

**CHARGE TO THE ADMINISTRATIVE PANEL ON
LABORATORY ANIMAL CARE**

(October 1998)

GENERAL CHARGE

The Administrative Panel on Laboratory Animal Care (A-PLAC) is responsible for the review and approval of all University research and teaching activities involving the use of vertebrate animals. Through these reviews, the Panel ensures that vertebrate animals are procured, used, housed, cared for and disposed of properly and that all activities involving vertebrate animals are in compliance with all applicable University policies and external regulations.

The Panel is responsible for reviewing all projects involving vertebrate animals (as defined below) that are conducted by Stanford faculty, staff, students and/or visiting scientists. For this purpose, "vertebrate animals" are defined as: any live or dead vertebrate animal used or intended for use in research, teaching, research training, field studies, experimentation, or biological testing or for related purposes.

All projects that involve vertebrate animals shall be reviewed by the A-PLAC, regardless of the source of funding. The Panel may approve protocols with or without modifications, or withhold approval of all or any portion of a protocol.

The Panel shall assess suspected or alleged protocol violations, improper animal care and use, or violations of external regulations or University policies. Activities in which serious or continuing violations occur may be suspended by the Panel. In such cases, the Panel will immediately notify the affected investigator(s) the relevant school dean, the Vice Provost and Dean of Research and Graduate Policy, and others as required by University policies and external regulations.

The Panel is responsible for the University's Laboratory Animal Care Program, and as part of the Program, shall ensure that appropriate training exists to instruct all appropriate persons in the care of vertebrate animals used in research and teaching projects.

Upon request, the Panel shall review and comment on proposed external regulations dealing with vertebrate animals. When appropriate, the Panel will formulate draft policies and procedures for approval by appropriate University bodies and promulgation by the Vice Provost and Dean of Research and Graduate Policy.

GUIDELINES

The following guidelines are established to aid the Panel in the exercise of its responsibilities:

1. All research protocols involving the use of vertebrate animals shall be available for review by any member of the Panel, and any member of the Panel may,

upon request, obtain full Panel review of such protocols. Approval of a protocol may be granted for no more than one year after review at a convened meeting of a quorum of the Panel (i.e., a majority of the voting members) with the affirmative vote of a majority of those present.

2. The Panel may inspect as often as it deems necessary, but no less than twice per year, all dedicated vertebrate animal use areas (excluding field sites) and all facilities in which laboratory animals are housed for greater than 12 hours. This ensures that animal care is consistent with University policies and external regulations, and allows the Panel opportunities to make recommendations to appropriate University officials concerning the current and anticipated adequacy of the Laboratory Animal Care Program and facilities at Stanford.
3. The Panel shall maintain, for at least three years, records of research protocol reviews and minutes of meetings, including records of attendance and Panel deliberations.
4. The Senate of the Academic Council approved the Policy on the Use of Vertebrate Animals in Teaching Activities on April 6, 1989.
5. The activities of this Panel are subject to the Guidelines on Confidentiality of Administrative Panel Proceedings (copy attached).

APPEALS

In cases of dispute with respect to procedures or decisions of the Panel, appeals may be made to the Vice Provost and Dean of Research and Graduate Policy for mediation with the understanding that the University may not approve an activity if it has not been approved by the Panel.

MEMBERSHIP

The Panel is appointed by the Vice Provost and Dean of Research and Graduate Policy and shall be made up of at least ten voting members including: members who use vertebrate animals at Stanford, members affiliated with Stanford who are not involved in the use of vertebrate animals, a member of the Department of Comparative Medicine, a student nominated by the ASSU Committee on Nominations who is either an upperclassman or preferably a graduate student with previous experience with animals in laboratory settings, at least one member of the community who is not otherwise affiliated with the University, one member whose primary concerns are in a nonscientific area, and any other

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ers who may be invited to serve when their expertise is required.

Nonvoting ex officio members shall include representatives of the: Office of Vice Provost and Dean of Research and Graduate Policy, Office of General Counsel, Department of Environmental Health & Safety (Biosafety Officer), and Office of the Dean of School of Medicine.

The term of membership on the Panel is a 12-month renewable period beginning October 1 through September 30.

REPORTING OBLIGATIONS

The Panel reports to the Vice Provost and Dean of Research and Graduate Policy, who is the institutional official responsible for assuring compliance with University policies and external regulations on the use of vertebrate animals.

PANEL MEETINGS

The Panel shall meet as necessary to conduct its business but no less than bi-monthly. The Chair shall submit an annual report of Panel activities and deliberations to the Office of the President by October 1st of the following year.

STAFF SUPPORT

The Office of the Vice Provost and Dean of Research and Graduate Policy shall be responsible for providing administrative assistance, and, on behalf of the University, shall certify to external funding agencies the review and approval of projects involving vertebrate animals. The Department of Comparative Medicine shall provide technical expertise and advice as necessary for the Panel to fulfill its duties.