC unless they are also members of the IACUC.

**Note:** Any use of telecommunications will be in accordance with NIH Notice NOT-OD-06-052 of March 24<sup>th</sup>, 2006, entitled Guidance on Use of Telecommunications for IACUC Meetings under the PHS Policy on Humane Care and Use of Laboratory Animals.

In order to approve proposed protocols or proposed significant changes in ongoing protocols, the IACUC conducts a review of those components related to the care and use of animals and determines that the proposed protocols are in accordance with the PHS Policy. In making this determination, the IACUC confirms that the protocol will be conducted in accordance with the Animal Welfare Act insofar as it applies to the activity, and that the protocol is consistent with the "Guide" unless acceptable justification for a departure is presented. Further, the IACUC determines that the protocol conforms to the institution's PHS Assurance and meets the following requirements:

- a. Procedures with animals avoid or minimize discomfort, distress, and pain to the animals, consistent with sound research design.
- b. Procedures that may cause more than momentary or slight pain or distress to the animals are performed with appropriate sedation, analgesia, or anesthesia, unless the procedure is justified for scientific reasons in writing by the investigator.
- c. Animals that would otherwise experience severe or chronic pain or distress that cannot be relieved are painlessly killed at the end of the procedure or, if appropriate, during the procedure.
- d. The living conditions of animals are appropriate for their species and contribute to their health and comfort. The housing, feeding, and nonmedical care of the animals are directed by a veterinarian or other scientist trained and experienced in the proper care, handling, and use of the species being maintained or studied.
- e. Medical care for animals is available and provided as necessary by a qualified veterinarian.
- f. Personnel conducting procedures on the species being maintained or studied are appropriately qualified and trained in those procedures.
- g. Methods of euthanasia used are consistent with the current recommendations of the American Veterinary Medical Association (AVMA) Guidelines on Euthanasia, unless a deviation is justified for scientific reasons in writing by the investigator.

**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 according to the PHS Policy at IV.C. The IACUC procedures for reviewing proposed significant changes in ongoing research projects are as follows:** Review and approval of significant changes are handled, reviewed and approved in a convened meeting of the IACUC with protocol decisions made by a majority vote of the quorum present, i.e., FCR. Examples significant changes reviewed by FCR are:

- a. from nonsurvival to survival surgery;
- b. resulting in greater pain, distress, or degree of invasiveness;
- c. in housing and or use of animals in a location that is not part of the animal program overseen by the IACUC;
- d. in species;
- e. in study objectives;
- f. in Principal Investigator (PI);
- g. that impact personnel safety;
- h. anesthesia, analgesia, sedation, or experimental substances;
- i. euthanasia to any method approved in the [AVMA Guidelines for the Euthanasia of Animals](#)  (PDF - 1.4 MB); and
- j. duration, frequency, type, or number of procedures performed on an animal.

The attending veterinarian consults with the PI either before the proposed significant change is circulated to the full IACUC for review before the convened meeting of a quorum of voting IACUC members.

**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 according to PHS Policy IV.C.4. The IACUC procedures to notify investigators and the Institution of its decisions regarding protocol review are as follows:** Principal Investigators are notified either by e-mail or letter from the IACUC Chairperson. The Institutional Official is notified by receiving a copy of the PI's notification letter and/or a copy of the IACUC meeting minutes.

If the protocol approval is withheld, the PI receives an email (written notification) from the chair stating the reason for this action. The investigator gets an opportunity to write a response to the chair or the PI receives an invitation to appear in person to the committee.

**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 at least once every 3 years according to PHS Policy IV.C. 1-5. The IACUC procedures for conducting continuing review are as follows:** All ongoing activities are monitored continuously by the animal care and use staff and the associated protocols are reviewed by a member or members of the IACUC at least annually. Annual protocol reviews are recorded in the IACUC meeting minutes. The IACUC meeting minutes are reviewed and approved by the Committee.



Protocols are approved for a maximum of 36 months. That is, all protocols expire no later than the three-year anniversary of the initial IACUC review. If activities will continue beyond the expiration date, a new protocol must be submitted, reviewed, and must be approved prior to the expiration date as described in Paragraph III.D.6 above.

Semiannual program reviews and facility inspections are done routinely by Benedict College Animal Care and Use Committee. The staff member, during his/her everyday duties monitors day to day ongoing activities; a daily observation log is maintained in each animal room. It must be signed daily by the animal care staff. Observations include health of animals with signs of illness recorded and immediately reported to the attending veterinarian by text or email. Room temperature and humidity are also recorded as well as cage and room sanitation. The objectives are as follows:

- Ensure animal well-being,
- Keep the IACUC and institutional official informed about program status and process,
- Communicate IACUC positions on matters of animal care and use to researchers,
- Provide on-the-spot education and training needs in the laboratory,
- Protect the institution's reputation,
- Serve as a resource to the research community,
- Support the advancement of strong science, and
- Facilitate regulatory compliance.

Institutional email is used to communicate with the researchers. Seminars are organized for the research community. Copies of the *Guide* and other educational materials are made available to the researchers.

The day-to-day maintenance of the animal care facility (cage and water bottle wash, food and water monitoring, bedding change, temperature records, etc.) documented in the animal facility log sheet. The facility is checked twice a day, in the morning and evening.

**10. Be authorized to suspend an activity involving animals according to PHS Policy IV.C.6. The IACUC procedures for suspending an ongoing activity are as follows:** The IACUC may suspend an activity that it previously approved if it determines that the activity is not being conducted in accordance with applicable provisions of the Animal Welfare Act, the “Guide”, the Institution’s Assurance, or IV.C.1.a.-g. of the PHS Policy. 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, or any other institutional intervention results in the temporary or permanent suspension of an activity due to noncompliance with the Policy, Animal Welfare Act, the “Guide”, or the Institution’s Assurance, the Institutional Official in consultation with the IACUC shall review the reasons for suspension, take appropriate corrective action, and report that action with a full explanation to OLAW.

E. The occupational health and safety program (OHSP) for personnel working in laboratory animal facilities or have frequent contact with animals is as follows:



## **1. Administration/management.**

The Director of Health Services (Chief Nurse) at Benedict College is responsible for the overall management (development, implementation, monitoring, etc.) of the Occupational Health and Safety Program for Personnel involved in the care and/or use of laboratory animals.

## **2. Scope.**

The program covers all personnel involved in laboratory animal care and/or use at Benedict College. Participation in the program is mandatory. Individuals who wish to decline participation must do so in writing. To date, no covered personnel have declined to participate. Under the OHSP these individuals are still required to complete a health history questionnaire for hazard identification and risk assessment form for evaluation. The health history and medical evaluation process is included in OHSP and mentioned below (in section E4). Once these requirements including the immunization records are satisfied, personnel are enrolled in the OHSP.

## **3. Hazard Identification and Risk Assessment.**

The program is based on hazard identification, risk assessment, and developing and implementing measures to minimize identified hazards and risks.

The IACUC includes hazard identification and risk assessment in its review of protocols, significant changes, and during its evaluations (program review and facility inspections. Health Services and or the IACUC implements measures to minimize hazard and risk based on reported hazards, risks, and incidents.

We have a Biohazards and Radiation Safety Committee. A safety manual is available in the facility with the guidance of handling hazardous materials that include flammable, toxic, corrosive and other hazardous agents. Any protocol involving biohazard agents (physical or chemical) is reviewed and approved by this committee before IACUC approves the animal use protocol.

PI completes the NIH training modules on on-line biosafety refresher course.

## **4. Health Histories and Evaluations.**

All personnel are required to complete a health history questionnaire. Each questionnaire along with an applicable individual hazard identification and risk assessment form are evaluated by The Director of Health Services. This process is completed initially and update/repeated at least once a year. The health history forms are maintained in the Health Services Office.

## **5. Common Identified Hazards and Risks**

Allergic reactions are among the most common conditions that adversely affect the health of personnel working with laboratory animals. Major sources of allergens include rodent urine and saliva.

## **6. Procedures in Place to Alleviate Hazards and Minimize Risks.**

Measures taken to minimize exposure include the following: education, protective clothing, gloves, and hand washing. To reduce aerosol exposure, the use of bedding dump stations, appropriate hoods or laminar flow benches/cabinets, and/or other respiratory protection, e.g., N95 masks, are worn when performing cage changing and/or handling dirty bedding.

## **7. Immunizations.**

Vaccination against tetanus is required. Individuals who decline vaccination must do so in writing. To date, no covered personnel have declined vaccination.

## **8. Precautions taken during pregnancy, illness or decreased immunocompetence.**

Personnel are advised during training that if they are planning to become pregnant, are pregnant, are ill, or have impaired immunocompetence that they should consult a health care professional/physician regarding such conditions and how they might pertain to their working with laboratory animals. If warranted, any work restrictions and/or accommodations are coordinated among the individual, his/her health care professional, human resources, etc.

## **9. Provisions for personnel who are not involved in animal care and/or use but nevertheless need to enter areas when animals are housed or used.**

The housekeeping staff is not routinely allowed access to the animal facilities. In situations where housekeeping, maintenance, or other non-animal care and use personnel must access the animal rooms, they are briefed on appropriate precautions and provided any appropriate PPE and are then permitted in for a limited amount of time. A member of the animal care staff will be available for escort if needed. If there is extensive or prolonged work to be done the animals are removed prior to the individuals being allowed into the room. All animal room housekeeping work is performed by the Animal Care Technician.

## **10. Availability and procedures for treatment in the event of bites, scratches, illness or injury.**

All Staff and students have free access to the health center in the event of an animal related injury, or bite. Treatment is free and records are maintained by the Health Center. If required, treatment is also available at the local hospital Palmetto Health Richland and is approximately 1.5 miles from Benedict College.

The instructions on how to contact the college nurse, address and phone numbers of the health care facilities are posted in the animal care facility.

## **11. Procedures/program for reporting and tracking injuries and illnesses.**

Occupational injuries are monitored by the Director of Health Services at Benedict College. Report of all work-related illness and/or injury is mandatory. This requirement is covered and during OH&S training and Animal Care & Use Training. In consultation with the veterinarian, the Animal Care and Use training covers areas including zoonoses, allergies and other hazards.



F. The total number of square feet in the animal facility, the species of animals housed therein, and the average daily inventory, by species, of animals in the facility is provided in the attached Facility and Species Inventory table (**Attachment A**).

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

**IACUC Training** - Each IACUC member will be provided with a copy of the following:

- 1) The PHS Policy for the Humane Care and Use of Laboratory Animals;
- 2) The National Research Council (NRC) Guide for the Care and Use of Laboratory Animals;
- 3) The ARENA/OLAW IACUC Guidebook;
- 4) The AVMA Guidelines on Euthanasia;
- 5) A copy of this Assurance.

All members of the IACUC will complete the Essentials for IACUC Members Curriculum located at the American Association for Laboratory Animal Science website, [www.aalaslearninglibrary.org](http://www.aalaslearninglibrary.org) or the Collaborative Institutional Training Initiative website, [www.citiprogram.org](http://www.citiprogram.org)

All IACUC members will visit the OLAW website at least semi-annually and will complete the IACUC tutorial module (initial visit) and will familiarize themselves with the other pertinent modules and information, e.g., OLAW FAQs, Policies and Laws, Guidance, Educational and other Resources.

Attendance at an IACUC 101, IACUC 102, IACUC Advanced, PRIM&R/ARENA IACUC meeting, or similar course may be substituted for any required IACUC training session.

**Animal Care and Use Personnel** – The training or instruction available to scientists, animal technicians, and other personnel involved in animal care, treatment, or use is as follows: All personnel performing procedures using animals must be identified in the Institutional Animal Care and Use Protocol. A description of each individual's qualifications, experience and/or training with the specific animal species, model and procedures must be provided for IACUC review. Any person needing additional protocol-specific training is required to satisfactorily complete all training and demonstrate understanding of proficiency to the AV. Training and proficiency to perform all protocol specific procedures must be documented by the AV before individual can perform those procedures without supervision of the AV.

All persons involved in animal care and use will be required to attend an orientation seminar given by the IACUC Chair, Consulting Veterinarian, or other qualified individual(s), which covers the laws and regulations covering laboratory animal care and use with an emphasis on the contents of the NRC Guide and the 3R's. The training includes training or instruction on research or testing methods that minimize the numbers of animals required to obtain valid results and limit animal pain or distress as well as other applicable requirements delineated in 9 CFR, Part 2, Subpart C, Section 2.32(c).

Specifically, as applicable, training and instruction of personnel must include guidance in at least the following areas:

1. Humane methods of animal maintenance and experimentation, including:
  - a. The basic needs of each species of animal;
  - b. Proper handling and care for the various species of animals used by the facility;
  - c. Proper pre-procedural and post-procedural care of animals; and

- d. Aseptic surgical methods and procedures;
2. The concept, availability, and use of research or testing methods that limit the use of animals or minimize animal distress;
3. Proper use of anesthetics, analgesics, and tranquilizers for any species of animals used by the facility;
4. Methods whereby deficiencies in animal care and treatment are reported, including deficiencies in animal care and treatment reported by any employee of the facility. 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;
5. Utilization of services (e.g., National Agricultural Library, National Library of Medicine) available to provide information:
  - a. On appropriate methods of animal care and use;
  - b. On alternatives to the use of live animals in research;
  - c. That could prevent unintended and unnecessary duplication of research involving animals; and
  - d. Regarding the intent and requirements of the Animal Welfare Act and USDA-APHIS Regulations

On-line training may be used and accepted in lieu in-house training. Any use of on-line training to fulfill training requirements must be approved by the IACUC. Approval and completion of on-line training will be documented.

Specialized Training: Training in experimental methods, i.e., specific animal manipulations and techniques and in the care of new and nontraditional laboratory animal species, will be conducted based on the types of research being conducted and the species being used at the institution.

Note: For investigators transferring from other facilities at which they have received similar training, verification of previous training may be accepted in lieu of some Institutional required training. Acceptance of previous training in lieu of the Institution's training is solely at the IACUC's discretion.

#### **Additional Available Training.**

1. Attending meetings organized by OLAW or American Association for Laboratory Animal Science
2. Attending seminars and training programs at the University of South Carolina
3. Students attend the Biomedical Research Technique course offered to research students. The materials reviewed include: alternative of animal use (e.g., cell lines, etc.) in research, reducing number of animals and limiting pain and distress to research animals. The IACUC members also receive instructions on these important topics.
4. Demonstrating training materials (video etc.), publishing e-Newsletter and reviewing Chapters in the book "IACUC Handbook" and other materials including ILAR Journal.

The Institution ensures that all personnel involved in the care and use of animals including IACUC members receive training that includes training or instruction on research or testing methods that minimize the numbers of animals required to obtain valid results and limit animal



pain or distress, as well as the additional requirements of the Animal Welfare Act, i.e., 9 CFR, Part 2, Subpart C, Section 2.32(c). The training takes place twice a year and is documented by taking attendance. The AV conducts training sessions for the IACUC members on anesthesia, euthanasia and the most recent addition to the *Guide*. Off campus training is also available through two major state institutions such as the University of South Carolina and Clemson University. All investigators complete web-based training before receiving any funding from the state office. In addition, the institution conducts training on handling biohazard materials and radiation safety for all faculty, staff and students.

#### **IV. Institutional Program Evaluation and Accreditation**

All of this Institution's programs and facilities (including satellite facilities) for activities involving animals have been evaluated by the IACUC within the past 6 months and will be reevaluated by the IACUC at least once every 6 months according to PHS Policy IV.B.1.-2. Reports have been and will continue to be prepared according to PHS Policy IV.B.3. All IACUC semiannual reports will include a description of the nature and extent of this Institution's adherence to the PHS Policy and 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's evaluations will be submitted to the Institutional Official, the College President. Semiannual reports of IACUC evaluations will be maintained by this Institution and made available to the OLAW upon request.

This Institution is Category 2 — not accredited by the [Association for Assessment and Accreditation of Laboratory Animal Care International \(AAALAC\)](#). As noted above, reports of the IACUC's semiannual evaluations (program reviews and facility inspections) will be made available upon request. The report of the most recent evaluations (program review and facility inspection) was submitted.

#### **V. Recordkeeping Requirements**


- A. This Institution will maintain for at least 3 years:
  1. A copy of this Assurance and any modifications made to it, as approved by the 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 granted or withheld
  4. Records of semiannual IACUC reports and recommendations (including minority views) as forwarded to the Institutional Official, the College President.
  5. Records of accrediting body determinations
  
- 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 3 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. The Institutional reporting period is the federal fiscal year (October 1 - September 30). The IACUC, through the Institutional Official, will submit an annual report to OLAW after September 30, but on or before December 1 of each year. The annual report will include:
  1. Any change in the accreditation status of the Institution (e.g., if the Institution obtains accreditation by AAALAC or AAALAC accreditation is revoked)
  2. Any change in the description of the Institution's program for animal care and use as described in this Assurance
  3. Any change in the IACUC membership
  4. 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, the College President.
  5. Any minority views filed by members of the IACUC
  
- B. The IACUC, through the Institutional Official, will promptly provide OLAW 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
  
- C. Reports filed under VI.A. and VI.B. above should include any minority views filed by members of the IACUC.



## VII. Institutional Endorsement and PHS Approval

<b>A. Authorized Institutional Official</b>	
Name: Roslyn C. Artis	
Title: President	
Name of Institution: Benedict College	
Address: <i>(street, city, state, country, postal code)</i> 1600 Harden Street, Columbia, SC 29204	
Phone: (803) 705-4681	Fax: (803) 705-6937
E-mail: Roslyn.artis@benedict.edu	
Acting officially in an authorized capacity on behalf of this Institution and with an understanding of the Institution's responsibilities under this Assurance, I assure the humane care and use of animals as specified above.	
Signature: 	Date: 10/11/2021

<b>B. PHS Approving Official</b> <i>(to be completed by OLAW)</i>	
<p>Doreen H. Bartlett, BS, AA, RVT, LATG          Senior Assurance Officer, Division of Assurances          Office of Laboratory Animal Welfare (OLAW)          National Institutes of Health          6700B Rockledge Drive Suite 2500 MSC 6910          Bethesda, MD 20892          bartletd@od.nih.gov          301-496-7163</p>	
Signature:	Date: October 13, 2021
Assurance Number: D17-01012	
Effective Date: October 8, 2021	Expiration Date: September 30, 2025

**VIII. Membership of the IACUC**

Date: May, 2021			
Name of Institution: Benedict College			
Assurance Number: D17-01012			
<b>IACUC Chairperson</b>			
Name*: Samir Raychoudhury			
Title*: Professor		Degree/Credentials*: Ph.D., M.V.Sc.	
Address*: (street, city, state, zip code) MSC 685, Benedict College, 1600 Harden Street, Columbia, SC 29204			
E-mail*: samir.raychoudhury@benedict.edu			
Phone*: (803) 705-4648		Fax*:	
<b>IACUC Roster</b>			
Name of Member/ Code**	Degree/ Credentials	Position Title***	PHS Policy Membership Requirements****
M1 - Samir Raychoudhury	Ph.D., M.V.Sc.	Professor	Scientist - member
M2 – Shayne Barlow	D.V.M., Ph.D.	Veterinarian	Attending Veterinarian
M3 - Charles Bellamy, Jr.	Associate Diploma	Performance & capacity planner	Non-affiliated member Member & Nonscientist
M4 – Walden Ai	Ph.D.	Associate Professor	Member
M5 – William McAmis	B.S.	Animal Care Technician	Member
M6 – Bassam Fraij	Ph.D.	Professor	Member
M7 – Wendy Bolden	B.S.	Recorder	Member



\* This information is mandatory.

\*\* Names of members, other than the chairperson and veterinarian, may be represented by a number or symbol in this submission to OLAW. Sufficient information to determine that all appointees are appropriately qualified must be provided and the identity of each member must be readily ascertainable by the institution and available to authorized OLAW or other PHS representatives upon request.

\*\*\* List specific position titles for all members, including nonaffiliated (e.g., banker, teacher, volunteer fireman; not "community member" or "retired").

\*\*\*\* [PHS Policy](#) Membership Requirements:

- Veterinarian*      veterinarian with training or experience in laboratory animal science and medicine or in the use of the species at the institution, who has direct or delegated program authority and responsibility for activities involving animals at the institution.
  
- Scientist*            practicing scientist experienced in research involving animals.
  
- Nonscientist*        member whose primary concerns are in a nonscientific area (e.g., ethicist, lawyer, member of the clergy).
  
- Nonaffiliated*      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 who is affiliated with the institution. This member is expected to represent general community interests in the proper care and use of animals and should not be a laboratory animal user. A consulting veterinarian may not be considered nonaffiliated.

[Note: all members must be appointed by the CEO (or individual with specific written delegation to appoint members) and must be voting members. Non-voting members and alternate members must be so identified.]

## IX. Other Key Contacts (optional)

If there are other individuals within the Institution who may be contacted regarding this Assurance, please provide information below.

<b>Contact #1</b>	
Name: Godwin Mbamalu	
Title: Associate Vice-President, Research	
Phone: (803) 705-4583	E-mail: godwin.mbamalu@benedict.edu
<b>Contact #2</b>	
Name:	
Title:	
Phone:	E-mail:

**X. Facility and Species Inventory**

Date: May 19, 2021			
Name of Institution: Benedict College			
Assurance Number: D17-01012			
Laboratory, Unit, or Building*	Gross Square Feet [ <i>include service areas</i> ]	Species Housed [ <i>use common names, e.g., mouse, rat, rhesus, baboon, zebrafish, African clawed frog</i> ]	Approximate Average Daily Inventory
Vivarium	840	Mice	10
		Hamsters	5

\*Institutions may identify animal areas (buildings/rooms) by a number or symbol in this submission to OLAW. However, the name and location must be provided to OLAW upon request.