

Title: The Institutional Official's Authority and Responsibilities – Animal Research

PURPOSE

The purpose of this policy is to outline the authority and responsibilities of the Jefferson Institutional Official.

POLICY

The Institutional Official (IO) is responsible for ensuring that the Animal Care and Use Program functions effectively and that the Institution provides the resources and support necessary to comply with all requirements applicable to research, teaching, etc. involving animals. The IO represents the institution named in the Animal Welfare Assurance on file with the Office of Laboratory Animal Welfare and the Registration on file with the United States Department of Agriculture.

RESPONSIBILITIES

The responsibilities of the Institutional Official include:

- Ensure there is a robust structure and framework to support the Animal Care and Use Program (ACUP) in order to maintain compliance with the Public Health Service Policy on Humane Care and Use of Laboratory Animals (PHS Policy) and Animal Welfare Act and Regulations (AWA/R).
- Sign all Public Health Service (PHS) Assurance Statements and Research Registrations under Jefferson purview as Institutional Official and ensure that all elements agreed to in such statements are supported and complied with.
- When applicable, the IO must submit a request to the USDA/APHIS and receive approval in order to allow a [USDA] regulated animal to undergo multiple major survival surgical procedures in separate unrelated research protocols.
- Ensure there is a proper procedure for appointing and evaluating Institutional Animal Care and Use Committee (IACUC) members. Committee appointment recommendations may be made by the IACUC Chairman. Recommendations are approved by the Institutional Official. Official appointment is made by the Jefferson CEO and President.
- Set the “tone” of the institutional culture for the ACUP and provides leadership and support to achieve the mission. Provide sustained and visible support for the Program and maintain a position capable of influencing institutional priorities (AAALAC-I).
- Act as a representative of senior administration, bearing ultimate responsibility for the ACUP, while overseeing resource planning and allocation, and ensuring alignment of ACUP goals with the Institution's mission.
- Ensure effective enterprise-wide communication and guidance on animal research.
- Ensure there are opportunities for development for all staff engaged in the conduct of or oversight of animal research.
- Maintain high level records (i.e., correspondence, reports, assurance statements), as appropriate, regarding the ACUP.
- In conjunction with the IACUC, review and investigate concerns. Ensure methods for reporting and investigating animal welfare concerns are established, communicated, and maintained.
- Support IACUC oversight of the ACUP.