



DEPARTMENT OF HEALTH & HUMAN SERVICES

PUBLIC HEALTH SERVICE
NATIONAL INSTITUTES OF HEALTHFOR US POSTAL SERVICE DELIVERY:

Office of Laboratory Animal Welfare
Division of Assurances
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Division of Assurances
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Date: February 16, 2012

Reference: Animal Welfare Assurance
Approval Letter for #A4172-01

Dr. Felix A. Okojie
Vice President for Research Development & Federal Relations
Institutional Official
Jackson State University
P.O. Box 17057
Jackson, MS 39217

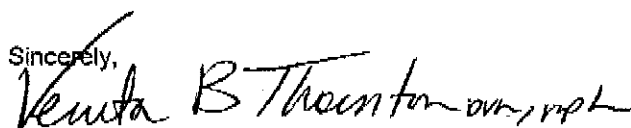
Dear Dr. Okojie:

I am pleased to inform you that The Office of Laboratory Animal Welfare (OLAW) reviewed and approved the renewal of your institution's Animal Welfare Assurance (Assurance) that was submitted in compliance with the Public Health Service (PHS) Policy on Humane Care and Use of Laboratory Animals (Policy), as revised August 2002.

Your Assurance renewal, number **A4172-01**, became effective on **February 1, 2012** and expires on **January 31, 2016**. This Assurance supersedes all previously issued Assurances. ***Please include the Assurance number in all correspondence to OLAW.*** A copy of the Assurance signature page is enclosed.

The Assurance is a key document in defining the relationship of your Institution to the PHS. It sets forth the responsibilities and procedures of your Institution regarding the care and use of laboratory animals. Among the important elements of the Assurance, I would especially call your attention to the reporting requirements that are essential for continued compliance with the PHS Policy. Please note that a Report to OLAW is required at least once every 12 months. The reporting period, unless requested otherwise in writing, is the calendar year. Reports, for the previous calendar year, are due **January 31**.

Sincerely,


Venita B. Thornton, DVM, MPH
Senior Assurance Officer
Office of Laboratory Animal Welfare

cc:
Melvin Davis - IACUC Chairperson
Michael Early - Regulatory Compliance Officer / Administrator

JACKSON STATE UNIVERSITY
A4172-01
ASSURANCE OF COMPLIANCE WITH
PUBLIC HEALTH SERVICE
POLICY ON HUMANE CARE AND
USE OF LABORATORY ANIMALS

Dr. Felix A. Okojie, as named Institutional Official for animal care and use at Jackson State University, hereinafter referred to as Institution, by means of this document, provide assurance that it will comply with the Public Health Service Policy on Humane Care and Use of Laboratory Animals, hereinafter referred to as PHS Policy.

I. APPLICABILITY

This assurance is applicable to all research, research training, experimentation, biological testing, and related activities, involving live, vertebrate animals supported by the PHS and conducted at this institution within the Animal Room Core Facility located in the John A. Peoples Science Building, within any other animal facility on our campus, or at another institution as a consequence of the subgranting or subcontracting of a PHS-conducted or supported activity by this institution.

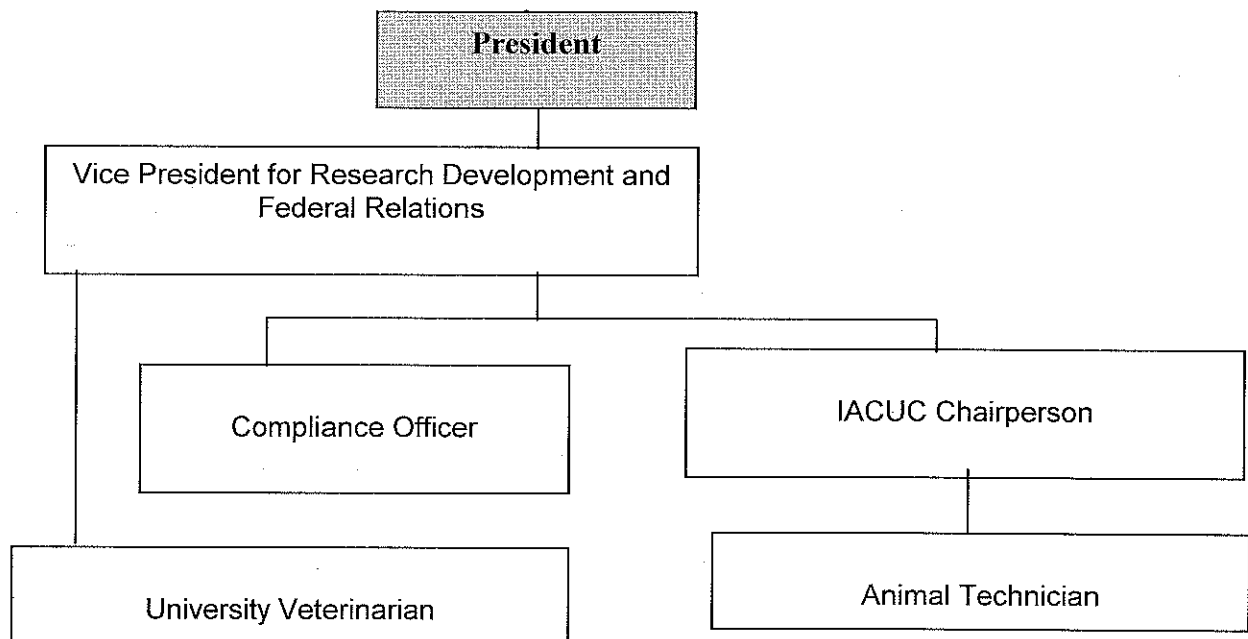
“Institution” includes the following branches and major components of Jackson State University: 1) School of Allied Health Sciences; 2) College of Business; 3) College of Education; 4) College of Science Engineering and Technology; 5) College of Liberal Arts; 6) School of Social Work and; 7) College of Public Service.

II. INSTITUTIONAL POLICY

- A. This institution will comply with all applicable provisions of the Animal Welfare Act and other Federal statutes and regulations relating to animals.
- B. This institution is guided by the “U.S. Government Principles for the Utilization and Care of Vertebrate Animals Used in Testing, Research, and Training.”
- C. 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 make a reasonable effort to 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.

III. INSTITUTIONAL PROGRAM FOR ANIMAL CARE AND USE

- A. The lines of authority and responsibility for administering the program of animal care and insuring compliance with the PHS policy reflect Jackson State University's commitment to excellence in the administration of the animal resources program. (See attached membership roster).



- B. The IACUC through the Chair report directly to the Vice President for Research Development and Federal Relations of Jackson State University, who is the Institutional Official for the IACUC. Research, educational, and management concerns of the IACUC is ultimately communicated to the President via the Vice President for Research Development and Federal Relations. Academic departments utilizing animals will comply with guidelines established and/or interpreted by the IACUC. The Institutional Veterinarian (appointed by the Institutional Official as the University Veterinarian with direct or delegated program authority and responsibility for activities involving animals at the institution as defined under the Animal Welfare Act and PHS policy) serves on the Institutional Animal Care and Use Committee. The IACUC chairperson will convene all ---meetings and be responsible for implementation of all recommendations outlined in the Guide for the Care and Use of Laboratory Animals. The Institutional Veterinarian is an adequately trained and experienced laboratory animal veterinarian. The IACUC is qualified by the experience and expertise of its members to oversee the institutional animal program.

- C. Dr. Willie Bingham serves as JSU's Institutional Veterinarian. He received his Doctor of Veterinarian Medicine degree in 1990 from Louisiana State University and a Master of Science in Veterinary Sciences in 1994. He is licensed to practice veterinary medicine in the states of Georgia, Mississippi, and Louisiana and currently works as a diagnostic pathologist.

As Institutional Veterinarian, Dr. Bingham is required to keep state licensure in good standing, be willing to acquire the requisite continuing education to appropriately care for all species and subspecies of animals and procedures approved by the IACUC within a reasonable time before the animals arrive or the procedures are performed. The responsibility of the Veterinarian is to provide expert advice to the IACUC on the health and welfare of the Institutional animals and the experimental protocols governing their care and use. In addition, the Veterinarian will evaluate the animals and their environment and care, at least twice a week and serve in a professional capacity as needed. The Veterinarian has the authority to immediately contact the Principal Investigator, act immediately in the best interest of the animal. A report, verbal or written, of such an incident will be submitted as soon as possible to the Principal Investigator and the IACUC. In non-urgent disagreements, the Veterinarian shall notify the PI or the PI's agent. The IACUC shall monitor disagreements between the Veterinarian and the PI. The amount of time contributed by the Veterinarian will necessarily vary with the number and types of research proposals, but will not be less than 25% or more than 35% without renegotiating the Veterinarian's contract. Primary duties will include management of veterinary support staff, oversight of animal health services, management of surgical/anesthesia support, management of all veterinary medical matters, and recordkeeping.

Backup veterinary care: Dr. Elise P. Gomez-Sanchez, D.V.M. provides emergency care services in the absence of Dr. Bingham. She also serves on the IACUC. Dr. Sanchez is a Professor in the Division of Endocrinology and Metabolism, University of Mississippi Medical Center, and Research Physiologist with the Veterans Administration Center, Jackson, Mississippi. Dr. Sanchez has thirty-five plus years experience pertaining to the use of animals in research.

- C. This institution has established an Institutional Animal Care and Use Committee (IACUC), which are qualified through the experience and expertise of its members to oversee the institution's animal program, facilities, and procedures. The JSU IACUC consists of eight members, and its membership meets the composition requirements set forth in the PHS policy at IV.A.3.b. Attached is a list of the chairperson and members of the IACUC, and their degrees, position titles, specialties and institutional affiliation (*See Attachment A*).

D. ITEMIZATION OF IACUC RESPONSIBILITIES:

1. To review the institution's program for humane care and use of animals,

using the Guide as a basis for evaluation, at least once every six months. The IACUC procedures for conducting semiannual program evaluations are: A written description of the program is distributed to all the members of the IACUC. The program description covers all areas addressed by the NIH Guide and the format is the same as that used by AAALAC to provide descriptions of programs. Each member receives a Program Review Checklist to not acceptance, major or minor significant deficiencies. Each member receives a Program Review Checklist, which has the following rating categories: Acceptance, minor deficiencies, major deficiencies. Reviews are conducted by extending an invitation to all IACUC members which includes at least two voting members participation for each inspection. All information on the Checklists are compiled and presented to the Committee for review at the next meeting. Areas of concern are addressed and recommendations for correction are made. Major discrepancies and resolutions are discussed at a convened meeting.

2. To inspect all of the institution's animal facilities, including satellite facilities, using the Guide as a basis for evaluation at least once every six months. The IACUC procedures for conducting semiannual facility inspections are:

IACUC members visit and inspect all of the institution's animal facilities at least once every six months using the Guide and PHS Policy as a basis for evaluation and inspects all facilities where USDA covered species are housed or used. All IACUC members are invited, however a minimum of two members are required to perform the inspection. The committee members are provided with a Facilities Inspection Checklist. Each member receives a clipboard with the checklist to note acceptance, minor or significant deficiencies. The inspections address issues including, but not limited to, animal health, sanitation, climate control, ventilation, feeding and watering practices, and animal identification. Once the inspection has been completed, the Committee gives the comments to the compliance officer who compiles the report for review. Areas of concern are addressed and recommendations for corrections are made. Major discrepancies and resolutions are discussed at a convened meeting.

3. To prepare reports of the IACUC program review and facility inspections as set forth in the PHS policy IV.B.3 and to file the reports with the Vice President for Research Development Support and Federal Relations. The IACUC process for developing reports and submitting them to the Institutional Official is:

Checklists developed in accordance with the Guide and PHS Policy are used to perform inspections. The Guide and the PHS Policy are also used as a basis for evaluating the program. The report contains any

observations, deficiencies or departures from the Guide, PHS policy or AWA regulations. The report includes a description of compliance with these policies and departures are specifically stated with the reasons for the departure. All such departures from the Guide will be stated and reported to the IO for each six month reporting period that the IACUC approved departure is in place. Minor and significant deficiencies are also noted with a detailed plan and timeframe for correcting each deficiency.

Pertinent information from facility inspection checklists and program evaluations including minority views, if any, are compiled and presented to the committee for review at the next convened meeting. Areas of concern are addressed and once the report is deemed acceptable by the Committee, the final report is submitted to the Institutional Official, with signatures from a majority of the committee members. If there are no minority views the statement "There Were No Statements Of Minority Views" is provided. All deficiencies are followed up by IACUC staff and coordinated with the IACUC members until they are resolved.

4. To review concerns involving the care and use of animals at the institution. The IACUC posts public notices for reporting animal mistreatment to any IACUC member or to the IACUC office. Whistleblower identities are not disclosed and all persons are protected under Federal Law and University Policy. All concerns of the IACUC members or other interested parties will be discussed at committee animal resources program, facilities, or personnel. Recommendations relative to the institution's animal program, facilities, and other pertinent issues will be formally written by the chairperson(s) of the IACUC and forwarded to the President via the Vice President for Research Development and Federal Relations.
5. To make written recommendations to the Vice President regarding any aspects of the institution's requirements. The procedure for making recommendations to the Institutional Official is: The IACUC meets monthly or as needed to review protocols and to discuss other issues associated with animal care. A letter is submitted to the Institutional Official regarding recommendations for the animal care facility.
6. 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 at IV.C. The two methods employed by JSU IACUC are full committee review (FCR) or designated member review (DMR). DMR is employed only after all voting members have been provided an opportunity to call for FCR. The procedures for each method are as follows:

Full Committee Review

The process for reviewing and approving programs involving animal usage begins with the completion of an animal protocol form. All information required for the protocol must be consistent with the requirements of PHS and Animal Welfare Act (AWA) regulations. These protocols are submitted to a primary reviewer at least two weeks prior to meetings. The primary reviewer contacts the principal investigator for any significant questions or concerns regarding the protocol before the full committee reviews it. The primary reviewer also determines compliance with USDA protocol requirements for referral to the University Veterinarian. IACUC staff request minor modifications (i.e. missing signatures, grammatical, type errors, etc.). Once the protocol is completed, copies of the protocols are sent to each member of the committee prior to each meeting. If a protocol is presented and needs expedited approval, then a DMR (see below) may be conducted. No IACUC member may participate in IACUC review of an activity in which that member has a conflicting interest except to provide information requested by the IACUC. All members of the committee are polled as to whether they request a FCR of the protocol, and have 72 hours to respond.

At a quorum convened FCR meeting the IACUC deliberates and conducts a review of those components related to care and use of animals and determine that the proposed protocols are in accordance with AWA regulations. Further, the IACUC determines whether the protocol conforms to the institution's PHS Assurance and meets the following requirements:

- a. Procedures with animals will avoid or minimize discomfort, distress, and pain to the animals, consistent with sound research design.
- b. Procedures that may cause more than momentary or slight pain or distress to the animals will be performed with appropriate sedation, analgesia, or anesthesia, unless the procedure is justified for scientific reasons in writing by the investigator.
- c. Animals that would otherwise experience severe or chronic pain or distress that cannot be relieved will be painlessly killed at the end of the procedure or, if appropriate, during the procedure.
- d. The living conditions of animals will be appropriate for their species and contribute to their health and comfort. The housing, feeding, and nonmedical care of the animals will be directed by a veterinarian or another scientist trained and experienced in the

proper care, handling, and use of the species being maintained or studied.

- e. Medical care for animals will be available and provided as necessary by a qualified veterinarian.
- f. Personnel conducting procedures on the species being maintained or studied will be appropriately qualified and trained in those procedures.
- g. Methods of euthanasia used will be consistent with the current recommendations of the American Veterinary Medical Association (AVMA) Guidelines on Euthanasia.

If additional questions or comments need to be addressed, the protocol is returned to the Principal Investigator via IACUC staff for additional responses. This process is continued until members are satisfied with the required modifications and responses.

The IACUC by majority vote of the quorum may withhold approval if they feel that PHS Policy requirements or other stipulations have not been satisfied. The PI is then given a written notification, including the reason for the decision. In the process of appeal to the IACUC, the PI is given an opportunity to respond in person or in writing. The IACUC, however, shall be the final authority in determining the acceptability of the protocol.

Once the protocol has been approved, the investigator may start the work. At the next committee meeting the protocol will be presented to the committee as business conducted. Once a protocol is approved, the investigator is assigned an approval number. Animals may only be ordered through the facility manager. Each request for animals requires the protocol title, approval date, approval number, authorized user, and signature of the principal investigator. The animal care staff uses a data log to monitor the number of animals being used for each protocol.

Designated Member Review

If FCR is not requested, the IACUC chairperson may assign three to five designated members to review the protocol. The designated members shall review those research projects and have the authority to approve, require modifications in (to secure approval) or request full committee review of those research projects.

When a DMR is recommended by the chair, all members of the IACUC are polled for agreement to perform a DMR. The DMR process is similar to the full committee process for reviewing and approving programs

involving animal usage which begins with the completion of an animal protocol form. All information required for the protocol must be consistent with the requirements of the PHS and Animal Welfare Act (AWA) regulations. The primary reviewer determines compliance with USDA protocol requirements for referral to the University Veterinarian. When USDA covered species are involved the Veterinarian must be assigned as one of the designated members. Upon selection of designated review members the primary reviewer notifies each member that a protocol is available for review. Designated members are given three working days from the date of the notice to provide comments, pose questions, request clarifications or refer to FCR. IACUC staff request minor modifications (i.e. missing signatures, grammatical, type errors, etc.). The primary reviewer communicates significant concerns, questions or clarifications with the principal investigator to finalize the request for DMR review.

At a convened meeting the DMR determines whether the protocol conforms to AWA regulations and the institution's PHS Assurance. The protocol must meet the above described requirements under Full Committee Review a-g. If additional questions or comments need to be addressed, the protocol is returned to the Principal Investigator by the primary reviewer for additional responses. This process is continued until members are satisfied with the required modifications and responses. Any member can make the decision to defer to FCR during the review process. The DMR may unanimously approve the protocol, require additional information or refer it to FCR.

Once the protocol has been approved, the investigator is given written approval to start the work. At the next committee meeting the protocol will be presented to the full committee as business conducted. Once a protocol is approved, the principal investigator is assigned an approval number. Animals may only be ordered through the faculty manager of the facility. Each request for animals requires the protocol title, approval date, approval number, authorized user, and signature of the principal investigator. The animal care staff uses a data log to monitor the number of animals being used for each protocol.

Conflict Of Interest

Conflict of Interest includes participation in the project, involvement in competing projects, a financial interest, a personal relationship, or other situation giving rise to a conflicting interest as defined in the Guidelines. If any IACUC member believes that he/she has a conflict of interest, it must be brought to the attention of the IACUC. IACUC policy requires members to decline participation in any type of IACUC review and/or voting, in which the member has a conflict of interest. Any member having a

conflict of interest must recuse him/herself from the meeting prior to the deliberation, discussion or vote on the protocol. Members determined to have conflict of interest will not be counted as part of a quorum.

7. Review and approve, require modifications in (to secure approval), or withhold approval following FCR, of proposed significant changes regarding the use of animals in ongoing activities as set forth in the PHS Policy at IV.C. The IACUC procedures for reviewing proposed significant changes in ongoing research projects are: The significant changes to approved protocols are submitted to the primary reviewer. If the changes are considered significant, IACUC approval must be secured prior to initiating the changes. Request for significant changes follow the same procedures for review as new protocols. They are distributed to the full committee for consideration. Significant changes are defined as those that will result in more than momentary or slight pain or distress, a change in methods of anesthesia, changes in standard feeding procedures, restraint procedures, changes in experimental end point, changes in the methods of euthanasia, changes in species, increase in animal numbers, or addition of personnel working with animals.
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: The IACUC recorder documents the minutes of the meetings and once a protocol has been approved, returned for modifications, or disapproved following FCR procedures, the IACUC chairperson sends a letter to the investigator, and a copy is retained in the files.
9. 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 in accordance with the PHS Policy at IV.C.1-4 at least once every three years. The IACUC procedures for conducting continuing review are:

Principal Investigators are required to complete annual updates regarding any changes to all active continuing protocols. All ongoing activities are monitored continuously by the University Veterinarian and animal care staff and the associated protocols are reviewed by a member or members of the IACUC at least annually. If any significant changes are noted the researcher is provided a written notice to discontinue research until IACUC approval is granted. The process described in Section III D.6. is followed to address such changes.

A protocol review is conducted every three years as required by NIH if they are to continue. If activities are to continue beyond the three year expiration date a new protocol must be submitted, reviewed and approved prior to the expiration date. The process for reviewing protocols for continuing activity are the same procedures described for FCR and DMR in section III D.6. of this policy.

Each protocol is reviewed annually to determine if there are any changes, problems or concerns. Protocols that are determined to have completed activities are removed from the active list. One year prior to expiration of protocol approval, primary investigators with ongoing studies are notified that their protocols must be resubmitted for a complete review in accordance with PHS Policy IV.C.1-4a.

Protocols involving USDA covered species annual reviews and approval procedures utilize FCR and DMR procedures as described in Section III D.6. The exception is that the University Veterinarian must be a part of either committee.

The review procedures used for protocols that involve USDA-covered species are the same as any other IACUC approval. For species covered by the USDA Animal Welfare Act, an annual review of the protocol by the IACUC is required. For both USDA covered species and all other vertebrate species, a re-submission and review are required.

All personnel using USDA covered species must be properly trained and listed on the IACUC protocol. The University Veterinarian monitors on a random basis the activities of personnel who utilize USDA covered species.

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: The IACUC may suspend an activity, which is not being conducted in accordance with the description provided by the investigator. The IACUC will immediately initiate an investigation of an alleged violation. Once the infraction is identified, it is brought to the attention of the IACUC and discussed in a special convened meeting. Suspension requires a majority vote of the quorum at a convened meeting of the IACUC. A decision by the IACUC to suspend an activity may be appealed by the investigator. The Committee chairperson will report the results to the Institutional Official (IO) who will then consult with the IACUC. If the suspension is upheld, the IO will take appropriate corrective action and a report with an explanation will be forwarded to OLAW.

E. OCCUPATIONAL HEALTH AND SAFETY PROGRAM

The Risk Assessment and Occupational Health and Safety Programs for personnel who work in laboratory animal facilities or have frequent contact with animals are: JSU has developed Risk Assessment and Occupational Health and Safety Programs. The purpose of these programs is to provide guidance on the diagnosis, treatment, and reduction of diseases transmitted from animals to man (zoonotic diseases).

The manual provides a description of the Risk Assessment and Occupational Health and Safety Programs that has been implemented by Jackson State University. These Programs are intended to meet or exceed the health and safety requirements established by the NIH and are designed to protect individuals working with vertebrate animals.

The Occupational Health and Safety Program is planned and managed by the campus Safety Officer who coordinates with JSU Health Center professional staff, Environmental Health & Safety Management (EHS) and Hazardous Material Management (HAZMAT). JSU bases its occupational health and safety program on risk assessment and hazard identification. Each department conducts periodic inspections to identify any unsafe conditions, equipment or work practices. Annual inspections for safety and health hazards are conducted by EHS in coordination with HAZMAT.

Required immunizations are administered by the Director of Health Center in coordination with EHS. Immunization requirements include tetanus, tuberculosis, hepatitis B, etc. depending upon the specific circumstances, identified risk factors and determined medical need. All employees who work with laboratory animals will complete a risk assessment questionnaire to assess and address occupational risk.

Zoonoses surveillance is managed by screening all animals for select pathogens and routing testing following arrival to our facility. JSU has appropriate quarantine facilities and procedures are in place to prevent zoonoses. All personnel working with animals are provided general information on zoonotic agents and personnel working with higher-risk species (e.g. nonhuman primates) are required to receive additional species specific training. All personnel who work regularly with laboratory animals will be provided with and are expected to read brief handouts, attend required seminars and workshops pertaining to zoonotic diseases, and allergies as well as precautions to be taken during pregnancy, illness, or decreased immunocompetence.

In the event of bites, scratches, illness or other injury, the University provides immediate treatment through the Health Center and when necessary may be referred to a local health facility for further evaluation or treatment. The University provides appropriate medical treatment and care for work or research related incidents. In compliance with University policy all such incidents must be

reported to supervisors who in turn are required to provide notice to the University's Risk Management and Department of Public Safety departments.

Specific training is offered for those who work with animals include, TB, Herpes, Measles, bites and scratches. Also the University Veterinarian administers specialized training, workshops, seminars, and provide handouts pertaining to various animal classes and the proper precautions when handling and caring for them.

Protective clothing, gloves and masks are provided to mitigate the development to allergies to bedding, feed or animals. Closed toed shoes must be worn.

Species-specific training and/or instruction is available for scientists, animal technicians, and other personnel involved in animal care, treatment, or use are as listed below and special precautions are posted as warranted.

Eating, drinking, smoking, or application of lip balm/stick are strictly prohibited within the facility.

Written guidelines for appropriate care of bites, scratches, or other animal-inflicted wounds shall be posted in a prominent area in each animal facility.

All biohazards and chemical hazards must be clearly identified/marked.

F. The average daily inventory of animals, by species in each facility is provided in the total gross number of square feet in each animal facility, the species of animals housed the attached table (*Attachment B*).

G. The training or instruction available to scientists, animal technicians, and other personnel involved in animal care, treatment, or use is provided through periodic mandatory attendance workshops and they are required to take the Responsible Conduct of Research certified training. IACUC sponsors periodic in-house mandatory attendance workshops for IACUC members, principal investigators, students and all personnel who come into contact with research animals. These workshops will cover such topics as IACUC 101, euthanasia, husbandry, enrichment and a variety of other areas. At a minimum, IACUC members receive annual training while scientists, animal technician and other personnel involved in animal care, treatment or use attend semi-annual workshops. All training is documented by sign-in sheets and materials used to publicize and deliver training.

The IACUC requires all Principal Investigators and individuals involved in animal research to be trained prior to engaging in any activity as requested in the approved protocol. Research personnel must receive mandated training and instruction, usually provided by the University Veterinarian, in ethics and policies

and procedures that governs animal care use and provides hands-on procedures to minimize the number of animals required in obtaining valid results and to minimize animal pain and distress. Such training and instruction includes:

- a. Instruction in proper handling and care for the various species of animals used by the facility;
- b. Proper pre-procedural and post-procedural care of animals;
- c. Aseptic surgical methods and procedures;
- d. The concept, availability, and use of research or testing methods that limit the use of animals or minimize animal distress;
- e. Proper use of anesthetics, analgesics, and tranquilizers;
- f. Recognizing, Defining, and Categorizing Animal Pain and Distress; and,
- g. Utilization of available information resources on appropriate methods of animal care and use such as: on alternatives to the use of live animals in research that could prevent unintended and unnecessary duplication of research involving animals.

Each IACUC member is provided with a packet which includes a copy of the JSU PHS Policy on Humane Care and Use of Laboratory Animals, Arena/OLAW IACUC Guidebook, NRC Guide for the Care and Use of Laboratory Animals, and relevant institutional policies involving the care and use of animals in research. All members are required to take the certified CITI training course for IACUC members. Certifications are good for three years. New members participate in an orientation meeting with the Chair and Research Compliance to be given an overview of responsibilities, functions and the authority of the IACUC. The Chair, Compliance Officer and University Veterinarian also provide continuous in-house training regarding IACUC administration and various topics involving the care and use of animals in research. IACUC members are encouraged to attend animal care and use conferences, especially those relative to IACUC administration.

The research animals used at Jackson State University include: channel catfish, striped bass, goldfish, mice and rats. To prevent unexpected injury, death and disease of animal colonies at JSU, all scientists, technicians and graduate students are given training on proper husbandry, handling, anesthesia, humane euthanasia and tissue sampling techniques. Through the JSU IACUC form, the IACUC in which the university veterinarian is a referenced, asks each researcher and associated participants about their training and background with that particular species and what procedures and techniques will be used on them. Researchers are asked to describe animal procedures and techniques in detail. From the information given on the IACUC form, the university

veterinarian gives individual and group instruction to the research party on the most humane ways to handle, anesthetize and administer treatments to the species along with proper euthanasia techniques, as well as PowerPoint demonstrations in seminar fashion on drug administration, handling, and clinical assessment of animals during research and clinical criteria for animal euthanasia.

IV. INSTITUTIONAL STATUS

All of JSU's programs and facilities, including satellite facilities for activities involving animals have been evaluated by the IACUC and will be reevaluated by the IACUC at least once every six months in accord with IV.B.1 and 2. of the PHS Policy, and reports prepared in accord with IV.B.3. of the PHS Policy.

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 will be identified specifically and reasons for each departure will be stated. Reports will distinguish significant deficiencies from minor deficiencies. Program or facility deficiencies to the Guide will be identified specifically and reasons for each departure will be stated. Reports are noted and will contain reasonable and specified plan and schedule for correcting each deficiency. Semiannual reports of the IACUC evaluations will be submitted to the Institutional Official. Semiannual reports of IACUC evaluations will be maintained by this institution and made available to the Office of Laboratory Animals Welfare (OLAW) upon request. The most recent semiannual report of the IACUC is attached (*Attachment C*).

This Institution is Category (2) — not accredited by the Association for Assessment and Accreditation of Laboratory Animal Care International (AAALAC). 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 REQUIREMENTS

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

1. A copy of this Assurance and any modifications thereto, as approved by the 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, Dr. Felix A. Okojie, Vice President for Research Development and Federal Relations.
 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

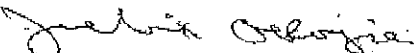
- A. JSU's reporting period is January 1 – December 31. The IACUC, through the Institutional Official, will submit an annual report to OLAW on January 31 of each year. The report will include:
1. Any change in the status of the institution, any change in the description of the institution's program for animal care and use as described in this Assurance, or any change in IACUC membership. If there are no changes to report, this institution will provide OLAW with written notification that there are no changes.
 2. Notification of the dates that the IACUC conducted its semiannual evaluations of the institution's program and facilities (including satellite facilities) and submitted the evaluations to Dr. Felix A. Okojie, Vice President of Research Development and Federal Relations.
- B. The IACUC, through the Institutional Official, will provide the OLAW promptly 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.

VII. INSTITUTIONAL ENDORSEMENT AND PHS APPROVAL**A. Authorized Institutional Official**

Name: Dr. Felix A. Okojie
Title: Vice President for Research Development and Federal Relations
Name of Institution: Jackson State University
Address: P. O. Box 17057
Jackson, MS 39217
Phone: (601) 979-2931

Fax: (601) 979-3664

E-mail: felix.a.okojie@jsums.edu

Signature: 

Date: December 8, 2011

B. PHS Approving Official

Name: Venita B. Thornton, D.V.M., M.P.H.
Senior Assurance Officer, Division of Assurances
Office of Laboratory Animal Welfare (OLAW)
Title: NIH/OD/OER
Address: 6705 Rockledge Drive
RKL 1, Suite 360-MSC 7982
Bethesda, Maryland 20892-7982
Phone: thortov@od.nih.gov

301-457-4208

Fax: 301-915-9473

E-mail: thortov@od.nih.gov

Signature: 

Date: Feb. 1, 2012

C. Effective Date of Assurance: Feb. 1, 2012

D. Expiration Date of Assurance: Jan. 31, 2016