

## **NSF DOMESTIC ASSURANCE**

**Nicholls State University** W20-00004

### **NSF Animal Welfare Assurance for Domestic Institutions**

I, V. Sue Westbrook, as named Institutional Official for animal care and use at Nicholls State University provide assurance that this Institution will comply with the Public Health Service (PHS) Policy on Humane Care and Use of Laboratory Animals (Policy).

#### **I. Applicability of Assurance**

This Assurance applies whenever this Institution conducts the following activities: all research, research training, experimentation, biological testing, and related activities involving live vertebrate animals supported by the PHS, HHS, NSF and/or NASA. This Assurance covers only those facilities and components listed below.

- A. The following are branches and components over which this Institution has legal authority, included are those that operate under a different name:

**Aquatic Laboratory located in 116 Sciences and Technology Building:** NSF IOS 2029216; expiration date: October 31, 2024

**Aquatic Laboratory located in 303 Gouaux:** NSF IOS 2029216; expiration date: October 31, 2024

**Nicholls State University Farm:** NSF IOS 2029216; expiration date: October 31, 2024

- B. The following are other institution(s), or branches and components of another institution:

Not applicable

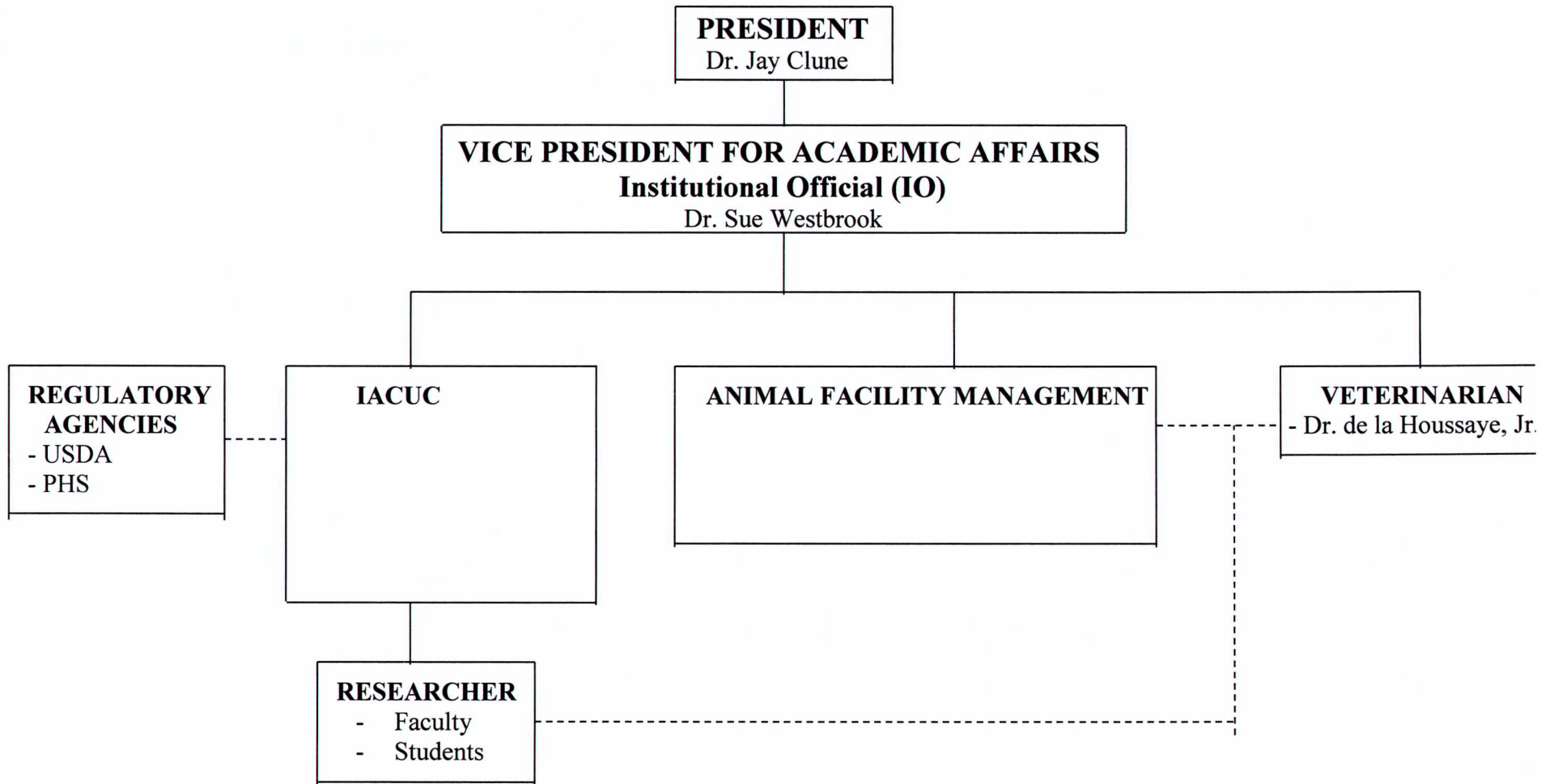
#### **II. Institutional Commitment**

- 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 ensure that all individuals involved in the care and use of laboratory animals understand their individual and collective responsibilities for compliance with this Assurance, and 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 according to the *Guide for the Care and Use of Laboratory Animals*.
- E. This Institution agrees to ensure that all performance sites engaged in activities involving live vertebrate animals under consortium (subaward) or subcontract agreements have an Animal Welfare Assurance and that the activities have Institutional Animal Care and Use Committee (IACUC) approval.

#### **III. Institutional Program for Animal Care and Use**

- A. The lines of authority and responsibility for administering the program and ensuring compliance with the PHS Policy are as follows:

# Nicholls State University IACUC ORGANIZATIONAL CHART



B. The qualifications, authority, and percent of time contributed by the veterinarian(s) who will participate in the program are as follows:

1) Name: Dr. Lionel de la Houssaye, Jr.

Qualifications

- Degrees:  
DVM (LSU School of Veterinary Medicine)
- Training or experience in animal medicine or in the use of the species at the institution:  
Small animal and exotic animal veterinary care with over twenty years of clinical experience.  
Own private practice of de la Houssaye Animal Hospital with locations in Gray and Thibodaux, Louisiana

Authority: Dr. Lionel de la Houssaye, Jr. has program authority and responsibility for the Institution's animal care and use program.

Time contributed to program:

Consulting veterinarian

Approximately 1 hour/month (100% contributed to animal care and use program)

IACUC member and consulting veterinarian

2) Name: Dr. Jill Krzycki, DVM

Qualifications

- Degrees: DVM (LSU School of Veterinary Medicine)
- Training or experience in animal medicine or in the use of the species at the institution:  
Small animal veterinary care; surgical procedures  
Twenty years of clinical experience

Responsibilities:

Back up veterinary care

C. The IACUC at this Institution is properly appointed according to PHS Policy IV.A.3.a. and is qualified through the experience and expertise of its members to oversee the Institution's animal care and use program and facilities. The IACUC consists of at least 5 members, and its membership meets the composition requirements of PHS Policy IV.A.3.b. Attached is a list of the chairperson and members of the IACUC and their names, degrees, profession, titles or specialties, and institutional affiliations.

The Institutional Animal Care and Use Committee (IACUC) at Nicholls State University consists of six members meeting the following criteria:

- 1) One doctor of veterinary medicine selected by the president from recommendations of the department heads of the biology and psychology departments. (Permanent member)
- 2) Three members selected by the president who have had scientific laboratory experience with animals. The president selects from:
  - two faculty recommended by the psychology department head;
  - two faculty recommended by the biology department head; and
  - two faculty recommended by the dean of the College of Sciences and Technology.No more than two of these three selected members shall be from the same academic unit. One will serve as chair.
- 3) One member whose primary concerns is in a non-scientific area (e.g. lawyer, member of the clergy, or ethicist). (Permanent member)
- 4) One non-affiliated member (no immediate relative affiliation with the institution), to provide representation for the general community interests in the proper care and treatment of animals, is selected by the president from three recommendations made by the head of the biology and psychology departments. (Five year term)

- a. Refer to Part VIII in this document for the IACUC membership chart

D. The IACUC will:

- 1) Review at least once every 6 months the Institution's program for humane care and use of animals, using the *Guide* as a basis for evaluation. The IACUC procedures for conducting semiannual program reviews are as follows:

The IACUC will meet at least once every six months to review the Institutional Program for Humane Care and Use of Animals. The Committee uses the *Guide* and other pertinent resources, e.g., the PHS Policy, the Code of Federal Regulations (Animal Welfare) as a basis for the review. To facilitate the evaluation, the Committee may use a checklist based on the Sample OLAW Program and Facility Review Checklist from the OLAW website. The evaluation will include, but not necessarily be limited to, a review of the following: a) IACUC Membership and Functions; b) IACUC Records and Reporting Requirements; c) Husbandry and Veterinary Care (all aspects); d) Personnel Qualifications (Experience and Training); and e) Occupational Health and Safety. Topics pertinent to field studies should include, but not be limited to, training of personnel in capture (catch and release) practices, anesthesia and euthanasia policies, and other topics relevant to field studies. In addition, the evaluation will include a review of the Institution's Assurance. If program deficiencies are noted during the review, they will be categorized as significant or minor, and the Committee will develop a reasonable and specific plan and schedule for correcting each deficiency. A significant deficiency is one that is or may be a threat to the health and safety of the animals or personnel. All IACUC members are invited to participate in the semiannual program review, and no member will be involuntarily excluded from participating in any portion of the review.

- 2) Inspect at least once every 6 months all of the Institution's animal facilities, including satellite facilities and animal surgical sites, using the *Guide* as a basis for evaluation. The IACUC procedures for conducting semiannual facility inspections are as follows:

At least once every six months, the IACUC will review and evaluate all of the institution's animal activities. This may be accomplished by written descriptions, photographs, videos, and/or Skyping that document specified aspects of the study. The IACUC should ensure that appropriate permits are in place. Equipment used for transporting of the animals is also inspected. The Committee uses the *Guide* and other pertinent resources, e.g., the PHS Policy, the Code of Federal Regulations (Animal Welfare) as a basis for the review. The IACUC will consult relevant professional societies, available guidelines, including taxon-specific guidelines, wildlife biologists, and veterinarians as applicable. If deficiencies are noted during the evaluation, they will be categorized as significant or minor, and the Committee will develop a reasonable and specific plan and schedule for correcting each deficiency. A significant deficiency is one that is or may be a threat to the health and safety of the animals or personnel. All IACUC members are invited to participate in the semiannual evaluation, and no member will be involuntarily excluded from participating in any portion of the evaluation.

The aquatic labs and farm will be inspected in person by a member of the IACUC committee. The inspector will provide feedback to the IACUC by using a checklist based on the sample OLAW checklist. An inspection will take place at least once every six months. Upon completion of each inspection, the IACUC will submit a report to the animal facilitator and Vice President for Academic Affairs/Institutional Official. The reports will distinguish between significant and minor deficiencies and provide a reasonable and specific plan for correcting each deficiency. Significant deficiencies may require the IACUC to report those deficiencies to APHIS and/or NIH Office of Laboratory Animal Welfare.

- 3) Prepare reports of the IACUC evaluations according to PHS Policy IV.B.3. and submit the reports to the Institutional Official. The IACUC procedures for developing reports and submitting them to the Institutional Official are as follows:

A report of the program and animal activity evaluation will be drafted from the performance site to the IACUC Chair, or his/her designee, who, in turn, will accept and/or refine the report using the sample OLAW Semiannual Report to the Institutional Official format from the OLAW website. The report will contain a description of the animal activities, any adverse events along with the cause(s) of these adverse event(s), and adherence to any taxon-appropriate guidelines. The reports will distinguish significant deficiencies from minor deficiencies. If program or animal use deficiencies are noted, the report will contain a reasonable and specific plan and schedule for correcting each deficiency. Copies of the report will be reviewed, revised as appropriate, and approved by the Committee. The final reports will be signed by a majority of the IACUC members and will include any minority opinions. If there are no minority opinions, the reports will reflect such. Following completion of each evaluation, the completed report will be submitted to the Institutional Official in a timely manner.

- 4) Review concerns involving the care and use of animals at the Institution. The IACUC procedures for reviewing concerns are as follows:

Any individual may report concerns to the Institutional Official (IO), IACUC Chairperson, Institutional Veterinarian, or any member of the IACUC. Notices are provided to Principal Investigators, all individuals associated with animal activities, and on applicable institutional website(s) with instructions advising individuals how to report the concern and to whom. This notice indicates that applicable whistleblower policies are followed and any individual who, in good faith, reports an animal welfare concern may do so anonymously and shall not be discriminated against and will be protected from reprisals. All reported concerns will be brought to the attention of the full Committee. If necessary, the IACUC Chairperson will convene a meeting to discuss, investigate, and address any reported concern. Reported concerns and all associated IACUC actions will be recorded in the IACUC meeting minutes. The Committee will report such actions to the IO and, as warranted, to OLAW.

- 5) Make written recommendations to the Institutional Official regarding any aspect of the Institution's animal program, facilities, or personnel training. The procedures for making recommendations to the Institutional Official are as follows:

Recommendations regarding any aspects of the Institution's animal program or facilities are discussed and developed by the Committee. The Committee's recommendations are included in the IACUC Meeting minutes or a report of the IACUC's evaluations or a separate letter. Such documents are reviewed and approved by the Committee and then submitted to the IO.

- 6) Review and approve, require modifications in (to secure approval), or withhold approval of PHS-supported activities related to the care and use of animals according to PHS Policy IV.C.1.-3. The IACUC procedures for protocol review are as follows:

In support of NSF-supported activities, each IACUC member will be provided, prior to a convened review, written descriptions of activities (protocols) that involve the care and use of animals, and any member of the IACUC may obtain, upon request, full committee review of those protocols.

#### Full Committee Review (FCR)

If FCR is requested, approval of those protocols may be granted only after review at a convened meeting of a quorum of the IACUC and with the approval vote of a majority of the quorum present. FCR may result in approval, require modifications in (to secure approval), or withholding approval of the protocol.

### Designated Member Review (DMR)

For DMR, the protocol will be distributed to all IACUC members to allow all members the opportunity to call for FCR. Polling of members to obtain concurrence to use the DMR method or concurrence by silent assent after a designated time period may be used. If FCR is not requested, at least one member of the IACUC, designated by the chairperson and qualified to conduct the review, may be assigned as the Designated Member Reviewer (DMR) to review the protocol and have the authority to approve, require modifications in (to secure approval), or request FCR of those protocols. DMR may not result in the withholding of approval. Other IACUC members may provide the DMR with comments and/or suggestions for the reviewer's consideration only. If multiple DMRs are used, they must all review identical versions of the protocol and modifications, and their decisions must be unanimous. If a unanimous decision is not reached by DMR, the protocol will be referred for FCR, which will be conducted as described above.

### IACUC Review of a Revised Protocol

During FCR, when the IACUC requires modifications (to secure approval) of a protocol, such modifications are reviewed as follows:

1. FCR or DMR following the procedures described above.
2. DMR subsequent to FCR – if the quorum of members at the FCR meeting at which the required modifications for approval are delineated unanimously approve the use of DMR to review the resubmitted protocol AND if the entire current Committee has previously approved and documented a policy of DMR subsequent to FCR for required modifications. However, if any member calls for FCR of the modifications, such modifications can only be reviewed and approved by FCR.
3. Minor modifications of an administrative nature, i.e., typographical or grammatical errors, required signatures, etc. may be confirmed by IACUC administrative/support personnel.

No member may participate in the IACUC review or approval of a protocol in which the member has a conflicting interest (e.g., is personally involved in the project) except to provide information requested by the IACUC nor may a member who has a conflicting interest contribute to the constitution of a quorum. The IACUC may invite consultants to assist in reviewing complex issues. Consultants may not approve or withhold approval of an activity or vote with the IACUC unless they are also members of the IACUC.

Note: Any use of telecommunications will be in accordance with NIH Notice NOT-OD-06-052 of March 24th, 2006, entitled Guidance on Use of Telecommunications for IACUC Meetings under the PHS Policy on Humane Care and Use of Laboratory Animals.

In order to approve proposed protocols or proposed significant changes in ongoing protocols, the IACUC will conduct a review of those components related to the care and use of animals and determine that the proposed protocols are in accordance with the PHS Policy. In making this determination, the IACUC will confirm that the protocol will be conducted in accordance with the Animal Welfare Act insofar as it applies to the activity, and that the protocol is consistent with the *Guide*, unless acceptable justification for a departure is presented. Further, the IACUC shall determine that the protocol conforms to the Institution's 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 sacrificed 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 other 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, unless a deviation is justified for scientific reasons in writing by the investigator.
- 7) Review and approve, require modifications in (to secure approval), or withhold approval of proposed significant changes regarding the use of animals in ongoing activities according to PHS Policy IV.C. The IACUC procedures for reviewing proposed significant changes in ongoing research projects are as follows:

Review and approval of significant changes are handled in the same manner as new protocols, by FCR or DMR as described in Part III.D.6.

Examples of changes considered to be significant include, but are not limited to, changes:

- a. from nonsurvival to survival surgery
  - b. resulting in greater pain, distress, or degree of invasiveness
  - c. in housing and/or use of animals in a location that is not part of the animal program overseen by the IACUC
  - d. in species
  - e. in study objectives
  - f. in Principal Investigator (PI)
  - g. that impact personnel safety
  - h. anesthesia, analgesia, sedation, or experimental substances
  - i. euthanasia to any method approved in the AVMA Guidelines for the Euthanasia of Animals
  - j. duration, frequency, type, or number of procedures performed on an animal
- 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 according to PHS Policy IV.C.4. The IACUC procedures to notify investigators and the Institution of its decisions regarding protocol review are as follows:

Principal Investigators are notified by e-mail of the IACUC's 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. The Institutional Official is notified by receiving a copy of the PI's notification and/or a copy of the IACUC meeting minutes. If the IACUC decides to withhold approval of an activity, it shall include in its written notification a statement of the reasons for its decision and give the investigator an opportunity to respond in person or in writing.

- 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 at least once every 3 years according to PHS Policy IV.C.1.-5. The IACUC procedures for conducting continuing reviews are as follows:

All ongoing activities and associated protocols are monitored continuously by the animal care and use staff and/or member(s) of the IACUC. Outcomes of post-approval monitoring are recorded in the IACUC meeting minutes. The IACUC meeting minutes are reviewed and approved by the Committee.

Protocols are approved for a maximum of 36 months. That is, all protocols expire no later than the three-year anniversary of the initial IACUC review. If activities will continue beyond the expiration date, a new protocol must be submitted, reviewed, and approved [prior to expiration of the original or preceding protocol] as described in Paragraph III.D.6. above.

- 10) Be authorized to suspend an activity involving animals according to PHS Policy IV.C.6. The IACUC procedures for suspending an ongoing activity are as follows:

The IACUC may suspend an activity that it previously approved if it determines that the activity is not being conducted in accordance with applicable provisions of the Animal Welfare Act, the *Guide*, the Institution's Assurance, or IV.C.1.a.-g of the PHS Policy. The IACUC may suspend an activity only after review of the matter at a convened meeting of a quorum of the IACUC and with the suspension vote of a majority of the quorum present.

If the IACUC suspends an activity involving animals, or any other Institutional intervention results in the temporary or permanent suspension of an activity due to noncompliance with the Policy, Animal Welfare Act, the *Guide*, or the Institution's Assurance, the Institutional Official in consultation with the IACUC shall review the reasons for suspension, take appropriate corrective action, and report that action with a full explanation to OLAW.

- E. The risk-based occupational health and safety program for personnel working in laboratory animal facilities and personnel who have frequent contact with animals is as follows:

1. Monitoring of the Occupational Health and Safety Program

The animal facilitator in the Biology Department and the University Health Services located on the Nicholls State University campus monitors individuals who work with animal tissue or have frequent contact with animals

2. Hazard Identification and Risk Assessment

a. Risk imposed by animals and the work environment is assessed by the PIs conducting the research. The risk assessment will be documented in the Research Protocol Application submitted to IACUC. The PIs or designees will communicate the risk to personnel before the individual can contact animals.

b. The Occupational Health and Safety Program is administered by IACUC and University Health Services. All faculty, staff and students with direct animal contact including contact with fresh animal tissue are required to fill out the Occupational Health for Animal Care Personnel Program Verification Form and must have a current (within ten year) tetanus booster before they begin working with the animals. This includes all personnel listed on protocol applications, three- year renewals and amendments.

The Occupational Health for Animal Care Personnel Program Verification Form includes:

(a) A statement that reads: I certify that I have received the following information regarding occupational health for animal care personnel for

- reporting injury or illness
- personal hygiene
- zoonoses
- human allergies to animals



- other hazardous materials

The individual is asked to check all that apply and provide a signature and date the form

(b) The signature and date of the of principle investigator for whom the individual is working with (if applicable).

(c) A statement that reads:

For University Health Services Personnel only: This individual has provided information on his or her health and allergy history to the University Health Services and, if needed, has received an immunization against tetanus.

The individual is asked to make an appointment with Health Services for risk assessment. A health history is a component of the risk assessment and is performed by the University Health Services personnel. It is compliant with HIPAA regulations to protect the confidentiality of personal health information except to health care professionals. A representative from the University Health is asked to sign and date the individual's verification form to provide medical clearance.

Once the Occupational Health for Animal Care Personnel Verification form is completed with the appropriate signatures, the individual will be cleared by IACUC and will be allowed to participate in the study. If the individual is not cleared by the University Health Services, the IACUC will instruct him/her to contact University Health Services. The individual will not be allowed to participate in the study until University Health Service provides medical clearance to IACUC. The Occupational Health for Animal Care Personnel Program Verification Form for all individuals with direct animal contact will be kept a minimum of three years with IACUC records.

c. Tetanus immunizations are available at the University Health Services for staff and students currently enrolled in the university. Other immunizations offered at Nicholls State University include: Hepatitis B vaccine, Diphtheria and Pertussis vaccine, Influenza vaccine.

d. Reporting Injury or Illness: In the event of injury or illness, the occurrence is to be reported immediately to the Animal Facilitator and PI. A form must be completed to indicate the type of incident and description of the incident, indicate if there was a variation in protocol, and suggest any action to prevent another such incident.

e. The injured party must report to University Health Services for initial treatment. If the injury occurs after work hours or on weekends, the injured party must report to the Emergency Department of the local hospital for initial treatment. University Health Services will provide follow-up care as indicated. The Public Health Service publishes an educational document on Occupational Health and Safety for Animal Care personnel. Anyone who will be in direct contact with animals is required to read this document and sign and return a copy to the IACUC chair.

### 3. Personnel Protective Equipment and Personal Hygiene

a. Equipment provided to personnel to reduce the potential for physical injury

Safety glasses

Gloves

Caution signs

Fire extinguishers

Eye wash stations

Strategically located first aid kits

b. Institutional policies regarding personnel hygiene to protect both personnel and animals:

- There should be no eating, drinking, smoking, or applying of cosmetics in areas where animals are housed or used.
- No animals should be kept overnight anywhere except in the designated animal rooms. There will be exceptions to this only where specific permission has been obtained for the retention of these animals.
- All contaminated or infected substances should be handled in such a way as to minimize aerosols (for example, dust from bedding).
- Laboratory coats should be worn over street clothes when working with animals. This will decrease contamination of street clothing. These laboratory clothes should be left in the laboratory and should not be worn while eating.
- All work surfaces should be decontaminated daily and after any spill of animal related material. Careful hand washing should be done after handling of animals and prior to leaving the laboratory for any reason.
- Careful hand washing should be done after handling of animals and prior to leaving the laboratory for any reason
- Certain infections are transmitted from animals to humans primarily by the animals' feces or urine entering a human's body by mouth. It cannot be stressed too much that every precaution should be taken to avoid this mode of transmission by alertness and very careful personal hygiene.

4. Personnel Training - How are personnel trained in the following:

- Zoonosis: The PHS publishes an educational document on Occupational Health and Safety for Animal Care Personnel. Anyone in direct contact with animals is required to read this document, sign and return a copy to the IACUC chair. The document reviews tetanus, ringworm and rabies.

- Allergies: The PHS publishes an educational document on Occupational Health and Safety for Animal Care Personnel. Anyone in direct contact with animals is required to read this document, sign and return a copy to the IACUC chair. The document reviews the signs and symptoms of allergies to animals.

- Risks to pregnant females or immune-compromised individuals: All personnel in direct contact with animals are informed by the PIs of the following policy. Before a pregnant female or immune-compromised individual can participate in activities involving animal contact, the individual must consult their personal physician and obtain written documentation that they have medical clearance.

- All laboratory personnel that work with animals are trained for specific procedures by experienced lab members, i.e. the PIs, other faculty members or graduate students. During training, trainees are observed by their trainer. All laboratory personnel have completed the NSU Animal Training Program.

- The PI or designee instructs the staff and students in the use of hazardous or biological chemicals and the importance of following protocols and label directions.

F. The total gross number of square feet in each animal facility (including each satellite facility), the species of animals housed there and the average daily inventory of animals, by species, in each facility is provided in the attached Facility and Species Inventory table.

G. The training or instruction available to scientists, animal technicians, and other personnel involved in animal care, treatment, or use is as follows:

- a. Faculty must certify that they have had the training and experience necessary to humanely conduct the proposed teaching or research activity.
  - i. Nicholls State University has a subscription to CITI program with modules for personnel training. Groups are created by IACUC membership with module courses relevant to who

is being trained. The timeline for the module availability for the Gar Study (NSF IOS 2029216) is January 1, 2021.

- ii. Modules for the Gar study will include: *Working with IACUC* and *Wildlife Research*
  - iii. All laboratory personnel will review the modules and complete an assessment with a minimum of 80% correct. An individual can begin working with the animals once they have received certification. Certification has a two-year duration. Once expired, the individual will need to undergo recertification
  - iv. All personnel listed on the protocol application must undergo the Citi training before beginning the study. The IACUC chair has access to the training progress/training completion through the Citi program software. The Citi program tracks names, dates of testing, assessment grades and sends a notification to the individual and the IACUC chair when training is completed. The IACUC chair will notify the PI when training is completed by an individual; once training is completed, the individual may begin the study. The Citi program software sends notifications to both the individual and IACUC chair when training certification expires. At that time, the IACUC chair will notify the individual to recertify or he/she will not be allowed to continue the study. It is the policy of IACUC to require PIs to amend protocols as well as update those participating in the study. If new personnel are included on the amended application, they will be required to undergo training before they can begin the study.
- b. The IACUC provides resources for training in animal care. In addition to direct training provided by the attending veterinarian, the IACUC maintains a library of instructional and reference materials for use by the IACUC and by personnel involved in animal care at the institution. These materials are located in the Reserve Room of Ellender Memorial Library and include the following:
- Animal Care Matters A to Z (video). Massachusetts Institute of Technology, 1995.
  - Basics of Aseptic Surgery and Anesthesia in Rodents (video). Pennsylvania State University.
  - Federal Animal Welfare Act (7 U.S.C.2131 et seq.). Animal and Plant Health Inspection Service/United States Department of Agriculture.
  - 8 Guide for the Care and Use of Laboratory Animals. National Research Council/National Academy Press, 1996.
  - Institutional Administrator's Manual for Animal Care and Use. Public Health Service/National Institutes of Health, 1988.
  - Institutional Animal Care and Use Committee Guidebook. Office of Protection from Research Risks/National Institutes of Health, 1994.
  - Laboratory Animal Technician (LAT) Training Manual. P. T. Lawson (Ed). American Association for Laboratory Animal Science, 2000.
  - PHS Policy on Humane Care and Use of Laboratory Animals. Office of Protection from Research Risks/National Institutes of Health, 1986/1996.
  - Recognition and Alleviation of Pain and Distress in Laboratory Animals. National Research Council/National Academy Press, 1992.
  - 2000 Report of the AVMA Panel on Euthanasia. American Veterinary Medical Association, Vol. 218, No. 5, March, 2001.
- As a supplement to the above materials, the IACUC home page <http://www.nich.edu/IACUC> has extensive links to resources on animal care. Some of the materials listed above, especially those related to federal regulations, can be accessed through this page.

- c. Investigators and other personnel involved in animal care at the institution will be required to certify that they have familiarized themselves with materials that are relevant to their involvement. For example, all investigators will be expected to be familiar with relevant portions of the Animal Welfare Act, the Guide, PHS Policy, and the 2000 Report of the AVMA Panel on Euthanasia. Investigators who direct or conduct surgical procedures will be required to view Basics of Aseptic Surgery and Anesthesia in Rodents, and read relevant sections of Recognition and Alleviation of Pain and Distress in Laboratory Animals
- d. All laboratory personnel that work with animals are expertly trained in research or testing methods that minimize the numbers of animals required to obtain valid results and limit pain and distress by experienced lab members, i.e. the PIs, other faculty members or graduate students. The protocol application includes the standard operating procedures and personnel expertise that must be approved by IACUC before the study begins. Training is available by the attending veterinarian or through continuing education courses. During training, trainees are observed by their trainer.

#### **IV. Institutional Program Evaluation and Accreditation**

All of this Institution's programs and facilities (including satellite facilities) for activities involving animals have been evaluated by the IACUC within the past 6 months and will be reevaluated by the IACUC at least once every 6 months according to PHS Policy IV.B.1.-2. Reports have been and will continue to be prepared according to PHS Policy IV.B.3. All IACUC semiannual reports will include a description of the nature and extent of this Institution's adherence to the PHS Policy and 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. Where program or facility deficiencies are noted, reports will contain a reasonable and specific plan and schedule for correcting each deficiency. Semiannual reports of the IACUC's evaluations will be submitted to the Institutional Official. Semiannual reports of IACUC evaluations will be maintained by this Institution and made available to the OLAW upon request.

This Institution is Category 2 — not accredited by the Association for Assessment and Accreditation of Laboratory Animal Care International (AAALAC). As noted above, 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) was submitted.


#### **V. Recordkeeping Requirements**

- A. This Institution will maintain for at least 3 years:
  1. A copy of this Assurance and any modifications made to it, 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 granted or withheld
  4. Records of semiannual IACUC reports and recommendations (including minority views) as forwarded to the Institutional Official, Dr. V. Sue Westbrook
  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 3 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. The Institutional reporting period is the federal fiscal year (October 1 – September 30). The IACUC, through the Institutional Official, will submit an annual report to OLAW no earlier than September 30, but on or before December 1 of each year. The annual report will include:
1. Any change in the accreditation status of the Institution (e.g., if the Institution obtains accreditation by AAALAC or AAALAC accreditation is revoked)
  2. Any change in the description of the Institution's program for animal care and use as described in this Assurance
  3. Any change in the IACUC membership
  4. 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 the Institutional Official, Dr. V. Sue Westbrook.
  5. Any minority views filed by members of the IACUC
- B. The IACUC, through the Institutional Official, will promptly provide OLAW 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 should include any minority views filed by members of the IACUC.

## VII. Institutional Endorsement and PHS Approval

<b>A. Authorized Institutional Official</b>	
Name: Dr. Sue Westbrook	
Title: Provost and Vice-president for Academic Affairs	
Name of Institution: Nicholls State University	
Address: <i>(street, city, state, country, postal code)</i> 906 East 1 <sup>st</sup> Street P.O. Box 2002 Thibodaux, Louisiana. 70310	
Phone: (985) 448-4011	Fax: (985) 448-4026
E-mail: sue.westbrook@nicholls.edu	
Acting officially in an authorized capacity on behalf of this Institution and with an understanding of the Institution's responsibilities under this Assurance, I assure the humane care and use of animals as specified above.	
Signature: 	Date: 1/12/2021

**B. PHS Approving Official** (to be completed by OLAW)

Name/Title: Paula Knapp, Assurance Officer  
 Office of Laboratory Animal Welfare (OLAW)  
 National Institutes of Health  
 6700B Rockledge Drive  
 Suite 2500, MSC 6910  
 Bethesda, MD USA 20892-6910  
 Phone: +1 (301) 496-7163  
 Fax: +1 (301) 915-9465

Signature:

Date: January 13, 2021

Assurance Number: W20-00004

Effective Date: January 13, 2021

Expiration Date: January 31, 2025

**VIII. Membership of the IACUC**

Date: December 3, 2020			
Name of Institution: Nicholls State University			
Assurance Number:			
<b>IACUC Chairperson</b>			
Name*: S. Michele Robichaux, D.D.S.			
Title*: Associate Professor of Biology		Degree/Credentials*: D.D.S.	
Address*: (street, city, state, zip code) 906 First Street Biology Department Thibodaux, LA. 70301			
E-mail*: michele.robichaux@nicholls.edu			
Phone*: (985) 448-4761		Fax*: (985) 493-2496	
<b>IACUC Roster</b>			
Name of Member/ Code**	Degree/ Credentials	Position Title***	PHS Policy Membership Requirements****
Dr. Rajkumar Nathaniel	Ph.D.	Associate Professor of Biology	Scientist
Ms. Bridget Coddou	LPC-S	Instructor of Psychology	Scientist
Reverend Cecil Ellis	B.S.	Licensed Minister	Non-scientist
Mr. Jerry Ledet	B.S.	President of Synergy Bank	Nonaffiliated
Dr. Lionel de la Houssaye	DVM	Veterinarian	Veterinarian

\* This information is mandatory.

\*\* Names of members, other than the chairperson and veterinarian, may be represented by a number or symbol in this submission to OLAW. Sufficient information to determine that all appointees are appropriately qualified must be provided and the identity of each member must be readily ascertainable by the institution and available to authorized OLAW or other PHS representatives upon request.

\*\*\* List specific position titles for all members, including nonaffiliated (e.g., banker, teacher, volunteer fireman; not "community member" or "retired").

\*\*\*\* PHS Policy Membership Requirements:

*Veterinarian*      veterinarian with training or experience in laboratory animal science and medicine or in the use of the species at the institution, who has direct or delegated program authority and responsibility for activities involving animals at the institution.

*Scientist*            practicing scientist experienced in research involving animals.

*Nonscientist*       member whose primary concerns are in a nonscientific area (e.g., ethicist, lawyer, member of the clergy).

*Nonaffiliated*      individual who is not affiliated with the institution in any way other than as a member of the IACUC, and is not a member of the immediate family of a person who is affiliated with the institution. This member is expected to represent general community interests in the proper care and use of animals and should not be a laboratory animal user. A consulting veterinarian may not be considered nonaffiliated.

[*Note: all members must be appointed by the CEO (or individual with specific written delegation to appoint members) and must be voting members. Non-voting members and alternate members must be so identified.*]

## IX. Other Key Contacts (optional)

If there are other individuals within the Institution who may be contacted regarding this Assurance, please provide information below.

<b>Contact #1</b>	
Name:	
Title:	
Phone:	E-mail:
<b>Contact #2</b>	
Name:	
Title:	
Phone:	E-mail:

## X. Facility and Species Inventory

Date:			
Name of Institution: Nicholls State University			
Assurance Number:			
Laboratory, Unit, or Building*	Gross Square Feet <i>[include service areas]</i>	Species Housed	Approximate Average Daily Inventory
303 Gouaux Hall	920	Spotted Gar (adults)	50
116 Sciences and Technology Bldg.	120	Spotted Gar (larvae and juveniles)	120
116 Sciences and Technology Bldg.	120	Feeder Fish (Mosquitofish and Least Livebearer)	120
Nicholls Farm Pond	2,400	Spotted Gar	50
Nicholls Farm Pond	2,400	Alligator Gar	50