

OVERVIEW OF ANIMAL USAGE AT MICHIGAN STATE UNIVERSITY

The College of Agriculture and Natural Resources (CANR) maintains South Campus Animal Farms (SCAF) which produce and house agricultural animals that are used across the MSU community. The livestock farms are an integral part of the teaching, extension, and research programs.

In addition to the South Campus Animal Farms, there are three livestock facilities off campus.

- Lake City Research Center (LCRC)
- Upper Peninsula Research & Extension Center (UPREC)
- W. K. Kellogg Biological Station (KBS) Pasture Dairy

Persons wanting to use laboratory or companion animals can utilize facilities for these species at other locations on campus. For more information regarding usage of laboratory and/or companion animals contact Campus Animal Resources (CAR).

Faculty and staff using animals within their programs must do so responsibly and as outlined in the MSU Faculty Handbook under *Use of Animals in Research, Teaching, and Outreach*. Ultimately all animal use is overseen by the Michigan State University (MSU) Institutional Animal Care and Use Committee (IACUC). All faculty and staff must provide the appropriate documentation to this oversight committee. In addition, all faculty and staff using animals housed at the SCAF must also provide the appropriate justification.

Faculty and staff using livestock housed at any of the farms must work within the guidelines of the ***Guide for the Care and Use of Agricultural Animals in Research and Teaching***. If the IACUC designates your use of livestock as biomedical, you must work within the guidelines of the ***Guide for the Care and Use of Laboratory Animals*** or possibly a blend of both guides. Cooperation with farm management as well as other faculty and staff using the animals and facilities is an important key to success. Persons wishing to use animals at the livestock farms should consider the following steps:

1. Determine which species to use and develop a reasonable outline of what project(s) you wish to conduct. Include in your outline an estimate of animal numbers as well as any specialized housing, specialized techniques or protocols you plan to implement.
2. Schedule a meeting with the Farm Manager to discuss your outline and proposed ideas. This meeting may include the SCAF Director as well as a tour of the farm to see how it may or may not meet your needs.
3. If alterations of farm facilities are necessary for your projects, discuss this with the Farm Manager to determine feasibility. It may also be necessary to include the SCAF Director.
4. To request usage of animals at the livestock farms two different forms must be completed and approved before any activities can begin at the livestock farms. Farm Managers have the authority to delay projects unless appropriate documentation is completed and approved. The necessary forms are;
 - a. The IACUC Protocol
 - i. Approval of this protocol fulfills MSU's compliance with the Animal

- Welfare Act.
- ii. Some uses of animals, for example in observational studies, may not need formal review and approval from the IACUC. However, they do require an *Exemption Form* to be filled out which can be found on the IACUC website.
 - iii. **Graduate students using animals in their research program must have IACUC approval for animal use prior to the initiation of their animal research. This is a critical requirement for graduation.**
- b. The *SCAF Research Animal Use Form (AUF)*
 - i. This is an internal form that helps assure that use of animals is appropriate and that the people and facilities involved know what is being proposed. This form must have farm manager and SCAF Director approval before any animal activity commences. If you have questions regarding the completion of this form, consult with the farm manager or Jolene Bott.
 - c. If there are going to be changes in the usage of animals, procedures, protocols, drugs, etc. that have been previously approved in a Protocol, it is required that you complete an IACUC *Amendment* and have the form approved before any changes take effect.
 - i. An amendment can be completed within the Protocol on the Click website.
 5. All animal usage at the South Campus Animal Farms must be approved through both the IACUC and SCAF Research AUF.

In addition, be aware of the following requirements and considerations:

Training

Federal regulations and guidelines require institutions to provide assurance that individuals working with animals have received appropriate training and are qualified to humanely use animals in the course of teaching, research, and extension/outreach activities. The MSU IACUC has established minimum requirements that ALL individuals must complete prior to beginning any animal work at MSU. All personnel listed on the IACUC Protocol including PIs must undergo mandated IACUC training. Approval of protocols and significant changes may be withheld pending completion of mandated training. The training can be found on the IACUC website.

Environmental Health & Safety (EHS) also offers training classes to ensure that MSU personnel are fulfilling local, state, and federal requirements in radiation, chemical, biological, occupational, animal handler, hazardous waste, and environmental safety as well as controlled substances. Training requirements depend on specific job duties. Supervisors should have the same training as the immediate employees they supervise. Training can be found on the EHS website.

Medical Monitoring

All MSU employees (*those who receive a paycheck from MSU*) who have contact with live

vertebrate animals or unfixed/untreated animal-derived materials must be enrolled in the MSU Occupational Health Program. Public Health Service Policy requires that each University receiving federal support for research involving vertebrate animals have a Medical Monitoring Program for personnel with animal contact. All new persons or existing employees who have not met the requirement and who work with animals or animal-derived products or wastes (work with unfixed animal tissue, clean pens/stalls, etc) are required to complete a questionnaire that identifies what their work involves, as well as questions about their own health status and history. Decisions about what occupational health services employees need are based on assessment of occupational risk as well as an employee's particular health status. Supervisors should complete and submit the *Exposure To Health Risks/Physical Demands Form* for all new employees. This form includes a check box for "Work with animals or unfixed animal tissue." Submission of this form will trigger the enrollment process to notify the employee that they need to complete the *Initial Medical Questionnaire*. The University Physician's Office also reviews IACUC Protocols for compliance with applicable health and safety issues as they pertain to occupational health.

Environmental Health & Safety

EHS reviews IACUC Protocols for compliance with applicable health and safety regulations as they pertain to radiation, chemical, biological, occupational, animal handler, hazardous waste, and environmental safety as well as controlled substances. Projects involving the use of radioactive materials require prior approval by the Radiation Safety Committee. Projects involving recombinant DNA or transgenic animals require prior Institutional Biosafety Committee approval. Projects involving the use of hazardous chemicals and infectious agents are guided by internal MSU policies in accordance with local, state, and federal requirements and guidelines. Projects using these materials may not need prior approval by EHS; however, noncompliance can result in interruption or termination of the project. It is the responsibility of the Principal Investigator (PI) to assure compliance. EHS will provide training and information to assist the PI in meeting his/her responsibility.

If your work requires use of controlled substances, Federal and State laws require that all such substances utilized in the course of research may only be obtained by individuals holding a special Drug Enforcement Administration (DEA) license. Individual PIs must obtain a license to purchase controlled substances. For assistance in obtaining a license, contact the EHS Animal Handler Safety Officer. For further information on the controlled substances program visit the EHS website.

If you are using a hazardous agent (except for gas anesthetics) in conjunction with your project, please contact EHS and the supervisor for the animal facility where your animals will be housed in order to complete the *Animal Hazard Control Form* (AHCF) before your project starts. It is the PI's responsibility to post the final version of the AHCF on the lab/animal room door two weeks prior to start of protocol.

Budgeting

It is important that research proposals accurately reflect the direct costs of meeting today's animal care standards. This can be broken down in to two primary areas:

1. Costs, Care, and Housing of Animals

Revised by: Jolene Bott, South Campus Animal Farms – Revised Aug 2021

Contact the Farm Manager of the appropriate farm or animal facility for the current per diem rates.

2. Special Costs

Items such as remodeling, special transportation of animals, freight costs, additional labor, technical assistance, special foods, drugs, and/or related items are often overlooked in planning animal research projects. Be sure to include such costs in your budget and contact the Farm Manager of the appropriate farm or animal facility to discuss items such as these.