Office of the Provost

Bryn Mawr College

101 North Merion Avenue

Bryn Mawr, PA 19010-2899

610-526-5167

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B R Y N M A W R

Bryn Mawr College

Assurance #A3920-01

ANIMAL WELFARE ASSURANCE FOR DOMESTIC INSTITUTIONS

I, Kimberly Cassidy, as named Institutional official for animal care and use at Bryn Mawr College, hereinafter referred to as institution, by means of this document provide assurance that this institution will comply with the Public Health Service Policy on Humane Care and Use of Laboratory Animals, hereinafter referred to as PHS policy.

I. Applicability of Assurance

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, This assurance covers only those facilities and components listed below

1. The following are branches and components over which this Institution has legal authority, included are those that operate under a different name:

Bryn Mawr College; the Graduate School of Arts and Sciences, and the Graduate School of Social Work and Social Research.

1. None

II. Institutional Commitment

1. This institution will comply with all applicable provisions of the Animal

Welfare Act and other Federal statutes and regulations relating to animals.

1. This institution is guided by the “U.S. Government Principles for the

Utilization and Care of Vertebrate Animals Used in Testing, Research and Training.”

1. 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 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”).

1. 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

1. The lines of authority and responsibility for administering the program and ensuring compliance with this policy are:

President

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Provost

Director of Sponsored Chair of IACUC and Veterinarian

Research

IACUC Committee

Principal Investigators

1. The qualifications, authority and percent of time contributed by

veterinarian(s) who will participate in the program are as follows:

Dr. Reginald Royster, D.V.M. is the Veterinarian who participates in the IACUC, contributes approximately 2% of his time to the functions of the IACUC. His qualifications are as follows:

BA University of Virginia, 1985;

D.V.M., Tuskegee University, 1989;

Surgical and Medical Internship, Friendship Hospital for Animals, Washington, DC., 1991

Currently owns and operates the Haverford Animal Hospital, Haverford, PA.

Member of The American Association of Feline Practitioners

The American Animal Hospital

American Veterinary Medical Association

Pennsylvania Veterinary Medical Association

Dr. Royster is a standard small animal practitioner. He has taken courses on laboratory animals and annually attends approximately 20 hours per year of conference sessions that address issues around the types of animals used in our research laboratories.

We have excellent, long-standing working relations with Dr. Royster that permit us to avail ourselves of his services on an "as needed" basis rather than in terms of some fixed percentage of his time. Dr. Royster has delegated program authority and responsibility for the Institution’s animal care and use program and has access to all animals.

Dr. Daniel Silverberg, DVM, provides back-up coverage for Dr. Royster if he is unavailable.

1. This institution has established an Institutional Animal Care and Use Committee (IACUC), is property 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 IACUC consists of at least five members, and its membership meets the compositional requirements set forth in the PHS Policy Section IV.A.3.b. Attached is a list the chairperson and members of the IACUC and their names, degrees, profession, titles or specialties, and institutional affiliations.
2. 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 reviews are as follows:

The Chair calls a meeting of all members at least every six months. At these meetings, the departments of Biology and Psychology representatives report on all activities involving animals, including both teaching exercises and research. Submitted protocols for research involving animals are circulated in advance of meetings, and discussed as part of the meetings. Procedures for hiring students to provide animal care are reviewed and discussed, and training procedures for all who work with animals are reviewed. Consultation with the Occupational Health and Safety Officer is conducted as appropriate. The Chair follows up on any matters of concern with relevant campus personnel.

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:

All animal facilities are toured by the entire Committee and checked for animal health, room security, appropriate environmental conditions and cleanliness on a room-by -room basis. Cage cleaning facilities, waste storage and removal procedures are also evaluated. Related research facilities are inspected as appropriate.

3. Prepare reports of the IACUC evaluations according to PHS

Policy at IV.B.3. and submit the reports to the Institutional Official(IO). The IACUC procedures for developing reports and submitting them to the Institutional Official are as follows:

Detailed minutes of meetings and evaluations are taken by the Chair and transcribed for the report. As appropriate, the report is circulated electronically to members of the IACUC for majority signature prior to submission to the Institutional Official and includes any applicable minority views. Any departures from the PHS Policy and “Guide” are included in the report submitted to the Institutional Official. Such departures are discussed with the researcher involved and corrections requested. The IACUC Chair follows up on the corrections that are made.

The Chair reports any deficiencies in the program or facilities to the IO. Deficiencies are designated as minor or significant, and are accompanied with a plan for correction. The Chair also meets in person with the IO to review progress towards remediation of deficiencies.

4. Review concerns involving the care and use of animals at the

Institution. The IACUC procedures for reviewing concerns are as

follows:

Any matters arising regarding specific concerns are discussed by the IACUC. Any issues of illness are addressed by the Consulting Veterinarian and reported to the Committee. In general, responses to concerns by students or others not involved in any animal research (such as students interested in animal rights issues) are addressed by one-on-one meetings with the Chair or departmental representatives. A written report is submitted to the Institutional official about the IACUC findings and recommendations.

Animal care staff members are instructed by their Investigators to

Report any concerns regarding animal care, facilities or welfare to the

Investigator and to the IACUC Chair. Any other persons with concerns

regarding animal welfare are instructed to bring these concerns in

writing or in person to the IACUC Chair. Matters that cannot be

resolved by a simple conversation are brought to the full committee for

discussion and resolution.

This assurance policy is posted on the Sponsored Research Office

Website at <http://www.brynmawr.edu/grants/iacuc.html>. In addition, instructions for reporting concerns regarding animal welfare are also available on that site. The assurance policy also is posted in campus animal facilities as required by the PHS Guide.

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 are developed by the committee and are drafted by the Chair. All proposals are reviewed and approved by members of the Committee, who are free to propose alternative suggestions until consensus is reached. These proposals are sent to the Institutional Official. The Chair also provides liaison with relevant campus offices to assure that recommendations are carried out.

6. In accordance with the PHS Policy IV.C.1-3, the IACUC shall review and approve, require modifications in (to secure approval), or withhold

approval of PHS –supported activities related to the care and use of

animals. The IACUC procedures for protocol review, are as follows:

In accordance with the PHS Policy IV.C.1-3, the IACUC shall review and approve, require modifications in (to secure approval), or withhold approval of PHS -supported activities related to the care and use of animals. The IACUC procedures for protocol review are as follows:

Protocols are submitted on a standardized form, consistent with Policy guidelines, for all research and teaching activities involving the use of vertebrate animals. Protocols are circulated electronically to all committee members at least one week prior to a scheduled meeting. Protocols are reviewed by all members of the committee, except as noted below; committee members may ask questions and propose changes as appropriate. The Committee conducts voice votes at meetings. Possible outcomes include “Approval”, “Approval with Clarifications or Modifications”, or “Approval Withheld”. The Chair communicates either approval, request for clarification prior to approval, request for specific changes to the Investigator, or denial of approval, who then submits a revised protocol if necessary. The revised protocol is then reviewed by the Committee and voted on for approval.

Reviews may, on occasion, take place electronically, according to guidelines in NIH Notice #NOT-OD-06-052. All members must submit comments to the Chair before a protocol is approved. Generally a two-week review period is permitted. Final approval may be conducted by real-time conference call or by videoconference (e.g. via Skype) with a quorum of IACUC members to confirm the vote.

Committee members with conflicts of interest (for example, those submitting research protocols for review) must recuse themselves from all deliberations on the protocol, other than to answer questions. They may not vote to approve any research activities for which there is a conflict of interest.

7. Procedures to 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 IV.C. The IACUC procedures for reviewing proposed significant changes in ongoing research projects are similar to those outlined in Section D-6, with additions as follows:

Investigators are notified annually that any significant changes in approved protocols must be sent to the IACUC for review prior to implementation by the Investigator. In addition, all approved protocols for on-going teaching activities must be resubmitted every three years for review, whether or not any significant changes have been made. Investigators with convicts of interest do not participate in annual reviews of activities for which this conflict exists.

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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 as follows:

The Chair communicates in writing the approval, request for clarification prior to approval, or request for specific changes to the Investigator, who then submits a revised protocol, if necessary. The investigator must provide requested material in a timely matter before approval of the research protocol. The Chair provides a letter indicating IACUC approval to be submitted as appropriate with grant proposals.

The Institutional Official is informed of IACUC actions through semi-annual reports, and as appropriate, written reports submitted by the IACUC Chair at other times during the year.

1. 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 reviews are as follows:

Researchers must submit new assurances every three years, or when required for grant renewals, whichever comes first. These assurances are evaluated by the full IACUC, as done for all submissions. In addition, investigators are queried during semi-annual reviews regarding any changes to projects.

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 as follows:

In the event of a serious breach of guidelines, a special meeting of the IACUC is called to review the incident and determine appropriate responses. The committee shall vote whether or not to suspend research activity; a quorum must be present for this vote to take place. Should it be deemed necessary to suspend a research activity, the Chair communicates in writing to the Institutional Official and the Investigator, outlining the details of the breach of guidelines and recommending suspension of research activities until appropriate remediation is completed. The Institutional Official has responsibility to assure that the Investigator abides by the IACUC decision. In addition, the IACUC may determine that a report must be sent to appropriate OLAW or other grant oversight officials. In such a case, the Chair will draft a report to be sent by the Institutional Official to appropriate authorities.

1. The risk-based occupational health and safety program, for personnel working in laboratory animal facilities and personnel who have frequent contact with animals, is developed in consultation with the College's Occupational Health and Safety officer, Mr. Don Abramowitz. Mr. Abramowitz is invited to meet with the IACUC annually to update the committee about new regulations or when changes in current facilities or training are under consideration. The OSHP is based on identification of known hazards and development of procedures to avoid them. Principal investigators have primary responsibility for overseeing the individuals maintaining animals, as these are primarily students (see below). The Attending Veterinarian is responsible for determining whether the procedures undertaken for animal care, and the facilities housing animals, are appropriate according to current practice. Finally, the IACUC has responsibility, through regular inspections, to assure that all components of the OSHP program are consistent with policy.

Known hazards for species housed in Bryn Mawr’s facilities are: 1) bites or scratches from rodents and birds; 2) possible allergic reactions from exposure to animals; 3) injuries from handling cleaning equipment. Workers are instructed in issues of personal health and safety, including: 1) the use of personal protective equipment to reduce exposure to allergens; 2) proper handling of animals to prevent bites or other personal injuries; 3) and safe handling of cleaning equipment. The latter includes use of carts to move cages to prevent musculoskeletal injuries, caution if floors are wet; and allowing clean cages to cool before removal from cage washers to prevent burns.

Animal care personnel are provided with lab coats, gloves and face-masks as appropriate. Workers are instructed not to eat or drink in the animal facilities, apply cosmetics or other such activities. They are also required to wash their hands upon completion of work with animals.

Cage cleaning equipment is serviced regularly via service contracts, to assure safe operation. Service calls may be made through Department Secretaries if equipment malfunctions at other times. Semi-annual inspections are used to assess overall safety and cleanliness of animal facilities for both workers and animals.

All student workers (animal care and researchers) and other personnel complete brief health forms that include vaccination records and known allergies. These records are kept on file for five years. Workers are also instructed that in the event of any injury, however, minor, they must report the injury to their supervisor for follow-up. Because most workers are students, any injuries would be handled through the campus health center and related services. Faculty and other staff would be eligible for workman's compensation coverage should an injury be work-related.

Workers who have concerns because of pregnancy, illnesses or immunocompromised status will be encouraged to consult with their personal physicians regarding any special actions that must be taken. Where appropriate, workers may be assigned other tasks without penalty.

No research involving additional hazards, such as radiation or toxin exposure, is currently undertaken at Bryn Mawr College. Should such activities be proposed, additional procedures would be put in place, in consultation with the College’s Occupational Safety and Health officer.

Security procedures in place include restricted access to animal facilities by controlled key access, a strict ban on non-approved individuals in the facilities, and installed alarm systems for un-authorized access.

1. The total gross number of square feet of 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 Facility and Species inventory table.

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

Bryn Mawr College subscribes to CITI, which allows access to the Animal Care and Use Course originally developed by the VA for the research community. It is fully customizable and meets the federal (USDA, OLAW) requirements for basic training in the humane care and use of animals in research and teaching, in research or testing methods that minimize the number of animals needed to obtain valid results and that minimize pain and distress.

The CITI Animal Care and Use Program provides basic courses that can be utilized by the IACUC members, Principal Investigators, faculty, students, and staff. It includes courses that cover specialized species or Model specific courses from which we can develop a customized curriculum for multiple trainees. In addition, CITI provides completion reports for individual learners and access to training records that we can download and keep on file at our institution.

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 last six months and will be reevaluated by the IACUC at least once every six months, in accordance with PHS Policy at IV.B.1-2 . Reports have been and will continue to be prepared in accordance with 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 “Guide.” Any departures from the Guide are identified specifically and reasons for each departure will be stated. Where program or facility deficiencies are noted, the report will contain a reasonable and specific plan and schedule for correcting each deficiency. Semiannual reports of the IACUC evaluation will be submitted to the Institutional Official. Semiannual reports of the IACUC evaluation will be maintained by this institution and made available to OLAW upon request.

This Institution is Category Two (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) is attached.

V. Record-keeping

A. This Institution will maintain for at least three years:

1. A copy of this assurance and any modifications made to it,

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 the Institutional Official (Provost).

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 three 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. This Institution’s reporting period is January 1 – December 31. The IACUC through the Institutional Official, will submit an annual report to OLAW on January 31. The report will include:

1. Any change in the accreditation status of the institution (e.g., if the institution obtains accredited 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 changes in IACUC membership. If there are no changes to report, this institution will submit written notification stating that there are no changes.
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 evaluation to the Institutional Official (Provost).
5. Any minority views filed by members of the IACUC.

B. The IACUC through the institutional official will 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 shall include any minority views filed by members of the IACUC.

# Institutional Endorsement and PHS Approval

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| **A.** **Authorized Institutional Official** | |
| Name: Kimberly Cassidy | |
| Title: Provost | |
| Name of Institution: Bryn Mawr College | |
| Address: *(street, city, state, country, postal code)*  101 N. Merion Avenue  Bryn Mawr, PA 19010-2899 | |
| Phone: 610-526-5167 | Fax: 610-526-5165 |
| E-mail: kcassidy@brynmawr.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: 3/4/2013 |
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| **B.** **PHS Approving Official** *(to be completed by OLAW)* | |
| Name/Title:  Office of Laboratory Animal Welfare (OLAW)  National Institutes of Health  6705 Rockledge Drive  RKL1, Suite 360, MSC 7982  Bethesda, MD USA 20892-7982 (FedEx Zip Code 20817)  Phone: +1 (301) 496-7163  Fax: +1 (301) 915-9465 | |
| Signature: | Date: |
| Assurance Number: | |
| Effective Date: | Expiration Date: |

# Membership of the IACUC

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| --- | --- | --- | --- | --- | --- |
| Date: 9/1/2012 | | | | | |
| Name of Institution: Bryn Mawr College | | | | | |
| Assurance Number: A3920-01 | | | | | |
| **IACUC Chairperson** | | | | | |
| Name\*: Karen Greif | | | | | |
| Title\*: Professor of Biology | | | | Degree/Credentials\*: Ph.D. | |
| Address\*: *(street, city, state, zip code)*  Bryn Mawr College  Biology Department  101 N. Merion Avenue  Bryn Mawr, PA 19010-2899 | | | | | |
| E-mail\*: kgreif@brynmawr.edu | | | | | |
| Phone\*: 610-526-5092 | | | Fax\*: 610-526-5086 | | |
| **IACUC Roster** | | | | | |
| Name of Member/ Code\*\* | Degree/ Credentials | Position Title\*\*\* | | | PHS Policy Membership Requirements\*\*\*\* | |
| Karen Greif | Ph.D. | Professor of Biology | | | Practicing Scientist | |
| Tamara Davis | Ph.D. | Professor of Biology | | | Practicing Scientist | |
| Paul Neuman | Ph.D. | Sr. Lec. Psychology | | | Practicing Scientist | |
| Earl Thomas | Ph.D. | Professor of Psychology | | | Practicing Scientist | |
| Reginald Royster | V.M.D. | Veterinarian | | | Veterinarian | |
| Samuel Magdovitz | J.D. | College Counsel | | | Non-scientist | |
| Nona Smith | Ph.D. | Director of Sponsored Research | | | Non-scientist | |
| Glenn Heck | B.S. | Science Dept. Chair, Delaware Valley Friends School | | | Unaffiliated | |
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# Other Key Contacts (optional)

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

|  |  |
| --- | --- |
| **Contact #1** | |
| Name: | |
| Title: | |
| Phone: | E-mail: |
| **Contact #2** | |
| Name: | |
| Title: | |
| Phone: | E-mail: |

# Facility and Species Inventory

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| Date: 9/1/2012 | | | |
| Name of Institution: Bryn Mawr College | | | |
| Assurance Number: A3920-01 | | | |
| Laboratory, Unit, or Building\* | Gross Square Feet [*include service areas*] | Species Housed [*use common names, e.g., mouse, rat, rhesus, baboon, zebrafish, African clawed frog*] | Approximate Average Daily Inventory | |
| Park Science | 240 | Mouse | 60 | |
| (700 sq ft total) | 100 | Grass frog | 15 | |
|  | Same as above | African clawed frog | 2 | |
| Egg incubator | 5 | Chicken embryos | 12 | |
| Bettws y Coed | 350 | rat | 15 | |
| (500 sq ft total) | 150 | pigeon | 24 | |
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\*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.