

The University of Michigan

**Policy and Procedures Concerning the
Use of Vertebrate Animals as Subjects in Research or Instruction**

The Policy

The policy of the University is to ensure humane use and care of vertebrate animals used in research, instruction, and testing, and to adhere to applicable laws, regulations, policies, principles, and standards (including accreditation) affecting such use.

Applicability

University policy and procedures shall apply in all situations and activities of the University in which vertebrate animals are used in research, testing, instruction, or other activities, regardless of the source(s) of support. They shall apply equally whether the supporting funds are from outside or from within the University, whether separately budgeted or nonbudgeted.

Implementation and Administration

The institutional program for compliance with this policy is the responsibility of the Vice President for Research. The Vice President has delegated to the Unit for Laboratory Animal Medicine (ULAM) the responsibility for monitoring the animal care and use program, for provision of veterinary care, and for administrative and technical support of the animal care and use program University-wide.

The University has established a University Committee on Use and Care of Animals (UCUCA), which is qualified through the experience and expertise of its members to advise, monitor, inspect, and oversee the University's animal program, facilities, and procedures. The "Charge to the University Committee on Use and Care of Animals" (available at www.ucuca.umich.edu) specifies its composition and general charge.

The UCUCA shall review each activity involving vertebrate animals for humane use and for compliance with applicable laws, regulations, policies, principles, and standards affecting such use.

Application for Approval

Prior to the acquisition of any vertebrate animal for use in research, instruction, testing, or other activity, the Principal Investigator, Course Director, or responsible faculty member shall submit to UCUCA a completed Application to Use Vertebrate Animals in Research, Testing, or Instruction. Vertebrate animals may not be acquired nor any activity involving vertebrate animals begun until approval is received from UCUCA.

UCUCA Review

Each UCUCA member shall be provided with a copy of pertinent sections of applications to be reviewed, and may obtain complete copies of applications upon request. Designated members shall review the applications during a specified review period, and indicate their approvals or issues of concern before the end of that period. Issues of concern shall be communicated to the applicant, and his/her response returned to the designated reviewers for further consideration. Once all outstanding issues are resolved to the satisfaction of the designated members, the application shall be approved. At any time during this process, any member may call for review of an application at a convened meeting of the UCUCA. Applications reviewed at a convened UCUCA meeting may be approved only by majority vote of a quorum of members.

Withholding of Approval

The UCUCA may withhold approval of an activity only after review of the matter at a convened meeting of a quorum of the UCUCA and with the consent of a majority of the quorum present. If the UCUCA decides to withhold approval of an activity, it shall include in its written notification a statement of the reasons for its decision and give the Principal Investigator or Course Director an opportunity to respond in person or in writing. The UCUCA may reconsider its decision, with documentation in Committee minutes, in light of the information provided by the Principal Investigator or Course Director.

Further Review

Applications and proposals that have been approved by the UCUCA may be subject to further appropriate review and approval by University officials. However, those officials may not approve an application if it has not been approved by the UCUCA.

Changes in Procedures

The Principal Investigator or Course Director shall secure approval from the UCUCA prior to implementing significant changes in procedures or expected outcomes during the course of the activity. Examples of significant changes include, but are not limited to, the following: (1) increase in severity of adverse consequences experienced by the animals; (2) addition of or change in species of animal; (3) increase in numbers of animals required; and (4) addition of or change in animal use procedures. Many seemingly minor changes can significantly affect animals. The UCUCA Office should be contacted for guidance on whether a proposed change should be submitted for review and approval.

Suspension of an Activity

The UCUCA may suspend an activity that it previously approved if the UCUCA determines that the activity is not being conducted in accordance with this Policy. The matter must be reviewed at a convened meeting of a quorum of the UCUCA. The suspension requires a majority vote of a quorum present.

If the UCUCA suspends an activity involving animals, the Vice President for Research in consultation with the UCUCA shall review the reasons for suspension, take appropriate corrective action, and report the suspension and corrective action to authorities in accordance with applicable laws, regulations, policies, and standards.

Monitoring

Periodically, ULAM and the UCUCA shall monitor the animal care and use program and facilities, including animal use activities, for continuing compliance with this Policy. Should ULAM and the Principal Investigator, Course Director, or responsible administrator disagree on matters related to compliance, the issue shall be brought to the UCUCA for resolution.

If conditions are discovered that may be a threat to the health and safety of the animals, the ULAM Director will consult with the Vice President for Research and the UCUCA Chair or Vice-Chair, as time allows, and take immediate steps to rectify the situation. A full report on the situation will be submitted to UCUCA and to the Vice President for Research as soon as practical thereafter.

Serious or ongoing incidents of non-compliance with this Policy shall be addressed by the UCUCA according to the steps outlined in the "UM UCUCA Program for Rectifying Serious or Ongoing Non-Compliance in the Management of University Animal Care and Use" (www.ucuca.umich.edu).

Guidelines

Copies of applicable laws, regulations, policies, principles, and standards regarding the humane use and care of vertebrate animals used in research, instruction, and testing shall be available from the UCUCA Office. Additional supplemental information, intended to assist Principal Investigators and Course Directors in complying with this Policy, shall also be available from the UCUCA Office and at www.ucuca.umich.edu.

Approved by OVPR November 8, 1990; Approved by UCUCA November 19, 1990

Approved by UCUCA December 20, 1999, Approved by OVPR February 24, 2000

Revision drafted 4/28/06, approved by the UCUCA 7/17/06