

Guidelines for the Establishment of the Laboratory Animal Care and Use Committee of Chung Yuan University

- 91.05.02 Passed by the 776th enlarged executive meeting
Amend the name of the committee and corresponding text based on the original secret letter No. 0990000878 of 99.03.30
- 103.01.02 Amendment to the 916th enlarged executive session
Amended based on original secret letter No. 1050002657 dated 105.08.25
- 106.04.13 Amendment at the 951st Executive Meeting
- 107.07.05 Amendment to the 962nd Enlarged Executive Council
- 109.04.09 Amendment at the 979th Executive Meeting
- 112.12.07 Amendment at the 1018th Executive Meeting

Article 1 Chung Yuan University (hereinafter referred to as the University), in order to effectively manage animal experiments related to teaching and research, is in accordance with Article 16 of the "Animal Protection Act" and the "Regulations on the Establishment and Management of Experimental Animal Care and Use Committees or Groups" of the Ministry of Agriculture. , specifically formulates the "Guidelines for the Establishment of the Laboratory Animal Care and Use Committee of Chung Yuan University" (hereinafter referred to as the "Guidelines for the establishment of the Committee").

Article 2 The Experimental Animal Care and Use Committee of our school (hereinafter referred to as the Committee) shall consist of seven to thirteen members. The members shall be appointed by the principal. The members shall at least include veterinarians and outsiders who do not conduct animal experiments and do not have the qualification of veterinarians. One person, and an additional executive secretary. Except for those outside the school and the convener, other members should undergo animal experiment management training designated by the central competent authority at least once every three years from the date they serve as members of the Nursing Committee, and obtain a certificate of qualification before they can continue to serve as members of the Nursing Committee.

The Executive Secretary is responsible for the integration, coordination and execution of the tasks of Paragraph 1 of Article 4, and serves as the liaison window for the Laboratory Animal Care and Use Committee.

The Association shall, within thirty days after its formation, report the name of the organization, address, roster of members, and address of the animal housing to the municipal or county (city) competent authority for verification and transfer to the central competent authority for reference; the same applies to any changes.

When the Association is disbanded, the reasons for dissolution shall be stated and reported to the municipal or county (city) competent authority for verification and transfer to the central competent authority for future reference.

Article 3 The association shall appoint a convener to oversee the affairs of the committee, and the deans of the School of Science and Engineering shall take turns to serve.

Article 4 Responsibilities are as follows:

1. Review the school's scientific application plan for animal experiments.
2. Provide the school with scientific application consulting opinions and training plans related to animal experiment design.
3. Provide suggestions on the school's standard operating procedures for the management of experimental animals and the improvement of breeding facilities.
4. Supervise the acquisition, raising, management and use of experimental animals in the school to ensure that scientific applications of animals are carried out in accordance with the audit results.
5. Submit the school's annual supervision report on the implementation of the animal science plan.
6. An internal audit should be carried out every six months, and the audit results should be listed as an attachment to the supervision report, and the audit results should be kept for more than six years for future reference.
7. When apes, dogs, and cats are used for scientific applications, a copy of the approved animal experiment application form should be included as an attachment to the supervision report.
8. Accept cases involving disputes over the scientific application of animals in violation of relevant provisions of the Animal Protection Law.
9. Supervise the scientific application of the school in accordance with the guidelines for the care and use of experimental animals set by the central competent authority.

The annual supervision report in the preceding paragraph shall be submitted to the Ministry of Agriculture for record within three months after the year, and shall be duly notified to the municipal or county (city) competent authority under which the school is affiliated.

The internal inspection items in Paragraph 1, Paragraph 6 are as follows:

1. Software review: including institutional policies and responsibilities, animal health and care, and animal feeding and management.
2. Hardware inspection: including animal feeding areas and supply areas, instruments and equipment, and animal surgery or experimental sites.

Article 5 This association shall meet once every six months as a principle. When necessary, ad hoc meetings may be held to review applications for licenses for teaching activities and research plans for "animal experiments" in our school and to supervise the progress of related activities. The convener of the association is responsible for convening meetings and serving as chairman. A meeting must be attended by more than half of all members before it can be held. A resolution can only be passed by more than half of the members present.

Article 6 The review procedures for animal experimental use licenses are as follows:

1. Those who use animals to conduct scientific experiments, the number of experimental animal species and experimental designs to be used, should submit an application four weeks before project application. The application content includes the name of the project, project host, species, variety, quantity of experimental animals, experimental design, implementation period, list of relevant personnel responsible for conducting animal experiments, and the list of relevant personnel responsible for conducting animal experiments. Substitution, reduction and refinement of evaluation instructions and other information can only be carried out after review and approval by the IACUC committee; the same applies to changes in approved content.
2. Each application case will be reviewed by two members (including veterinarians) designated by the convening committee, who will review the plan application materials and write review opinions. If there is any need for improvement, the applicant will make corrections based on the review comments.
3. If a case passes the review, the applicant shall be notified in writing.
4. If the approved case does not involve modifying the content of the plan, it will only modify the source of funds, implementation period, co-hosts or personnel operating live animal experiments. In order to shorten the review time of the case, the convener is authorized to be responsible for review.

Article 7 Anyone who conducts animal experiments without review procedures should immediately stop the experiment if found to be true. In serious cases, the association may decide not to apply for new animal experiments within three months or to suspend the use and application of the experimental animal room.

Article 8 After the animal experiment project that has been implemented and received a subsidy ends, the experiment should be suspended immediately. If it is necessary for research or teaching, you can apply for an extension, and the experiment can only be continued after approval.

Article 9 When carrying out the scientific use of experimental animals, any animal room that violates these establishment guidelines, the key points for the establishment and management of experimental animal rooms of Chung Yuan University, and the relevant management and use rules and standard operating procedures of each animal room shall be corrected by the Association and shall be punished in a Improvements should be made within one month. Only after the improvements are completed, each animal room can continue animal experiments; if improvements are not made within the time limit, the use of each animal room should be stopped.

Article 10 The Environmental Protection, Safety and Health Center is responsible for the administrative work of this association.

Article 11 After these establishment guidelines are approved by the administrative meeting, they will be reported to the principal for promulgation and implementation. The same applies to revisions.