

Georgia College

IACUC Checklist for Faculty

Phase 1- Does my Project Need IACUC Approval?

- The IACUC must approve all research, teaching, extension, or demonstration activities involving vertebrate animals.
- Examples of activities that are exempt from IACUC oversight include use of: invertebrate animals, materials from animals euthanized for non-research purposes or scat samples.

Phase 2 - Protocol Submission

- The IACUC is using an electronic system for protocol submissions, amendments, adverse events, and protocol deviations.
- Submit protocol application prior to the submission deadlines. See [GCSU IACUC](#) website for deadlines.
 - A checklist with additional details of the requirements for protocols is available on the [GCSU IACUC](#) website under “Faculty Resources”

Note: A PI may submit a wildlife protocol without capture and use permits but final approval will be held until all required permits are secured.

Phase 3 – Pre-protocol initiation requirements

- The PI and all personnel (including students and volunteers) handling animals must complete two IACUC requirements before working with animals. If a protocol is for a class, all students enrolled in the class after the add date must complete these.
 1. Online training [CITI](#). All personnel must complete the (1) Researcher and (2) Animal Biosafety courses, and the IACUC, PI or Campus veterinarian may assign additional mandatory species- and procedure-specific trainings, as determined by protocol.
 2. The GC Occupational Health and Safety Assessment Form (may require an additional form to be filled out by a medical professional.)

Note: Visitors with minimal animal contact do not need to complete the above requirements but will need to fill out a release of liability form. These forms are to be kept on file by the PI.

Note: Students enrolled in a class requiring an animal use protocol are not required to be added to the protocol, but all class instructors are required to be listed as personnel on the protocol. All instructors and students are required to complete the training requirements listed above (1 and 2).

- The PI must provide a list of all personnel along with their completion dates of CITI and OHS forms that confirms that all persons handling animals have completed the two requirements above. This list must be kept updated and the PI will be asked to certify that it is up to date during annual reviews of protocols.

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Phase 4 - IACUC Review

- After submission, proposals will be reviewed by the IACUC committee.
- IACUC members may request additional information during the review process that may require revisions to the protocol application.

Phase 5 – IACUC Approval is granted when all the following have been completed, with appropriate documentation where necessary:

- All committee requests are resolved
- All personnel (including students) have completed CITI training ~~is complete~~
- Required permits are secured, as applicable
- All personnel (including students) have filled out GC Animal Health and Safety Assessment Form (and medical clearance, if necessary)

Phase 6 - Amendments (as applicable)

- Any change to the protocol must be approved by the IACUC prior to implementation
- Amendments may include, but are not limited to, changes in procedures/methods, personnel, animal numbers, housing or procedure location, drugs administered, and/or species used
- To request an amendment, you will need to fill out a new proposal submission, simply select “amendment” on the form. Forms are located on the GCSU IACUC website.

Phase 7 – Semi-annual Lab inspections (lab facilities only)

- Labs will be inspected on a semi-annual basis. IACUC will check that all labs follow established protocols. Please email the IACUC chair for a copy of the inspection form.

Phase 8 - Annual Renewal

- PIs must submit annual renewals for each proposal. The PI is responsible for submitting the annual renewal on time. Please use the renewal form on the GCSU IACUC website.

NOTE: Failure to comply with this requirement will result in a protocol being suspended temporarily or closed.

Phase 9 - Triennial Renewal

- Proposals are approved for three (3) years. To renew a protocol that is reaching its 3-year expiration date, the PI must submit a new application for IACUC review and approval. These can be found on the GCSU IACUC website.

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Phase 10 - Reporting Requirements

- The PI must track the number of animals used so as not to exceed the approved total.
- Protocol deviations and adverse events (including injuries, mortalities, etc.) must be reported to the IACUC office, according to IACUC policy.

Note: Noncompliance will be reported to applicable oversight agencies, in accordance with PHS Policy, the Animal Welfare Act, and funding sponsor agreements.

- Report any animal welfare complaint or concerns to the campus vet, IO, or IACUC immediately. Reports may be made anonymously by clicking on the green “feedback” link on the [GCSU IACUC](#) website.

Note: If you have any questions about IACUC related activities, contact Katie Stumpf, the IACUC chair, at iacuc@gcsu.edu or (445) 478-0811.

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Occupational Health and Safety Program (OHP)

The *Guide for the Care and Use of Laboratory Animals* requires that “an occupational health program must be part of the overall animal care and use program,” The goal of the occupational health and safety program is to prevent occupational injury and illness by avoiding, controlling, or eliminating hazards in the workplace, as well as providing early diagnosis and treatment when necessary.

Note: Do not send Medical Clearance forms to IACUC. They must be submitted to the physician’s office who will evaluate the clearance. Use current forms and instructions listed below by user type.

NOTE: All personnel must be provided with the animal risk informational pamphlet.

Works Regularly With Animals (Employee, PI, or Student; including all people working on a protocol)

- Animal Health and Safety form
- If any items are circled "YES", must see a medical provider for clearance prior to working on a protocol

GC student that DOES NOT work regularly with animals, but some animal contact possible (e.g. lab class)

- Standard Release Waiver

Non-GC Student/Employee and/or visitor

- Waiver of participation in GC OHP

Note: Forms are available on the [GCSU IACUC](#) website.