

## WOFFORD COLLEGE

### Animal Welfare Assurance for Domestic Institutions

I, Michael Sosulski, as named Institutional Official for animal care and use at Wofford College, 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: all academic departments and branches of Wofford College.
- B. The following are other institution(s), or branches and components of another institution: none.

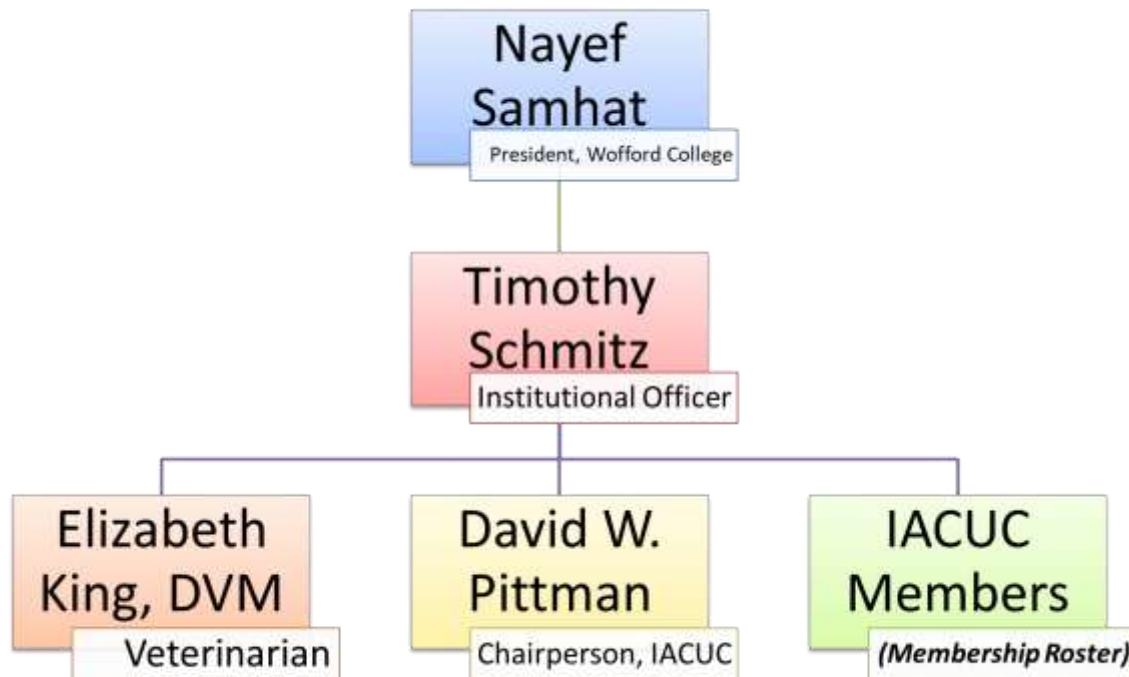
#### II. Institutional Commitment

- 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 (Guide)*.
- 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 this Policy are:



The Institutional Officer has direct and open lines of communication with the veterinarians, chairperson of the IACUC and each member of the IACUC.

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

**Elizabeth King, DVM**

Smith Animal Hospital; 864-585-3401; 991 Asheville Hwy, Spartanburg, SC  
Eastside Animal Hospital; 864-585-6404; 1496 East Main St. Spartanburg, SC 29307  
Name: Elizabeth King  
Education: DVM University of Georgia

Years in Practice: 3

Training or experience in laboratory animal medicine or in the use of the species at the institution: Experience working with all small animal species, including birds, fish, rodents, rabbits, and reptiles.

Authority: Dr. Elizabeth King has direct program authority and responsibility for the Institution's animal care and use program including access to all animals.

Time contributed to program: Consulting veterinarian: Time contributed varies according to need. Approximately 1 hr per month for facilities inspections.

The attending veterinarian has the authority to implement the veterinary care program, and to oversee the adequacy of all other aspects of animal care and use, e.g, animal husbandry, nutrition, sanitation practices, zoonosis control, and hazard containment.

Elizabeth King, DVM as the attending veterinarian has direct authority over 100% of the veterinarian care responsibilities.

**Quint Carlisle, DVM**

Smith Animal Hospital; 864-585-3401; 991 Asheville Hwy, Spartanburg, SC  
Eastside Animal Hospital; 864-585-6404; 1496 East Main St. Spartanburg, SC 29307

Name: Howard Bobo "Quint" Carlisle V

Education: DVM University of Georgia

Years in Practice: >15

Training or experience in laboratory animal medicine or in the use of the species at the institution: Experience working with all small animal species, including birds, fish, rodents, rabbits, and reptiles.

Authority: Quint Carlisle, DVM as the secondary attending veterinarian has delegated authority from the attending veterinarian to oversee any and all veterinarian care responsibilities as needed.

Time contributed to program: Secondary veterinarian: Time contributed varies according to need. Approximately 1 hr per month for facilities inspections.

In the event that the attending and secondary veterinarian is not available animal care will be handled through an associated 24hr clinic, Veterinary Emergency Clinic (591-1923; 1291 Asheville Hwy, Spartanburg, SC).

David Pittman, PhD and professor of psychology is assigned responsibility for oversight of the daily animal care and use and facility management. Dr. Pittman has been chair of the Institutional Animal Care and Use Committee since 2002 and has served as supervisor of the animal program and facilities since 2004. Dr. Pittman supervises a veterinarian technician from the attending veterinarian's practice (visits twice weekly for inspections) and student animal caretakers (daily care).

C. This institution has established an Institutional Animal Care and Use Committee (IACUC), which 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.

D. The IACUC will:

1. All members of the IACUC 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 during the February & August IACUC meetings using a checklist provided by the OLAW. The review covers the institutional commitment to appropriate and humane animal care and use; acceptable procedures for reviewing and monitoring the care and proposed, and ongoing, use of animals; mechanisms for suspending questionable procedures or projects; a satisfactory veterinary care program, including a definition of the responsibilities and authority of the attending veterinarian, a description of the provisions for emergency, after-hours care, and how an investigator would obtain such care; acceptable training of the principal animal care managers; acceptable Occupational Health Program for persons working with animals, including any requirements pertaining to the use of personal protective equipment and personal hygiene procedures; policies pertaining to the use of hazardous agents in laboratory animals; and policies pertaining to long-term restraint or multiple surgical procedures.

2. All members of the IACUC inspect animal facilities, using the Guide as a basis for evaluation, at least once every six months during the February & August IACUC meetings using a checklist provided by the OLAW. All areas that involve animal use and housing are inspected. The checklist provided by the OLAW that is used for the inspection assesses the following characteristics of the facility: Location: animal areas separate from personnel areas, separation of species, separation by disease status; Construction: corridors, doors, windows, floors, drainage, walls, ceilings, HVAC, power, lighting, noise; Room/Cage: temperature, humidity, ventilation, illumination, noise control; Cage/Run: sanitation, cleaning tools, food/water access, security, safety, allows undisturbed observation, size, rationale for Guide/USDA exceptions, meets physiologic, behavioral, social needs; Sheltered or Outdoor Housing: (e.g., barns, corrals, pastures, islands) weather protection, ventilation and sanitation of shelters (no waste/moisture build-up), animal acclimation, social compatibility, roundup/restraint procedures, security; Behavioral Management: environmental enrichment, social grouping, animal activity; Food: feeding schedule and procedures, contamination, vendor quality control, storage in sealed containers, expiration date labeling, vermin control, rotation of stocks; Water: ad libitum unless justified, QC procedures; Bedding: species appropriate, keeps animals dry, QC procedures, minimizes scientific variables; Sanitation: frequency of bedding change (note Guide exceptions), cleaning, disinfection, monitoring; Waste Disposal: procedures for collection, storage and disposal; hazardous waste; animal carcasses; Pest Control: regularly scheduled, documented program including control of rodent pests and insecticide use; Emergency, Weekend and Holiday Animal

Care: provision for accessible contact information, monitoring of backup systems, veterinary care, a disaster plan that takes into account both personnel and animals; Animal Identification and Records: cage/rack cards contain required information, clinical records accessible and appropriate; Genetics and Nomenclature: appropriate genetic records and monitoring procedures, use of standardized nomenclature; Storage: food and bedding, supplies, drugs and biologics, waste material, hazardous material, carcasses; Personnel: locker rooms, administration and training.

3. Prepare reports of the IACUC evaluations as set forth in the PHS Policy at IV.B.3. and submit the reports to the Institutional Officer. The IACUC process for developing reports and submitting them to the Institutional Official is the responsibility of the IACUC chair and will be submitted within 2 weeks of the completed IACUC evaluations. The submitted reports will include a description of the nature and extent of this Institution's adherence to the Guide for the Care and Use of Laboratory Animals. Any departures from the Guide will be identified specifically and reasons for each departure will be stated and reported to the Institutional Officer for each six-month reporting period during which the IACUC approved departure is in place. Deficiencies noted will be distinguished as minor or significant with a reasonable plan and schedule for correcting each deficiency. Any minority views will be included with the report. If there are no minority views, that will be stated. The report will be signed by a majority of the IACUC members.

4. Review concerns involving the care and use of animals at the institution. Guidelines for Review of Animal Research Protocols by the Wofford College Institutional Animal Care and Use Committee. Individuals may report concerns regarding animal use and facilities to any member of the IACUC or the Institutional Officer. Concerns may be reported through a link on the IACUC website: <http://dept.wofford.edu/iacuc/> or animal welfare concerns can be reported through the campus conduct hotline 866-943-5787, which is an institutional mechanism for anonymity. Wofford College will uphold all applicable whistleblower policies, nondiscriminatory against the concerned/reporting party, and provide protection from reprisals.

A notice explaining the mechanisms for reporting concerns is prominently posted on all doors exiting the animal facility and on the IACUC website. All reported concerns will be brought to the attention of the full IACUC for review. 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 for the Care and Use of Laboratory Animals, or the college's Animal Welfare Assurance. 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. The IACUC procedures for suspending an ongoing activity are notification of the suspension including documentation to explain the grounds of the suspension to the principal investigator and the Institutional Officer. If a review determines that suspension of the activity is not warranted, then a report will be submitted to the Institutional Officer indicating the nature of the

concern and a summary of the IACUC review including any minority viewpoints or plans of corrective action.

5. Make written recommendations to the office of Provost of the College regarding any aspect of the institution's animal program, facilities, or personnel training. The procedures for making recommendations to the Institutional Official are the responsibility of the IACUC chair and will be submitted within 2 weeks of the IACUC issuance of the recommendation.

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 defined in the above section D4, "Guidelines for Review of Animal Research Protocols by the Wofford College Animal Care and Use Committee". Animal use proposals are submitted to the chair of the IACUC. Protocols may be reviewed using one of two methods. In general, protocols undergo full committee review (FCR) at the next scheduled IACUC meeting. However, a designated member review (DMR) may be requested by the principal investigator in the event that an expedited review is desired before the next scheduled IACUC meeting. The chair of the IACUC will decide if requested expedited review through DMR will be granted in lieu of FCR.

The procedures for DMR are that at least one member of the IACUC, designated by the IACUC chair and qualified to conduct the review, shall review the submitted protocol using the review process described below and have the full authority to approve, require modifications to secure approval, or to refer the protocol back to full committee for review. If approval is not granted, then all comments and revision suggestions by the DMR will be summarized and reported to the principal investigator and the full committee. If more than one member of the IACUC is designated for the DMR process, then outcome to approve must be unanimous. If the outcome is not unanimous then the protocol is referred for a review by the full committee. In the event that a protocol submitted to DMR requires modification to secure approval, the revised protocol will be sent to each member assigned to the original DMR for approval. Following approval through the DMR process, the animal care and use protocol is placed in rotation for review at the next semiannual full committee review cycle.

A full committee review (FCR) requires a quorum of the IACUC, defined as greater than 50% of members in attendance at the convened meeting. No member may participate in the IACUC review or approval of a research project 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. In the event of a conflict of interest, an IACUC member must be excused during the final deliberations and vote of the given protocol. All outcomes of an animal use protocol require a majority vote of the quorum present at the FCR. Outcomes of the full

committee review are: approve, require modification to secure approval (defer review), or withhold approval. In the event that a protocol requires modification to secure approval, the revised protocol will be made available to all committee members for review and another vote. Review of revised protocols may be conducted remotely given that all of the following points are met:

- All members are given notice of the meeting.
- Documents normally provided to members during a physically-convened meeting are provided to all members in advance of the meeting.
- All members have access to the documents and the technology necessary to fully participate.
- A quorum of voting members is convened when required by PHS Policy.
- The forum allows for real time verbal interaction equivalent to that occurring in a physically-convened meeting (i.e., members can actively and equally participate and there is simultaneous communication).
- If a vote is called for, the vote occurs during the meeting and is taken in a manner that ensures an accurate count of the vote. A mail ballot or individual telephone polling cannot substitute for a convened meeting.
- Opinions of absent members that are transmitted by mail, telephone, fax or e-mail may be considered by the convened IACUC members but may not be counted as votes or considered as part of the quorum.
- Written minutes of the meeting are maintained in accord with the PHS Policy, IV.E.1.b.

A vote to approve the revised protocol requires a majority of the committee members present either virtually or in-person.

The review process for both the DMR and FCR includes the following:

- In order to approve proposed research projects or proposed significant changes in ongoing research projects, the IACUC or DMR shall conduct a review of those components related to the care and use of animals and determine that the proposed research projects are in accordance with the USDA and PHS policies on humane care and use of laboratory animals. In making this determination, the IACUC or DMR shall confirm that the research project will be conducted in accordance with the Animal Welfare Act insofar as it applies to the research project, and that the research project is consistent with the Guide for the Care and Use of Laboratory Animals unless acceptable justification for a departure is presented. Further, the IACUC or DMR shall determine that the research project conforms with the college's Animal Welfare 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 principal 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 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 recommendations of the American Veterinary Medical Association (AVMA) Panel on Euthanasia, unless a deviation is justified for scientific reasons in writing by the principal investigator.
- Prior to the review, each IACUC member shall be provided with a list of proposed research projects to be reviewed. Written descriptions of research projects that involve the care and use of animals shall be available to all IACUC members, and any member of the IACUC may obtain, upon request, full committee review of those research projects. If full committee review is not requested, at least one member of the IACUC, designated by the chairperson and qualified to conduct the review, 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. If full committee review is requested, approval of those research projects 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. No member may participate in the IACUC review or approval of a research project 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 or DMR may invite consultants to assist in the review of 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.
  - Applications and proposals that have been approved by the IACUC or DMR may be subject to further appropriate review and approval by officials of the



college. However, those officials may not approve an activity involving the care and use of animals if it has not been approved by the IACUC.

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 as set forth in the PHS Policy at IV.C. The IACUC procedures for reviewing proposed significant changes in ongoing research projects are the same procedures used to review new protocols as described above in section III.D.6.

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 Institutional Officer of its decisions regarding protocol review are the responsibility of the IACUC chair and will be submitted within 2 weeks of the IACUC decision. If the IACUC decides to withhold approval of an activity, it shall include in its written notification to the investigators 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 in accordance with the PHS Policy at IV.C. 1-5. at least once every three years prior to the expiration date. The IACUC procedures for conducting the 3-year review are a de-novo review following the same procedures as new protocol reviews described above in section III.D.6. The IACUC shall monitor ongoing activities through annual reviews of the approved protocols for adherence to the provisions of the Animal Welfare Act, the Guide for the Care and Use of Laboratory Animals, and the college's Animal Welfare Assurance, including a complete de-novo review at least once every three years.

10. Be authorized to suspend an activity involving animals as set forth in the PHS Policy at IV.C.6. 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 for the Care and Use of Laboratory Animals, or the college's Animal Welfare Assurance. 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, the Institutional Officer in consultation with the IACUC shall review the reasons for suspension, take appropriate corrective action, and report that action with a full explanation to Office of Laboratory Animal Welfare. The IACUC procedures for suspending an ongoing activity are notification of the suspension including documentation to explain the grounds of the suspension to the principal investigator and the Institutional Officer.

E. The Director of Employee Wellness and Medical Services is involved in the planning and monitoring of the occupational health and safety program. Wofford College Health Services is responsible for monitoring the occupational health and safety

program. 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: All workers and researchers in contact with animals are enrolled in the risk-based assessment occupational health program prior to their initial contact with animals. Research PIs are responsible for enrolling personnel including summer students working with animals under their approved protocols and the IACUC chair is responsible for enrolling personal in frequent contact with animals outside of an issued approved protocol (such as animal caretakers and PIs). Other personnel may occasionally need to access the animal facility such as maintenance or campus safety staff but the areas they need to access are typically not the colony rooms, so they are not in frequent contact with animals and thus they are not enrolled in the program. Wofford College Health Services is equipped with modern facilities and can provide emergency care. It also provides for examinations as indicated. It is staffed by two registered nurses and a nurse practitioner. When necessary, referrals are made to physicians under contract with the Wofford Health Services or to specialists and / or hospitals. If Health Services is not open, students are referred to the Spartanburg Regional Healthcare System Emergency Room for assistance and treatment.

All personnel working with laboratory animals are required to have tetanus immunizations, as well as any other immunizations indicated by the nature of the research. In addition, all new personnel working with laboratory animals will be screened by a medical professional in the Wofford College Health Services staff including a medical evaluation and collection of a health history including their personal and family history of allergies, particularly allergies to laboratory animals. Based on this information, personnel will be advised to wear protective devices and/or to limit their exposure to potential allergens. All personnel working with laboratory animals will be similarly screened by Health Services every year to monitor any development or worsening of allergic reactions, and appropriate measures will be taken base on this screening to limit their exposure to potential allergens. At these annual screenings, personnel will be trained by the Health Services personnel on precautions to be taken during personnel pregnancy, illness, or decreased immunocompetence. Health Services also provides annual Blood Borne Pathogen Training (OSHA) for all personnel.

Any protocol requiring use of hazardous agents must also include completion and approval of the Environmental Health & Safety Research Protocol form. Approved protocols using hazardous agents are monitored by the Wofford College Environmental Compliance Officer who oversees teaching and research uses of hazardous chemicals, as well as the documentation of the use, storage and handling procedures for such materials. The Environmental Compliance Officer provides training in the use, storage and handling of hazardous materials. Any concerns rose by the IACUC or by an investigator concerning such safety matters in the context of animal use or facilities, will be discussed with the appropriate safety personnel.

Wofford College does not now use, has no history of using, and has no intentions of using, radioactive materials or nonhuman primates in either teaching or research, and thus does not currently require a program in place to handle health matters related to such species.

The IACUC requires, as needed, principal investigators to train personnel under their supervision in areas of personal hygiene and protection, zoonosis, and general laboratory safety procedures including, but not limited to: prevention, treatment and reporting of incidents including allergic reactions, bites, scratches, and accidents. A notice is posted in the animal facilities instructs personnel, if injured, to thoroughly clean with soap and water the injured area, wear gloves if assisting an injured person, indicate on the cage label the type of injury inflicted by the animal, complete an Incident Report Form, report the incident to their supervisor and to be seen by Wofford College Health Services. All injuries are to be seen by Wofford College Health Services. Personnel are required to complete a written incident report and submit to the IACUC chair. Hard copies of the incident report form are located in the animal facility and can be access on the IACUC website. The IACUC will review the occupational health program at least twice annually.

Prior to participating in animal research at Wofford College, individuals must complete the following “Training Program”:

1. Attend an animal handling and care training workshop. The workshop covers topics including but not limited to:
  - a. Animal handling techniques
  - b. Surveillance of animal disease and illness
  - c. Types of cages and bedding
  - d. Caging densities
  - e. Provisions for feeding and watering (including on weekends and holidays)
  - f. Environmental conditions (e.g., temperature, humidity, and light cycles)
  - g. Sanitation schedules
  - h. Methods of identification and record keeping
  - i. Security procedures
  - j. Occupational health and safety program related to animal handling and care
    - i. Monitoring allergic reactions
    - ii. Prevention, reporting, and care of animal bites and scratches
    - iii. Personal hygiene and protection
    - iv. Enrollment in the occupational health program through Wofford College Health Services – health evaluation and vaccination program.
  - k. Personal hygiene
  - l. Personal protection
  - m. Zoonosis
2. Read the “Conducting Animal Research” packet which includes:
  - a. List of government resources available including the National Agricultural Library, the AVMA Guidelines on Euthanasia and the Guide for the Care and Use of Laboratory Animals.
  - b. Protocol for reporting questionable procedures or practices violating the terms of humane animal care.

- c. Methods that minimize the number of animals required to obtain valid results  
Instruction of additional, specialized research procedures will be handled on an individual basis by the principle investigator.
- F. The total gross number of square feet in each animal facility (including each satellite facility), the species of animals housed therein and the average daily inventory of animals, by species, in each facility is provided in the attached table.
- G. The following training and instruction is required of all scientists, animal technicians, and other personnel involved in animal care, treatment, or use prior to working with animals:
  - 1. Attend an animal handling and care training workshop. The workshop covers instruction on the proper and humane animal care including but not limited to the following topics:
    - a. Animal handling techniques
    - b. Surveillance of animal disease and illness
    - c. Types of cages and bedding
    - d. Caging densities
    - e. Provisions for feeding and watering (including on weekends and holidays)
    - f. Environmental conditions (e.g., temperature, humidity, and light cycles)
    - g. Sanitation schedules
    - h. Methods of identification and record keeping
    - i. Research and testing methods that limit pain and distress
    - j. Security procedures
    - k. Occupational health and safety program related to animal handling and care
      - i. Monitoring allergic reactions
      - ii. Prevention, reporting, and care of animal bites and scratches
      - iii. Personal hygiene and protection
      - iv. Enrollment in the occupational health program through Wofford College Health Services – health evaluation and vaccination program.
    - l. Personal hygiene
    - m. Personal protection
    - n. Zoonosis
  - 2. Read the “Conducting Animal Research” packet which includes:
    - a. List of government resources available including the National Agricultural Library, the AVMA Guidelines on Euthanasia, and the Guide for the Care and Use of Laboratory Animals.
    - b. Protocol for reporting questionable procedures or practices violating the terms of humane animal care.
    - c. Methods that minimize the number of animals required to obtain valid results  
Instruction of additional, specialized research procedures will be handled on an individual basis by the principle investigator.

The members of the IACUC receive copies of the PHS Policy, the Guide for the Care and Use of Laboratory Animals, the ARENA/OLAW IACUC Guidebook and a copy of the approved Animal Welfare Assurance. Furthermore, there is an orientation session for new members of the IACUC conducted by the chair of the IACUC to review the

IACUC policies and procedures including instruction on the proper and humane animal care and use as well as research or testing methods that minimize the number of animals required to obtain valid results and limit animal pain and distress.

#### 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 Officer: Dr. Michael Sosulski, Provost of the College. 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) 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 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 Officer: Dr. Michael Sosulski, Provost of the College.
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. 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 after 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, [Insert name or title of the Institutional Official signing the Assurance].
5. Any minority views filed by members of the IACUC

B. The IACUC, through the Institutional Official, Dr. Michael Sosulski, 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

<b>A. Authorized Institutional Official</b>	
Name: Timothy Schmitz	
Title: Provost of the College	
Name of Institution: Wofford College	
Address: <i>(street, city, state, country, postal code)</i> 429 North Church Street, Spartanburg, SC USA 29303	
Phone: 864-597-4020	Fax: 864-597-4018
E-mail: SchmitzTJ@Wofford.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:

<b>B. PHS Approving Official</b> <i>(to be completed by OLAW)</i>	
<p>Eileen M. Morgan  Senior Animal Welfare Policy Advisor  Office of Laboratory Animal Welfare (OLAW)  National Institutes of Health  6700B Rockledge Drive, Suite 2500  Bethesda, MD USA 20892-6910 (FedEx Zip Code 20817)  Phone: +1 (301) 496-7163</p>	
Signature:	Date: 5/06/2021
Assurance Number: D16-00878 (A4680-01)	
Effective Date: 5/06/2021	Expiration Date: 5/31/2025

## VIII. MEMBERSHIP OF THE IACUC

Date: 1/21/2021			
Name of Institution: Wofford College			
Assurance Number: D16-00878 (A4680-01)			
<b>IACUC Chairperson</b>			
Name*: David W. Pittman			
Title*: Professor, Wofford College			Degree/Credentials*: Ph.D. Neuroscience Florida State University
Address*: (street, city, state, zip code)  429 North Church Street, Spartanburg, SC USA 29303			
E-mail*: pittmandw@wofford.edu			
Phone*: 864-597-4644		Fax*: 864-597-4649	
<b>IACUC Roster</b>			
Name of Member/ Code**	Degree/ Credentials	Position Title***	PHS Policy Membership Requirements****
Caleb Arrington	Ph.D. - University of Utah	Professor, Wofford College	Scientist not conducting animal research
Joseph Barrera	Mathematics Ph.D. - University of Wisconsin- Milwaukee	Assistant Professor, Converse College	Nonaffiliated Never conducted animal research
Quint Carlisle	D.V.M. - University of Georgia	Secondary Veterinarian	Veterinarian
Elizabeth King	D.V.M. - University of Georgia	Attending Veterinarian	Veterinarian
John Moeller	Ph.D. - University of Southern California-Santa Barbara	Professor, Wofford College	Scientist conducting animal research
Jeremy Morris	Ph.D. – University of Utah	Assistant Professor, Wofford College	Scientist conducting animal research
Katharine Putney	Ph.D. – University of Georgia	Assistant Professor, Wofford College	Scientist not conducting animal research
Dan Mathewson	Ph.D. - Emory University	Research Integrity Officer	Nonscientist

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.

## 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: Ann Jenks	
Title: Director of the Office of Sponsored Faculty Research	
Phone: 864-597-4215	E-mail: jenksam@wofford.edu

## X. Facility and Species Inventory

Date: 1/22/2021			
Name of Institution: Wofford College			
Assurance Number: A4680-01			
Laboratory, Unit, or Building*	Gross Square Feet [ <i>include service areas</i> ]	Species Housed [ <i>use common names, e.g., mouse, rat, rhesus, baboon, zebrafish, African clawed frog</i> ]	Approximate Average Daily Inventory
RMSC 226A	96	Rat ( <i>Rattus norvegicus</i> )	36
RMSC 226B	72	Rat ( <i>Rattus norvegicus</i> )	16
RMSC 226D	96	Mouse ( <i>Mus musculus</i> )	48
RMSC 226E	96	Rat ( <i>Rattus norvegicus</i> )	36
RMSC 226C	96	Pigeon ( <i>Columba livia</i> )	14
RMSC 206B	80	Rat ( <i>Rattus norvegicus</i> )	36
RMSC 106	192	Southern Copperhead Snake ( <i>Agkistrodon contortrix contortrix</i> )	30

\*Institutions may identify animal areas (buildings/rooms) by a number or symbol in this submission to OLAW. However, the name and location must be provided to OLAW upon request.