

- 1. Institutional Animal Care and Use Committee (IACUC) meeting minutes drafted, compiled, and/or issued between January 1, 2021, and June 30, 2022**

ALACUC Meeting Notes
Agricultural Live Animal Care and Use Committee
June 24, 2021

Agenda

1. Announcements
2. Inspection

Attendees: Dr. M. Singh (member), Dr. S. Samuels, Dr. S. Mofya (ALACUC Vet), Dr. Kouakou (ALACUC Chair)
Ms. Jaylin Ross (note taker)
Dr. Samuels (new)

1. Announcements

Dr. Kouakou indicated that Dr. Samuels, although not officially a member was asked to attend the meeting to see what the committee does. He is being recruited for the committee.

- Replacement needed for Ms. Sampson (community Rep)
- Committee community member required
- No allergies to dogs and cats preferred
- Annual report + program/committee review (evaluation) as recommending by the USDA inspector
- Training available for conducting evaluation and for the committee members
- Training workshop---meeting that each member should attend once
 - Paid by Research Station (to negotiate)
 - Select committee members
- Annual report by Dr. Kouakou for committee signing and approval
- Student recruitment for committee? Not mandatory
 - Undergrad preferred
 - Use the President of Animal Science Club in other places if needed
- Five (5) people total for committee
- Need to obtain copy of previous Annual report for comparison, reflection, and pertinent information for the program evaluation
- Two (2) separate meeting minutes required for annual report. Example:
 - Today's meeting
 - Prior zoom meeting
- Inspection form for impromptu inspections (Vet Science, Horse barn, Life on the Farm, new farm, Meat Tech)
- Animal Care & Use Protocols for both live and dead animals (assessing human treatment of animals and minimizing risks)
- Protocol form and proposal required
- REQUIRED for working with animals/research—campus wide regulation enforcement
- Routine animal tasks/natural animal management do not require protocol
- Clarification of protocol requirements
- Research project Must be approved by Dean; The ALACUC committee approves the animal protocol not the research.
- Can select a single member as designated protocol reviewer or the full committee reviews the protocol?

February 24/2022

Agriculture and Laboratory Animal Care and Use Committee (ALACUC) meeting.

Attendance:

Moawad, Adel (Chair) email: adel.moawad@fvsu

Mofya, Saul (Veterinarian) email: mofyas@fvsu.edu

Singh, Mahipal (Member) email: singhm@fvsu.edu

Brown, LaMario (Non-affiliated)

Kouakou, Brou (Ex-Officio)

Members and not attended

Samuels, Steven B. (Member did not attend the meeting) email: steven.samuels@fvsu.edu

Agenda

Introduction to the members

USDA report

Semi-annual report

The meeting starts at 9:00 am with the attendance of the majority of the members except Dr. Samuels, Stevens. Besides Dr. Kouakou Brou attended as Ex-Officio.

The meeting started by approving the minutes from previous committee agenda. Then each member introduced himself

Dr. Kouakou started explaining the activities and the roles that should be taken by the committee members and what are the steps that should be done during the transition periods.

Dr. Kouakou provided us with the semi-annual reports for ALACUC. He said that a copy of the USDA report has been sent to Fort Valley State University (FVSU) Provost Dr. Olufunke Fontenot on August 17, 2021. In addition, he supplied us with USDA inspection reports that has been conducted on July, 27, 2021.

Dr. Kouakou provided the committee members with the AIACUC guidelines.

Dr. Kouakou also, insisted that the ALACUC 101 training must be taken by the members.

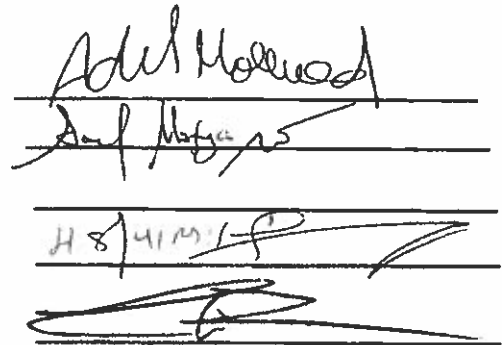
He also said he would send us the last report from the USDA inspector.

In the meeting, we discussed arranging a meeting between ALACUC members, USDA inspector and FVSU Provost.

The documents provided by Dr. Kouakou are attached with this report.

Approval,

Dr. Adel Moawad	Chair
Dr. Soul Mofya	Veterinarian
Dr. Mahipal Singh	Member
Dr. Steven Samuels	Member
Mr. LaMario Brown	Non-affiliated



Handwritten signatures of the five individuals listed in the approval section, each on a horizontal line.

March 29/2022

Agriculture and Laboratory Animal Care and Use Committee (ALACUC) meeting.

Attendance:

Moawad, Adel (Chair) email: adel.moawad@fvsu

Singh, Mahipal (Member) email: singhm@fvsu.edu

Samuels, Steven B. (Member) email: steven.samuels@fvsu.edu

Brown, LaMario (Non-affiliated) email: lamario8@yahoo.com

Members and not attended

Mofya, Saul (Member did not attend the meeting) email: mofyas@fvsu.edu

Agenda

Reviewing the submitted protocols (9 protocols)

The meeting starts at 10:00 am with the attendance of most of the members except Dr. Mofya, Saul.

The meeting started by approving the minutes from previous committee agenda.

Then we discussed the protocols that submitted to the committee for revision. Seven protocols have been submitted, 2 of them have been approved, 6 protocols have been requested for amendment and 1 protocol has been rejected. The reports for each protocol with their numbers and decisions have been sent to the designated personals.

Approved

Approval,

Dr. Adel Moawad	Chair
Dr. Soul Mofya	Veterinarian
Dr. Mahipal Singh	Member
Dr. Steven Samuels	Member
Mr. LaMario Brown	Non-affiliated

Handwritten signatures of the committee members: Adel Moawad, Dr. Soul Mofya, Dr. Mahipal Singh, Dr. Steven Samuels, and Mr. LaMario Brown.

May3rd/2022

Agriculture and Laboratory Animal Care and Use Committee (ALACUC) meeting.

Attendance:

Moawad, Adel (Chair) email: adel.moawad@fvsu

Mofya, Saul email: mofyas@fvsu.edu

Singh, Mahipal (Member) email: singhm@fvsu.edu

Samuels, Steven B. (Member) email: steven.samuels@fvsu.edu

Brown, LaMario (Non-affiliated) email: lamario8@yahoo.com

Agenda

Reviewing the submitted research protocol (1 protocol)

The meeting starts at 10:00 am with the attendance all the members

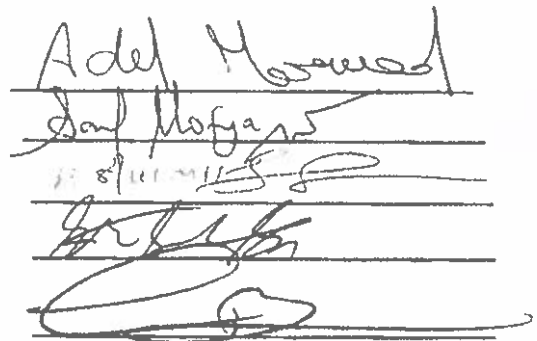
The meeting started by approving the minutes from previous committee agenda.

Then we discussed the research protocol that submitted to the committee for revision. The committee requested for an amendment for the protocol. The report for the protocol with its number and decisions have been sent to the designated personal.

Approved

Approval,

Dr. Adel Moawad	Chair
Dr. Soul Mofya	Veterinarian
Dr. Mahipal Singh	Member
Dr. Steven Samuels	Member
Mr. LaMario Brown	Non-affiliated



Handwritten signatures of the committee members over horizontal lines. The signatures correspond to the names listed in the approval table: Adel Moawad, Saul Mofya, Mahipal Singh, Steven Samuels, and LaMario Brown.

2. IACUC semi-annual reports drafted, compiled, and/or issued between January 1, 2021, and June 30, 2022

July 6th, 2022

**Dr. Olufunke Fontenot A.
Provost and Vice President for Academic Affairs
Fort Valley State University
1005 State University Dr.
Fort Valley, GA 31030**

RE: Agriculture and Laboratory Animal Care and Use Committee (ALACUC) Semiannual Report

Dear Dr. Fontenot:

The committee has been reconstructed with 5 official members Dr. Adel Moawad (chair), Dr. Saul Mofya (Veterinarian), Dr. Mahipal Singh (Member), Dr. Samuels Steven (Member) and Mr. LaMario Brown (Non-affiliated). The first meeting for the new committee was done on February 24/2022 with the attendance of Dr. Brou Kouakou (Ex-Officio). The meeting started by introduction to the committee members and explaining the activities and the roles that should be taken by the members and what are the steps that should be taken through the transitional period. Also, during this meeting the ALACUC guidelines have been provided to the members. The semiannual reports for 2021 that supposed to be sent to the Provost have been provided during this meeting. The USDA inspection report that has been conducted on 26-JAN-2022 was also provided.

Activities that have been performed by ALACUC from February 2022 till June 2022.

- 1- On March 14, 2022. The committee performed a semiannual inspection for Aquaculture Centre, Life on the Farm and Equine Centre, Small Ruminant Centre, and Department of Veterinary Sciences. Dr. Adel Moawad (Chair), Dr. Samuels Steven (Member), Mr. LaMario Brown (Member), and Dr. Brou Kouakou (Ex-Officio) performed the inspection. The major and minor deficiencies were identified and documented and send to designated personnel. The numbers of the animals in Department of Veterinary Science were 5 mice, 4 rats, 7 rabbits, 8 Guinea Pigs, 9 dogs, 8 cattle, 5 goats and 9 horses. The documents with the deficiencies are attached with this report. Mr. Hollis Terrell the designated personnel for the Small Ruminant Research responded with the required actions and corrections. The response from the Department of Veterinary Science has delayed and came on July 5th,

2022. Dr. Mark Latimore (For Life on Farm and Equine Center and Aquaculture) did not send their response. I would appreciate if you could contact them for updates.

- 2- March 2022, a zoom meeting was held with Dr. Stephanie Mayard USDA inspector and the committee members to go through the roles and the guidelines for ALACUC.
- 3- We received 9 teaching protocols for revision and approval: 7 Veterinary Teaching Protocols and 2 Animal Sciences Teaching Protocols. Meeting was held on March 29/2022 to discuss these protocols and the outcomes were 2 of them (from Veterinary Teaching one were approved (numbers **SP-T-01-2022**, **SP-T-02-2022**) and 5 of The Veterinary Teaching protocols required amendments (numbers **SP-T-03-2022**, **SP-T-04-2022**, **SP-T-05-2022**, **SP-T-06-2022**, **SP-T-07-2022**) and 1 of them from Animal Science Teaching Protocols required amendment (number **SP-T-08-2022**) and 1 from Animal Science Teaching Protocols was rejected (number **SP-T-09-2022**). Detailed explanations for the amendments were sent to the instructors who submitted the protocols, and the letters of approval/amendments/rejections are attached with this report. Approval, amendments, and rejection of the protocols were unanimous and no minority report.
- 4- One research protocol has been submitted and the committee hold a meeting on May 3rd to discuss this protocol. The protocol assigned with number (**SP-R-01-2022**) required amendments and the scientist did the required changes and the protocol was approved on May 10th, 2022. The protocol was unanimously approved.
- 5- The committee members attended an online training through CITI Program that has been offered by Fort Valley State University. Certificates of Participation are attached with this report.
- 6- Fall inspection is to come followed by the second semiannual report and the annual report with a program review.

Please, contact me if you have any questions or comments regarding the report.

Sincerely,

Dr. Adel R. Moawad

Chair FVSU ALACUC Committee

Approvals:

Dr. Adel R. Moawad

Chair

Dr. Soul Mofya

Veterinarian

Dr. Mahipal Singh

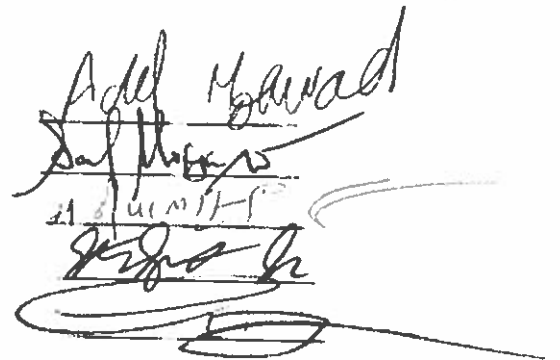
Member

Dr. Samuels Steven

Member

Mr. LaMario Brown

Community member



The image shows a table with four rows, each containing a name and a title. Overlaid on the table are handwritten signatures in black ink. The first signature is 'Adel Moawad' over the first row. The second signature is 'Soul Mofya' over the second row. The third signature is 'Mahipal Singh' over the third row. The fourth signature is 'Steven Samuels' over the fourth row. The table has a light blue background and a thin black border.

Dr. Adel R. Moawad	Chair
Dr. Soul Mofya	Veterinarian
Dr. Mahipal Singh	Member
Dr. Samuels Steven	Member

August 17, 2021

Dr. Olufunke Fontenot A.
Interim Provost and Vice President for Academic Affairs
Fort Valley State University
1005 State University Dr.
Fort Valley, GA 31030

RE: Agricultural and Laboratory Animal Care and Use Committee (ALACUC) Semi-annual Report

Dear Dr. Fontenot:

The ALACUC Committee has its last meeting June 24, 2021 to prepare for the Spring facility inspection. The minutes of that meeting is attached to this semi-annual report. We were not able to function normally in the year 2020 due to the restrictions associated with the pandemic. We did not have facility inspection. Three of our members: a faculty member retired from the university the non-affiliated/community member was not called to campus due to obvious reasons and the student graduated. Activities conducted by the committee related to protocols approvals to allow scientists to perform their research and grant activities. These deficiencies were communicated to the USDA inspector during the virtual inspection. For the year 2020 (spring, summer, and fall) a total of six (3 research, 1 teaching and 2 outreach) protocols were reviewed and approved by the committee.

For 2021 four research protocols were reviewed and approved for spring and summer semesters. One inspection was conducted on June 24, 2021 by Dr. Kouakou (chair) Dr. Mofya (veterinarian), Dr. Singh (member) and Dr. Samuels an invited research associate. His name is being submitted in the reconstitution of the committee to be approved as a member. The reports (ALACUC and USDA) of the inspections and the corrective measures are attached. The program Review is also added.

For the ALACUC committee to be fully constituted, we need to have the non-affiliated member added to the group. I submitted the request to the former Provost and VP for Academic Affairs.

He asked the dean of the CAFST to help in the search. I contacted Mr. LaMario Brown, a city Council Member for the city of Fort Valley who has agreed to serve if appointed.

Attached is the ALACUC report on the semi-annual inspection of animal facilities conducted on June 24, 2021 for your review. In addition to the report, a request to appoint the new committee and a Review of the FVSU's ALCUC Program are also attached.

Please contact me if you have any questions or comments regarding the report.

Sincerely,

Dr. Brou Kouakou
Chair FVSU ALACUC Committee

Approvals

Dr. Brou Kouakou	Chair	_____
Dr. Soul Mofya	Veterinarian	_____
Dr. Mahipal Singh	Member	_____

Fort Valley State University Annual ALACUC Program Review

Compliance

Activities at Fort Valley State University involving animals are covered by an approved protocol. Research protocols are first submitted to the Research Director to acknowledge that the office is aware and approves the research being conducted. The Research Director then forward the protocol to the ALACUC chair for review. Teaching protocols are submitted to the Department head and outreach protocols transit through the Associate Dean for Extension's or the director of Natural Resources office before reaching the chair of the committee. Protocols are reviewed by the full committee or by a designated reviewer who can accept it or reject it. All correspondences are between the chair and the office which forwarded the protocol to the chair. A memo of approval, correction or rejection goes from the chair to the Research Director, the department head or the Associate Dean's office for the Project director or the instructor. All approved protocols are to be renewed a year from its original approval. Any modification of the approved protocol is subject to a new submission for approval. Approved protocols (signed by the chair) are sent to the Research Director then to the Provost and VP for Academic Affairs for final Approval. The original signed protocol is sent back to the PI. A copy of the approved protocol and a copy of the proposal (research and outreach) are filed by the chair.

Facility inspections are done by the full committee unannounced although a subset of the committee could perform this duty. The report is compiled from individual members notes by the chair and sent back for review and signature by all the members.

Short comings/non-compliance

The ALACUC committee plays crucial and very important roles in all aspects of the university mission (research, teaching and outreach) and in the accreditation of the Veterinary Science program. Although the CoVID-19 pandemic hampered the normal functioning of the committee, there are other area that the committee could improve on.

Facility Inspection

The facility inspection should be done regularly to satisfy the six months between inspections. It has not been the case due to scheduling problems with the members. To correct this, the dates of the inspections should be set at the meeting to allow everyone to adjust their schedules. Care should be taken to conduct the inspections no later than 15-30 days from the original schedule. Additionally, if there are schedule conflict, a subset of the members who are available could be selected to conduct the inspection on behalf of the committee.

Meetings and Reports

All meeting deliberations should be captured in the minutes signed by all the members present. The report must be signed by the majority of the members with room for a minority report. Some protocols were approved by the reviewers sending their reviews by emails outside a

formal meeting. To be compliant, the discussions/deliberations for the approval of a protocol should be done at one seating whether online or face-to-face (not by emails at different times).

The committee must receive a copy of the USDA inspection report of the Veterinary Science facilities so that corrective actions could be followed. Copy of all the paperwork for acquisition of animals by the Veterinary Science Department should be given to the committee. This has not been the case in the past.

Training

All the members must take the ALACUC 101 training class online or face-to-face during their tenure in the committee.

Approvals

Dr. Brou Kouakou

Chair

Dr. Soul Mofya

Veterinarian

Dr. Mahipal Singh

Member

**3. IACUC investigations requested and/or undertaken (including associated notes and findings)
between January 1, 2021, and June 30, 2022.**

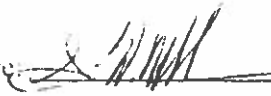
**FORT VALLEY STATE UNIVERSITY
AGRICULTURAL AND LABORATORY ANIMAL CARE AND USE COMMITTEE
(ALACUC)**

ALACUC Deficiencies Correction Form

Program: Department of Veterinary Sciences

<u>Date of Deficiency Detection</u>	<u>Deficiency</u>	<u>Plan and date to correct Deficiency</u>	<u>Date Corrected</u>
	<p><u>Laboratory Animal</u> <u>Major/Significant</u> The temperature in the building was too cold (51.9 °F)</p> <p><u>Minor:</u> The ceiling is broken in the 2nd bedding storage room Guinea pigs room needs cleaning One of the horse supplement bottle does not have the cap on Building room freezer lid does not open One of the exam tables has bent leg</p>	<p>Need to be adjusted within 7 days from this notice</p> <p>Need to be adjusted within 3 weeks this notice</p>	<p>Mr. Shearny Phys. Plant came 24 March and corrected Back Multiple Times Temp. is</p> <hr/> <p>M. Hiple work orders 3.1.22</p> <p>Repaired 12 April 2022</p> <hr/> <p>Repaired 4 April 2022</p>
	<p><u>Domestic Cat Facility</u> <u>Major/Significant</u> The wire fence on the room door needs repair</p>	<p>Need to be adjusted within 3 weeks</p>	

	<u>Domestic Dog Facility</u> Major/Significant		
	<u>Livestock on Pasture</u> Major/Significant		
	<u>Safe Center</u>		

Program Head/Coordinator's Signature:  Date: 7/11/2022

ALACUC Chairperson's Signature: _____ Date: _____

FORT VALLEY STATE UNIVERSITY
AGRICULTURAL AND LABORATORY ANIMAL CARE AND USE COMMITTEE
(ALACUC)
ALACUC Deficiencies Correction Form

Program: Department of Veterinary Sciences:

<u>Date of Deficiency Detection</u>	<u>Deficiency</u>	<u>Plan and date to correct Deficiency</u>	<u>Date Corrected</u>
June 24, 2021	<p><u>Laboratory Animal</u> <u>Minor</u> Bedding/storage room</p> <p>Some ceiling tyles are missing Light bulbs not working properly in Guinea pig, rat and rabbit rooms</p> <p><u>Domestic Dog Facility</u> <u>Minor</u> Chipped paint on the floor and walls of the cage room. They must be resurfaced/painted.</p> <p><u>Livestock on Pasture</u> Water paddle around water through. It should be move to a new location. Leak should be repaired.</p>	<p><i>Replaced by the end of August 2021</i></p> <p><i>Replace light bulbs by the end of August 2021</i></p> <p><i>Correct by the end of August 2021</i></p> <p><i>This must be corrected the end of July 2021</i></p>	<p><i>week of June 28, 2021</i></p> <p><i>Started 7/6/2021 Completed 7-27-2021</i></p> <p><i>27 July 2021</i></p>

Program Head/Coordinator's Signature: _____

Date: 9 Aug. 2021

ALACUC Chairperson's Signature: _____

Date: _____