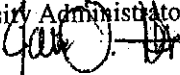


MEMORANDUM

To: Clemson University Administrators, Faculty, Staff and Students  
From: James F. Barker   
Date: April 13, 2001

RE: Statement of Responsibilities for Institution-wide Compliance with Federal Regulations and Institutional Policies in the Conduct of Teaching and Research Activities Involving Animals

- Clemson University has made a strong commitment to promote the highest standards for research and teaching while complying rigorously with all Federal, State and University Regulations related to the conduct of animal research and teaching activities. Our University-wide animal care and use program was accredited by AAALAC International in July, 1994. Since that time the Clemson program has served as a model for other land-grant institutions seeking AAALAC International accreditation.
- Unfortunately, Clemson has not maintained all of the animal care and use programs in accord with our Public Health Service Assurance with the NIH Office of Laboratory Animal Welfare (OLAW). That office recently conducted an assistance visit and encouraged Clemson to renew and document our commitment to comply with Federal Regulations and Policies.
- It is my strong expectation, and it is likewise the expectation of the Board of Trustees, that all persons involved in the care and use of animals at Clemson University (including institutional officials, directors and deans, principal investigators, faculty, staff, and students) clearly understand and meet their responsibilities when engaged in research and teaching activities involving animals.
- Listed below are key responsibilities of all persons involved in research and teaching activities involving animals. Please review these and take immediate action to ensure your research and teaching activities are in full compliance with all Animal Welfare Regulations, the PHS Policy and the Institutional policies implemented by the Clemson University Animal Research Committee (ARC). In the near future there be will additional communications relating to research involving Human Subjects as well as research involving recombinant DNA and the Office of Research Compliance.

RESPONSIBILITIES

Institutional Chief Executive Officers:

- 1) Support and promote compliance by maintaining open lines of communication and training for all persons involved and animal research and teaching activities.
- 2) Promote and support high-quality facilities and programs.
- 3) The President appoints qualified committee members and establishes institutional procedures to assure service on the committee is recognized other Executive Officers, Deans, Directors and Department Heads.

Institutional Official for Animal Care/Vice-President for Research:

- 1) Actively promote research compliance and the humane care and use of animals.
- 2) Provide support for continuing education and training for faculty, staff and students.



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- 3) Provide support for the Research Regulatory Committees including adequate funds for education and training.
- 4) Provide appropriate and secure facilities Regulatory Committees record keeping activities.
- 5) Work closely with the Animal Research Committee and faculty to ensure that all facilities and programs are in compliance with Animal Welfare Regulations, PHS Policy for the Care and Use of Laboratory Animals, and all Institutional Animal Care and Use Policies.

**Deans, Directors, and Department Chairs:**

- 1) Review and comply with institutional and federal regulations and policies regarding the use of animals in teaching and research activities. Ensure compliance within their units with all research regulations and policies.
- 2) Actively seek to improve resources, facilities and funding for research and teaching activities involving animals.
- 3) Encourage and reward faculty and staff to serve on the ARC.
- 4) Ensure that each principal investigator/course instructor is responsible for the oversight of employees and students engaged in research or teaching activities.

**Research Faculty, Staff and Students:**

- 1) Submit detailed and complete animal protocols to the ARC for review and approval prior to initiating any animal procedure.
- 2) Complete all training required by the ARC and assure other faculty, staff and students participating in the teaching activity are listed on the protocol and receive appropriate training before the activity is initiated and conducted.
- 3) Promote sensitivity and concern among students for the need for humane care and treatment of animals.

**Faculty Using Animals In Teaching Activities:**

- 1) Submit detailed and complete animal protocols to the ARC for review and approval prior to initiating any animal procedures conducted in classrooms, laboratories or field sites.
- 2) Complete all training required by the ARC and assure other faculty and students participating in the teaching activity are listed on the protocol and receive appropriate training before the activity is initiated and conducted.
- 3) Promote sensitivity and concern among students for the need for humane care and treatment of animals.

**Failure to obtain ARC approval prior to the initiation of teaching or research activities, and failure to conduct research and teaching activities in accord with the approved protocol will be deemed a breach of the Clemson University Policy on Research Ethics. Furthermore, such conduct will be reported to the ARC and to all regulatory agencies as required by law.**