

# Mississippi State University IACUC Standard Operating Procedure

**Title:** Semiannual Reviews

**Effective Date:** August 7, 2008

**Revision #** 05

**Standard Operation Procedure Number:** IACUC-RVW-015 **Last Committee Review:** December 14, 2022

## **Purpose/Scope**

The purpose of this Standard Operating Procedure (SOP) is to outline Mississippi State University's procedure regarding semiannual animal facility and programmatic reviews.

## **References**

1. MSU Policy and Procedure Statement on Laboratory Animal Welfare – OP 79.05
2. 9 CFR Ch. 1, Subchapter A- Animal Welfare, Part 2, Subpart C, Section 2.31(c) (1-3).
3. PHS Policy on Humane Care and Use of Laboratory Animals, Section IV; B. 1-3.
4. AAALAC FAQ, Retrieved from <https://www.aaalac.org/accreditation-program/faqs/#B2> (last accessed 12/6/22).

## **Terms**

Significant deficiency – one in which...in the judgement of the IACUC and the Institutional Official, is or may be a threat to the health or safety of the animals (AWAR §2.31,c,3; PHS Policy IV,B,3).

Minor deficiency – a problem for which an immediate solution is not necessary to protect life or prevent distress (e.g., peeling or chipped paint, expired food, missing ceiling tiles, a dripping faucet, small cracks in the wall, etc.).

## **Policy**

In accordance with PHS Policy and the Animal Welfare Act Regulations, the IACUC, at least once every six months, will: (1) conduct a program evaluation, (2) inspect accredited and regulated facilities used to house live, vertebrate animals for research or teaching purposes and animal procedure areas and (3) inspect rooms within accredited program facilities that house invertebrate species when such inclusion would benefit the program as a whole, or when their exclusion would potentially jeopardize the overall program mission. In accordance with MSU Policy (OP 79.05), animal facilities that are neither accredited nor house regulated animals, will be inspected on a regular basis as determined by the VP for DAFVM and following the schedule outlined in supplemental document #1. Animal areas containing free-living, wild animals in their natural habitat will not be inspected by the IACUC.

CVM clinical areas will not be inspected by the IACUC unless a research or teaching endeavor involves:

1. regulated animals used in IACUC approved procedures, and
2. animals entered into a clinical research project at the request of the investigator(s).

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### **Procedure**

1. The program evaluation may be accomplished by a subcommittee or as part of a convened IACUC meeting.
2. The facility inspections will be accomplished by inspection teams. The Chair will establish inspection teams composed of at least two voting committee members, with one committee member being the team leader. Inspection teams will cover different animal facilities. Ad hoc consultants may assist in conducting the inspections; however, the IACUC remains responsible for the evaluations and reports. No committee member wishing to participate may be excluded.
3. While not required, the facility manager is usually notified of the date and time of the inspection by the inspection team leader and the facility manager will serve as a point-of-contact during the inspection. Random, unannounced inspections may also occur.
4. The inspection may include but is not limited to the evaluation of:
  - housing
  - environmental conditions
  - feed
  - bedding
  - water
  - cleaning/sanitation
  - animal care
  - personnel
  - occupational health and safety
  - infrastructure/construction
  - MSU owned vehicles used to transport animals
  - medical records
5. The inspection team leader is responsible for documenting the group findings of the inspection. Minor or significant deficiencies and any other comments related to the inspected areas are documented. A timeline for the correction of each minor or significant deficiency is indicated on the report. The report is turned into the Animal Care and Use Program (ACUP) Officer.
6. The reports will be reviewed for approval at a convened IACUC meeting. Any edits requested by the committee must be documented in the meeting minutes. The ACUP Officer will ensure that the final version of the report, including differentiating minor from significant deficiencies, is signed by a majority of the IACUC members and submitted to the Institutional Official, who will retain the original copy for at least 3 years from the date of receipt

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by the IO. The report must include any minority views held by an IACUC member.

7. Facility managers will receive a copy of the portion of the final report that pertains to their areas of responsibility. The facility manager is responsible for ensuring the correction of deficiencies by the date indicated and informing the ACUP Officer or ULAV of the corrective actions taken.
8. The ACUP Officer will track the findings to ensure that correct-by dates are not missed.
9. The reporting of significant deficiencies that remain uncorrected past a given deadline will be in accordance with IACUC-RPT-003, Reporting of Failure to Correct Significant Deficiencies.

**Reviewed:**

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IACUC Chairperson

Date

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Research Compliance & Security Director

Date

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Supplement/Addendum to IACUC SOP RVW-015 “Semiannual Review” Non-Regulated Inspections

As per MSU OP 79.05 – Non-Regulated animal facilities will be inspected on a “regular basis”. The following is to establish guidelines for inspecting non-regulated animal facilities.

Inspections should be done twice a year. If this is accomplished, the following schedule is recommended:

Spring/Summer (Off campus sites)

Prairie Exp. Station (year 1 – 2023, 2027, 2031)

Brown Loam Exp. Station (year 2 – 2024, 2028, 2032)

Stoneville Exp. Station (year 3 – 2025, 2029, 2033)

White Sands (Poplarville) Exp. Station (year 4 – 2026, 2030, 2034)

Fall/Winter (On campus sites)

Joe Bearden Dairy (year 1 – 2023, 2027, 2031)

LARC Poultry Unit (year 2 – 2024, 2028, 2032)

LARC - Horse, Beef, Metabolism, Physiology Units (including Vet Tech Classroom), and IVIS Imaging Room (year 3 – 2025, 2029, 2033)

Misc. facilities - ADS Meat lab, ADS animal rooms, Thompson Hall (room near necropsy room) BCH amphibian rooms, etc. (year 4 – 2026, 2030, 2034)