



Policy

UNIVERSITY POLICY SR-09.00 -04/26

TO: The University of West Florida Community

FROM: President Manny Diaz, Jr.

SUBJECT: Animals Used in Research, Teaching, and Testing Activities

RESPONSIBLE OFFICE: Research Administration and Engagement

I. Purpose:

The purpose of this policy is to ensure that no activities involving live vertebrate animals, funded and non-funded, take place without the prior approval of the Institutional Animal Care and Use Committee (IACUC).

II. Definitions:

Institutional Animal Care and Use Committee – The committee is qualified through the experience and expertise of its members to oversee the institution's animal program, facilities, and procedures. The committee shall consist of not less than 5 members and shall include at least:

- a Chairperson;
- one Doctor of Veterinary Medicine, with training or experience in laboratory animal science and medicine, who has direct or delegated program authority and responsibility for activities involving animals at the institution;
- one practicing scientist experienced in research involving animals;
- one member whose primary concerns are in a nonscientific area; and
- one individual who is not affiliated with the institution in any way other than as a member of the IACUC.

Institutional Official - the individual who, as a representative of senior administration, bears ultimate responsibility for the program and is responsible for resource planning and ensuring alignment of program goals with the President's mission. The Institutional Official is the Associate Vice President of Research Administration and Engagement.

Principal Investigator - A faculty member who is the primary individual responsible for the preparation, conduct, and administration of an animal care and use protocol in compliance with applicable laws and regulations and institutional policy and procedures governing the conduct of animal research.

III. Policy:

- A. The IACUC must approve the Institutional Animal Care and Use Protocol, including any changes, in advance of implementation. The IACUC may take one of three actions with regard to an individual protocol: approve, require modifications for approval or withhold approval. Only the first action allows for the purchase and use of animals. Protocols designated as requiring modifications or approval withheld may be reconsidered upon revision and resubmission.
- B. The IACUC may not conduct official business unless a quorum is present. A quorum is defined as a majority of the voting members of the IACUC. Therefore, a protocol may be approved only if a quorum is present and if more than 50% of the quorum votes in favor. For reasons other than conflict of interest, abstentions from voting do not alter the quorum or change the number of votes required.
- C. The conduct of any research involving vertebrate animals shall be reviewed by the IACUC before it is begun and at timely intervals thereafter in accordance with federal regulations.
- D. IACUC-approved activities may be subject to further review and approval by University officials; however, those officials may not approve an activity involving the care and use of animals if it has not been approved by the IACUC.
- E. The Attending Veterinarian or designated associate veterinarian has the authority to temporarily stop an activity for animal well-being concerns pending IACUC action and review of the matter. The Attending Veterinarian (or designee) has the authority to remove an animal from an activity if deemed necessary for health or welfare reasons.
- F. Principal investigators are responsible for the continued ethical conduct of any research or instruction using live vertebrate animals, in compliance with the protocol as approved by IACUC; submitting applications (initial, renewal, and modifications) and adverse events reports to allow sufficient time for review and processing; ensuring that all individuals working with animals under their protocol are listed on the approved protocol or one of its amendments; ensuring that involved staff and students have been sufficiently trained and know how to handle and properly care for the species of animal being used in teaching or research; and ensuring that all personnel listed in an approved protocol have read, understand and are thoroughly familiar with all aspects of the study. Additional information and procedures are published in the "Practice and Procedures for the UWF IACUC" manual.
- G. The IACUC will conduct semi-annual program reviews and facility inspections and provide semi-annual reports to the Institutional Official in accordance with federal regulations. This report must include a specific plan and timeline for the correction of any significant or minor deficiencies noted during the program review or facility inspections. The standards in the Guide for Care and Use of Laboratory Animals are used by the IACUC as the basis for conducting its reviews.

H. To implement this policy, the IACUC shall adopt procedures detailing its responsibilities and actions, consistent with federal, state, and local regulations and statutes. These procedures shall govern the conduct and review of all animal vertebrate research conducted under this policy. These procedures include prior required training for all team members for any research project request involving use of any animal vertebrate. Any adoption and modification of these procedures require approval by the IACUC and the Institutional Official.

Approved by: _____

President Manny Diaz, Jr.

Date: _____

6/10/26

Authority: Animal Welfare Act (AWA, Public Law 89-544, 7 U.S.C.) and subsequent amendments; Animal Welfare Act Regulations (AWAR, 9 CFR, Chapter 1, Subchapter A); Health Research Extension Act of 1985 (Public Law 99-158); Public Health Service (PHS) Policy on Humane Care and Use of Laboratory Animals

History: Created April, 2026

Last Review: