

Administrative Regulation Title:
Regulation Number:

Animal Care Responsibilities & Procedures
6.12 .2

Institutional Official:

The EWC President is the institutional official responsible for ensuring activities using **USDA – regulated** animals at the College are humane and in compliance with all applicable federal, state and local regulations. The Institutional Official is responsible for establishing and enforcing relevant College policies and procedures, including but not limited to **Eastern Wyoming College are conducted humanely and in full compliance with all applicable federal, state, and local regulations. The Institutional Official is responsible for establishing and enforcing relevant College policies and procedures, including:**

- ~~1. Ensuring safety of all faculty and staff utilizing animals in research, teaching, and coaching activities.~~
 - ~~2. Ensuring humane treatment of all animals utilized in research, teaching, rodeo activities, judging and showing.~~
 - ~~3. Ensuring ongoing compliance with federal, state, and local laws or regulations.~~
 - ~~4. Ensuring the authority of the IACUC.~~
 - ~~5. Ensuring the IACUC has sufficient resources for conducting the activities under its jurisdiction.~~
 - ~~6. Ensuring the number and experience of the IACUC members is adequate to address the volume and types of scholarly activities so reviews are accomplished in a thorough and timely manner.~~
 - ~~7. Conducting periodic reviews of the IACUC and its activities.~~
- **Faculty & Staff Safety:** Ensuring the safety of all faculty and staff utilizing regulated animals in research and teaching activities.
 - **Humane Treatment:** Ensuring humane treatment of all animals utilized in research, teaching, and showing.
 - **Regulatory Compliance:** Ensuring ongoing compliance with the Animal Welfare Act (AWA), USDA-APHIS standards, and relevant federal, state, and local laws.
 - **IACUC Authority & Governance:** Ensuring the authority, independence, and operational autonomy of the Institutional Animal Care and Use Committee (IACUC).
 - **Resource Provision:** Ensuring the IACUC has sufficient resources, including budgetary authority, to conduct activities under its jurisdiction.
 - **Membership Adequacy:** Ensuring the number, composition, and experience of IACUC members are adequate to address the volume and scope of institutional activities for thorough and timely reviews.
 - **Periodic Program Reviews:** Conducting periodic evaluations of the IACUC and its ongoing oversight activities.

The Institutional Official is granted the following authorities (list may not be all-inclusive):

- ~~1. Establish and appoint members to IACUC, including the chair, or modify its composite membership. Appointments will be done annually, at the beginning of the academic year.~~
- ~~2. Oversee IACUC's responsibility to establish and implement practices and procedures governing~~

~~the use of animals in research, teaching, and testing.~~

- ~~3. Review and oversee research, teaching, and testing activities that include the use of animals.~~
- ~~4. Provide resources, including budgetary authority, for the IACUC.~~
- ~~5. Suspend or terminate research, teaching, and testing activities as recommended by the IACUC.~~
- ~~6. Provide access to legal counsel on behalf of the IACUC.~~
- ~~7. Place administrative sanctions, within college guidelines, on employees, students, and college affiliates for non-compliance with federal, state, or local laws or regulations, guidelines, policies or procedures.~~

Granted Authorities: The Institutional Official holds full authority to annually appoint or modify IACUC membership (including the Chair); oversee institutional animal care procedures; suspend or terminate non-compliant activities as recommended by the IACUC; provide legal counsel for the IACUC; and impose administrative sanctions on employees, students, or affiliates for non-compliance.

Scope of Regulation & Animal Classification Criteria

In accordance with USDA Animal and Plant Health Inspection Service (APHIS) guidance and Animal Welfare Act (AWA) standards, the scope of federal regulatory coverage and IACUC protocol oversight depends on animal ownership and usage classification:

A. Regulated Animals (Subject to IACUC Protocol Approval & USDA Oversight)

- **College-Owned Species:** Includes college-owned traditional regulated species (e.g., guinea pigs, gerbils, chinchillas, hamsters) used in teaching or research.
- **College-Owned Farm Animals in Biomedical/Basic Teaching:** Cattle, horses, sheep, swine, or other farm animals owned by the College when utilized for basic science, biomedical, or non-traditional agricultural teaching/research.
- **See Appendix B**

B. Non-Regulated Animals (Exempt from IACUC Protocols & AWA Reporting)

- **Privately Owned & Client Patients:** Animals owned by private individuals, students, or staff brought to College facilities under a Veterinary Client-Patient Relationship (VCPR) for instructional care or clinical demonstrations. If a privately owned animal is used for teaching in veterinary technology where a CPVR exists, and the same veterinary procedure is to be demonstrated on said animal more than once in a classroom session, the animal's owner must be present.
- **Shelter & Pound Partnerships:** Animals owned by external animal shelters or rescue entities utilized for instructional procedures (e.g., spay/neuter programs) under formal written service agreements where the shelter retains ownership.
- **Agricultural Farm Teaching:** Farm animals utilized strictly for teaching standard agricultural production, fiber/food production, breeding, or general livestock management efficiency.
- **Exempt Species:** College-owned rats (genus *Rattus*), mice (genus *Mus*), and birds, as well as cold-blooded vertebrates.

Institutional Animal Care and Use Committee (IACUC):

The IACUC reports to the Institutional Official and is charged with the responsibility for the general oversight, evaluation, and **quality** assurance of with the College's animal care and use program **for regulated species**.

The IACUC's scope of responsibility includes (list may not be all inclusive):

- ~~1. Review at least once every six months the College's program for humane care and use of animals, using Guide as a basis for evaluation.~~
 - ~~2. Inspect at least once every six months the College's animal facilities, using the Guide as a basis for evaluation.~~
 - ~~3. Prepare reports regarding IACUC evaluations and submit them to the Institutional Official.~~
 - ~~4. Review and investigate reported concerns involving the care and use of animals at the College. This includes checking calls received on the Animal Welfare telephone line.~~
 - ~~5. Make written recommendations to the Institutional Official regarding any aspect of the College's animal programs, facilities, or personnel training.~~
 - ~~6. Review and approve, require modifications in (to secure approval), or withhold approval of activities related to the care and use of animals.~~
 - ~~7. Review and approve, require modifications in (to secure approval), or withhold approval of proposed significant changes regarding use of animals in ongoing activities related to the care and use of animals.~~
 - ~~8. Notify instructors, and the College (via the Institutional Official) in writing of its decision to approve, withhold approval, or require modifications to secure IACUC approval of activities related to the care and use of animals.~~
 - ~~9. Conduct continuing review of each previously approved, ongoing activity related to the care and use of animals at appropriate intervals as determined by the IACUC, including a complete de-novo review at least once every three years.~~
 - ~~10. Suspend, or terminate an activity involving animals if deemed necessary.~~
- **Semi-Annual Program & Facility Reviews:** Review at least once every six months the College's program for humane care and use of regulated animals, and inspect all college-owned regulated animal facilities using the Guide for the Care and Use of Laboratory Animals as an evaluation standard.
 - **Reporting & Recommendations:** Prepare detailed semi-annual evaluation reports and submit formal written recommendations to the Institutional Official regarding animal care facilities, policies, or personnel training.
 - **Protocol Evaluation:** Review and approve, require modifications in, or withhold approval of Animal Utilization Registration Forms (AURFs) and proposed significant protocol changes for activities involving regulated animals.
 - **Continuing Oversight & De Novo Review:** Conduct continuing reviews of approved ongoing activities at appropriate intervals, including a complete de novo review at least once every three years.
 - **Suspension Authority:** Suspend or terminate any animal activity if non-compliance or animal welfare concerns are identified.

- **Exclusions from Oversight:** Per USDA-APHIS guidelines, the IACUC does not oversee, inspect, or require protocols for non-regulated species, shelter-owned contract animals, or client-owned patient animals.

Attending Veterinarian

The attending veterinarian has specific oversight authority involving all animals used for teaching, research, rodeo activities, judging, and showing activities at the College. This authority is complementary to the IACUC. Faculty and staff are encouraged to call upon the attending veterinarian or other veterinary staff for guidance in protocol development and consultation on experimental procedures.

The attending veterinarian will be a voting member of the IACUC.

The Attending Veterinarian (AV) holds direct authority and responsibility over all clinical care and veterinary medical oversight for animals utilized in teaching, research, and showing across all College programs. This authority is complementary to the IACUC. The AV serves as a voting member of the IACUC and provides technical assistance for protocol development, pain/distress management, and implementation of non-regulated animal care partnerships.

Instructor & Program Responsibilities

A significant burden of responsibility rests with an instructor for the proper use of animals in research, teaching, and testing.

1. With respect to this policy, the instructor is responsible for (list may not be all inclusive):
 - a. Obtaining necessary approvals for activities in accordance with the requirements of the funding agency.
 - b. Ensuring IACUC approvals have been obtained.
 - c. Assuring the project is performed in accordance with the IACUC approved protocol.
 - d. Gaining IACUC approval for changes to protocol or activity prior to implementation of those changes.
 - e. Submitting annual updates to the IACUC.
2. Required Procedures
 - a. Instructors using animals must follow specific policies and procedures delineated by the IACUC.
 - b. Any animal deaths and/or serious injuries must be reported monthly to the IACUC and Institutional Official on a form provided by IACUC.
 - c. An acknowledgement of receipt, review, and acceptance of these policies will be signed by each covered instructor at the start of each academic year.

Use of Animals in Teaching

This policy permits the use of live or dead vertebrate animals solely for instructional purposes under

~~these conditions:~~

- ~~1. The responsible instructor judges the educational goals of the program or course which will be best achieved by such usage.~~
- ~~2. The IACUC evaluates the Animal Utilization Registration Form (AURF) and determines such usage is humane, proper, appropriate, and consistent with government principles and regulations for utilization and care of animals used in research, teaching, and testing.~~
- ~~3. Only the minimum number of animals essential to instructional objectives should be used. Instructors should be encouraged to use alternatives to animals whenever possible.~~

Instructors bear a primary responsibility for the ethical and legal utilization of animals in instructional and research activities.

- **IACUC Protocol Approval:** Obtain formal IACUC approval via an Animal Utilization Registration Form (AURF) prior to initiating any activity involving college-owned, regulated animals.
- **Protocol Adherence & Modification:** Ensure all procedures conform strictly to approved IACUC protocols. Request and secure IACUC approval for any protocol modifications before implementing changes.
- **Annual Updates & Reporting:** Submit required annual protocol updates to the IACUC. Report all animal deaths or serious injuries monthly to the IACUC and IO on standard institutional forms, regardless of animal regulatory status.
- **Prioritizing Alternatives:** Utilize the minimum number of animals necessary to achieve instructional goals and actively integrate non-regulated models or non-animal alternatives whenever feasible.
- **Annual Policy Acknowledgment:** Sign a written acknowledgment of receipt, review, and acceptance of these administrative policies at the beginning of each academic year.

Whistleblower Statement - Reporting Concerns Regarding Animal Treatment

All animals used at Eastern Wyoming College (EWC) must be handled, housed, treated, cared for, and transported in a humane and ethical manner ~~humanly and ethically~~. In accordance with federal law ~~Animal Welfare Act~~ and college rules ~~policy, discrimination or reprisal against any individual reporting perceived non-compliance or animal welfare concerns is strictly prohibited.~~ Any person having reason to question the treatment of animals at EWC is encouraged to report incidents involving perceived non-compliance without fear of retaliation.

REPORTING PROCEDURES:

ANONYMOUS ANIMAL WELFARE REPORTING LINE Phone: 855-392-2273 (855-EWC-CARE)

Concerns may be submitted anonymously via the dedicated hotline above or directly to any standing member of the IACUC. All reported concerns will be thoroughly investigated by the IACUC, and appropriate corrective measures will be submitted to the Institutional Official.

- ~~1. Any person having reason to question the humane or ethical treatment of animals at the college~~

should contact the Institutional Animal Care and Use Committee at the anonymous number 855-392-2273 (855 EWC CARE). No threat or retaliation will be made against anyone reporting perceived mistreatment or non-compliance. In addition, reports can be made to any standing member of EWC's Institutional Animal Care and Use Committee.

2. All complaints and documentation will be brought to the attention of the Institutional Animal Care and Use Committee (IACUC).
3. Anonymous concerns are acceptable, and all reports will be investigated. Federal laws and college rules prohibit discrimination or reprisal for reporting violations of standards and regulations promulgated under the Animal Welfare Act. All concerns will be discussed by the IACUC and, if warranted, appropriate measures will be taken.
4. All complaints, violations and recommendations for subsequent action will be forwarded to the Institutional Official.

Rodeo Coach Responsibilities

A significant burden of responsibility rests with a rodeo coach for the proper use of animals in rodeo practice and competition.

1. With respect to this policy, the coach is responsible for (list may not be all inclusive):
 - a. Ensuring IACUC approvals have been obtained, if required.
 - b. Assuring that all activities involving animals are conducted in accordance with applicable federal, state, and local laws or regulations.
 - c. Assuring all practice and competition activities are performed in accordance with the "Rules Book" of the National Intercollegiate Rodeo Association.
2. Required Procedures
 - a. Any animal deaths and/or serious injuries occurring during activities covered by these policies must be reported monthly to the IACUC and Institutional Official on a form provided by IACUC.
 - b. An acknowledgement of receipt, review, and acceptance of these policies will be signed by each rodeo coach at the start of each academic year.

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Date reviewed, no change: