

Procedure: IACUC-18
Date: September 19, 2019
Enabled by: AWA/PHS
Supersedes: January 14, 2016

UC Davis
Institutional Animal Care and Use Committee (IACUC)

Title: *Scientist-in-Charge and Technician-in-Charge Roles and Responsibilities*

I. Purpose:

To establish the roles and responsibilities for the Scientists-in-Charge (SIC) and Technicians-in-Charge (TIC) of the UC Davis vivaria. This program delineates lines of authority and establishes the primary point-of-contact for each vivarium for regulatory and AAALAC-related purposes and promotes general animal care program communication and education.

II. Background:

The SIC is typically a UC Davis faculty member within the department managing the vivarium and is experienced in animal research. The SIC must have financial responsibility to ensure adequate resources are allocated to the vivarium and must communicate financial needs to the department. The SIC is responsible for assuring the TIC is performing their duties as outlined below. The SICs meet with the Attending Veterinarian and the IACUC Administrator on an as-needed basis. They are encouraged to participate in semiannual inspections of the vivarium.

The TIC is a UC Davis employee who has direct responsibility for a vivarium and serves as the point-of-contact for the Attending Veterinarian and the IACUC in matters related to vivarium management, animal health concerns, compliance with Animal Care and Use Protocols and standard operating procedures (SOPs).

III. Policy:

The SIC and TIC appointments are reviewed by the IACUC. Each animal facility must have an assigned SIC and TIC.

The SIC must be knowledgeable in animal care issues and applicable regulations and policies.

The TIC must be trained and qualified to perform the following duties:

A. Vivarium Operations:

1. Develop and maintain written SOPs for the vivarium according to the Campus Minimum Standards of Care Policies.
2. Develop and maintain an emergency disaster plan for the vivarium.
3. Develop and maintain a security plan for the vivarium.

4. Report vivarium maintenance concerns promptly to Facilities Management. Significant concerns or unaddressed maintenance issues must be reported to the Attending Veterinarian and the SIC.
5. Provide guidance to vivarium users to minimize cross-contamination of lab animal pathogens between animals.
6. Develop and implement a pest control plan for the vivarium.
7. Develop and implement an environmental enrichment program (if appropriate).
8. Ensure proper functioning of mechanical systems such as cage washers, autoclaves, HVAC, and ventilated racks.

B. Training:

1. Provide training for animal care staff in the vivarium.
2. Participate in regularly scheduled SIC/TIC Meetings with colleagues from other vivaria, the Attending Veterinarian and the IACUC Administrator. Remain current on issues relating to laboratory animal science and pursue AALAS certifications.

C. Compliance:

1. Maintain the vivarium to ensure compliance with USDA, California Department of Fish and Wildlife regulations (if applicable), ILAR Guide, UC Davis Animal Care and Use policies and other applicable regulations, policies, and guidelines.
2. Ensure research personnel working in the vivaria are listed on an Animal Care and Use Protocol.
3. Ensure deviations from a protocol are reported by the PI, a member of the research staff or animal care staff.
4. If noncompliance issues are observed, notify the PI of needed correction. If the issue is not corrected or is significant, report deviations to the IACUC.
5. Maintain training records for the animal care staff.
6. Ensure animal care personnel working in the vivaria are participating in the Occupational Health Surveillance System.
7. Maintain a monthly census of animals and file monthly online census reports (acab.ucdavis.edu) to the Attending Veterinarian.
8. Ensure animal acquisitions and transfers are entered into the Animal Tracking System per IACUC Policy 40 "Animal Acquisition, Acclimation and the Animal Tracking System".
9. Ensure animal transportation conforms to IACUC approved procedures and AV Standards of Care.
10. Ensure maintenance of animal room records.
11. Maintain copies of current Animal Care and Use Protocols or ensure access via the internet to the on-line IACUC protocol system.

D. Veterinary Care Program:

1. Ensure that the Campus Veterinary Services or another approved veterinary service is notified promptly of animal health concerns.
2. Ensure that all animal health records including medical records and mortality records are maintained.

3. For vivaria housing rodents ensure the appropriate number of sentinels is in place.
4. Ensure that the Veterinary Care Program is being followed by adhering to AV Standards of Care .