

Hendrix College

Assurance #A4387-01

Animal Welfare Assurance for Domestic Institutions

I, Robert L. Entzminger, as named Institutional Official for animal care and use at Hendrix 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. This Assurance covers only those facilities and components listed below.

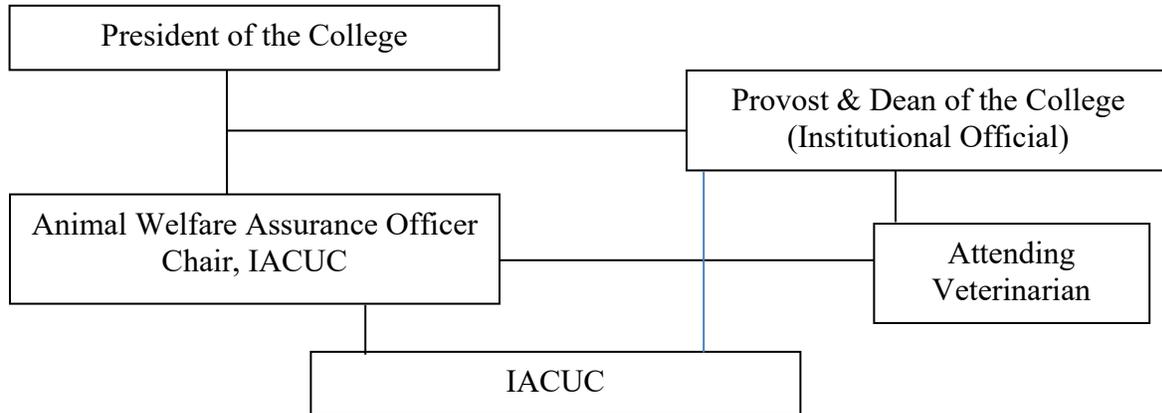
- A. The following are branches and components over which this Institution has legal authority, included are those that operate under a different name:
Hendrix College
- B. The following are other institution(s), or branches and components of another institution:
Not applicable

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 (sub-award) 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 the PHS Policy are as follows:



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

- 1) Name: F. Dunn Jones, DVM

Qualifications

- Degrees: D.V.M, University of Missouri School of Veterinary Medicine, 1967.
- Training or experience in laboratory animal medicine or in the use of the species at the institution: Dr. Jones is a private practitioner in Conway, Arkansas, since 1970, and has special interest in small animal medicine, surgery, canine and feline animals. Dr. Jones has been the college's attending veterinarian since 1980. All laboratory animals since then (and currently) have been various species of rodents; house mice; hamsters; guinea pigs. Dr. Jones has also been the attending veterinarian for the University of Central Arkansas during this period, most of which has involved rodent care.

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

Time contributed to program: The percentage of time spent by Dr. Jones will vary with the needs of the program. He will be available on an on-call basis. Dr. Jones inspects and reviews existing protocols twice a year (approximately 1 ½ - 2 hours per inspection), reviews all new or revised protocols, typically communicating with PI if there are concerns, and visits by phone or on site if there are issues or questions involving animal care or procedures. Due to the small number of protocols (and animals) under IACUC oversight, his total time commitment is typically around 2-3 hours per month. If veterinary care or advice is required and Dr. Jones is unavailable, we contact the Greenbrier Animal Hospital. This clinic is about 10 minutes from Hendrix College and the college has used their services on several occasions.

- C. The IACUC at this Institution 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) Review at least once every 6 months the Institution's program for humane care and use of animals, using the *Guide* as a basis for evaluation. The IACUC procedures for conducting semiannual program reviews are as follows:

As part of its semiannual (every six months +/- 30 days) meeting (which also involves a facility inspection, D.2), the IACUC reviews the college's program using the "Semiannual Program Review Checklist" <http://grants.nih.gov/grants/olaw/sampledoc/cheklist.htm>. This checklist will be included in the semiannual report signed by all present IACUC members.

At this meeting, the chair, veterinarian, IAWO, or other IACUC members might bring up additional animal welfare or safety issues that might need to be addressed.

All IACUC members are invited to attend the meeting and inspection.

2) Inspect at least once every 6 months all of the Institution's animal facilities, including satellite facilities and animal surgical sites, using the *Guide* as a basis for evaluation. The IACUC procedures for conducting semiannual facility inspections are as follows:

In addition to its program evaluation (see III.D.1), in conjunction with its semiannual (every six months +/- 30 days) meeting, the IACUC includes an announced facility inspection of all rooms in which animals are housed. As part of this inspection, the principal investigator for each IACUC-approved project describes and responds to committee members' questions regarding the above listed categories and will use the Facility Review Checklist (<http://grants.nih.gov/grants/olaw/sampledoc/chek2a.htm>) to guide the meeting and inspection. The IACUC veterinarian performs unannounced inspections and submits his report to the IACUC chair, who includes this inspection report in the minutes of the IACUC meeting (see D-3 below).

At this meeting, the IACUC reviews all protocols for ongoing animal research. For this review, the principal investigator describes and responds to committee members' questions regarding the following categories. The PI will also use the Semiannual Program and Facility Review Checklist to guide the meeting and inspection:

- a. Justification of the use of animals in research and teaching.
- b. Purpose of the stated research proposal.
- c. Categorization of the proposed animal use and procedures.
- d. Identification of the species, the number used, the name of the building in which animals will be housed, and the source providing the animals.
- e. Details of all the experimental procedures.
- f. Euthanasia methods and animal disposition.
- g. Availability and/or appropriateness of the use of alternative procedures.
- h. Extent of the training of the PI and other personnel involved in the project.
- i. Criteria and the process for expert consultation in planning projects that cause momentary, minor pain.
- j. Safety of working environment for personnel.

All IACUC members are invited to attend this inspection.

3) Prepare reports of the IACUC evaluations according to PHS Policy IV.B.3. and submit the reports to the Institutional Official. The IACUC procedures for developing reports and submitting them to the Institutional Official are as follows:

The semiannual report to the IO (using the format of Appendix I – attached) will include a description of the nature and extent of this Institution's adherence to the Guide, and any departures from the Guide will be identified specifically and reasons for each departure will be stated and reported to the IO for each six month reporting period during which the IACUC approved departure is in place.

Deficiencies noted will be distinguished as minor (not directly affecting animal health or safety) or significant (directly affecting animal health or safety). In consultation with the IACUC chair, the IAWO, and veterinarian, the IACUC will create a reasonable plan and schedule for correcting each deficiency (using the Semiannual Program Review and Facility Inspection Report). The IAWO will then determine if the deficiency has been corrected by the deadline set by the IACUC and will pass this information on to the chair. The chair will report this information (as a memorandum or at the next meeting) to the committee and to the Institutional Officer.

Any minority views will be included with the report. If there are no minority views, that fact 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. The IACUC procedures for reviewing concerns are as follows:

The names and contact information for all IACUC members are available on the Hendrix IACUC internet home page (), with instructions to contact an IACUC member or the Veterinarian if inhumane use or inadequate care is suspected. In addition, this information will also be posted in animal care facilities. If concerns are raised, either directly with the IACUC Chair or Attending Veterinarian, or indirectly through a department chair or other party, the matter will be investigated by the IACUC Chair and Veterinarian in a timely manner.

Anonymity of the reporting individual will be strictly protected. The Chair of the IACUC will notify the Institutional Official that a concern has been raised, will be investigated, and the findings will be reported back to the Institutional Official. The IACUC will then meet to determine what action is needed. A majority of the IACUC must be present at this meeting.

If the concerns are found to be justified, the IACUC Veterinarian will be asked to attend the Investigator's next procedure with the animals to determine if the Investigator is handling the animal(s) safely and humanely or if additional action is warranted (including additional observation, retraining, or suspension of further research by the investigator). In extreme cases, the Attending Veterinarian may temporarily halt or cease activity until a majority of the IACUC can convene to consider full suspension of the activity. The concern, and resolution thereof, will be included in the Semi-Annual Report.

5) Make written recommendations to the Institutional Official regarding any aspect of the Institution's animal program, facilities, or personnel training. The procedures for making recommendations to the Institutional Official are as follows:

IACUC will submit a written report to Dr. Entzminger detailing the aspects of Hendrix College's animal program, facilities, and personnel training as identified in either III. D1 or 2.

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 as follows:

- a. The chair of the IACUC receives copies of animal welfare assurance forms (animal use protocols/proposals) submitted by animal users.
- b. All IACUC members receive the protocol summary page of all submitted protocols under consideration. Members are asked to inform the chair within a specified time period if they wish to see the full proposal, have specific concerns, or wish a full-committee review of the proposal.
- c. A full-committee review by a convened quorum of the members of the IACUC of any proposal will be conducted if requested by any IACUC member.
- d. There are three possible outcomes of full-committee review, and the outcome will be determined by a majority vote of the quorum of assembled members of the IACUC.
 - 1) The proposal is approved with no required modifications.
 - 2) The proposal requires modifications before it will be approved.
 - 3) The proposal is not approved.
 - 4) In the case of 2 or 3, the IACUC concerns will be related to the PI (originator of the proposal) who may then make the protocol adjustments and submit the amended proposal to the full committee for review.
- e. If no members ask for a full committee review, the chair, **appoints two designated** IACUC members, then distributes *for review and signed approval* full proposals. These designated reviewers are selected on a rotating basis to equally distribute the workload among committee members. Additionally, the IACUC veterinarian receives full copies of all animal use proposals.
- f. If any designated reviewer has a concern with the protocol, three outcomes are possible:
 - 1) The proposal is approved with no required modifications.
 - 2) The proposal requires modifications before it will be approved.
 - 3) The proposal is referred to full committee review, and a full committee meeting will be convened to review and approve as described above.
 - 4) In the case of 2, the concerns of the designated reviewers will be related to the PI (originator of the proposal) who may then make the protocol adjustments and submit the amended proposal.
 - 5) The revised proposal will be sent to the original designated reviewers for their unanimous approval.
 - 6) If there are further requests for clarification, all reviewers will review and approve identical copies of the proposal.
- g. No member will participate in the IACUC review or approval of a research project in which he or she has a conflict of interest, (e.g. is personally involved in the project), except to provide information requested by the IACUC; nor will a member who has a conflicting interest contribute to the constitution of a quorum (PHS Policy, Part IV. C.2.).
- h. Following approval by the full committee or designated reviews, the chair notifies the initiator of the proposal in writing that the protocol has been approved by the IACUC.
- i. All approval letters inform the initiators that they must inform the IACUC of any changes in protocol from that approved by the committee. All IACUC members are informed of such modification requests. At this time, any IACUC member may request a full review as specified in III. 6. a-d.
- j. Copies of all approved proposals are sent to the IO.

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 according to PHS Policy IV.C. The IACUC procedures for reviewing proposed significant changes in ongoing research projects are as follows:

Significant changes are reviewed and approved by the IACUC using designated member review as described in Part III.D.6 above, unless any member of the IACUC calls for full-committee review of any significant changes in ongoing research projects. Then, full-committee review of the changes would occur as described in Part III.D.6 above.

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 according to PHS Policy IV.C.4. The IACUC procedures to notify investigators and the Institution of its decisions regarding protocol review are as follows:

The IACUC chair notifies the initiator of the proposal, in written form, of the result and any new requirements specified by the IACUC (see III. 6 and 7 above). The Institutional Official receives a copy of the IACUC's decision.

If the IACUC chooses to withhold approval of any proposal, the initiator may either resubmit a revised proposal for consideration or petition (either the IACUC chair or IO) to meet with the full committee if the proposed changes would seriously impact the research goals.

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 at least once every 3 years according to PHS Policy IV.C.1.-5. The IACUC procedures for conducting continuing reviews are as follows:

Each previously approved, ongoing activity is reviewed during our semiannual program review meetings and facility inspections. Each researcher that has an approved project summarizes the details of his or her study, and the IACUC members are free to ask questions (section D.2)

In addition to the biannual reviews (as described in III D.1), a complete review of all the existing animal protocols by the IACUC will be required on a three-year basis. This review will require a formal proposal "Renewal" of the original, approved protocol. This proposal will undergo the same IACUC evaluation as a new or revised proposal as described in III.D.6.

All IACUC members will receive the protocol summary page of any "Renewals" under consideration. Members are asked to inform the chair within a specified time period if they wish to see the full proposal, have specific concerns, or wish a full-committee review of the "renewal." A full-committee review by a convened quorum of the members of the IACUC of any "renewal" will be conducted if requested by any IACUC member.

If no members ask for a full committee review, the chair then distributes *for review and signed approval* full "renewal" proposals to *two designated* IACUC members. These designated reviewers are selected on a rotating basis to equally distribute the workload among committee members. Additionally, the IACUC veterinarian receives full copies of all animal use proposals. (See Part III.D.6.f)

The results of this review for 'renewal' will be reported to the appropriate protocol initiator(s). The Institutional Official will receive a copy of any modified protocol or other action taken by the IACUC.

10) Be authorized to suspend an activity involving animals according to PHS Policy IV.C.6. The IACUC procedures for suspending an ongoing activity are as follows:

The IACUC will 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, the Institution's Assurance, or Part IV.C.1.a-g of the PHS Policy. The IACUC will 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 Official, in consultation with the IACUC, will review the reasons for suspension, take appropriate corrective action, and report that action with a full explanation to OLAW.

- E. 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:
- 2) The Institution distributes an educational document developed by the IACUC, Occupational Health for Animal Care Personnel, (which includes policies and procedures for reporting injury or illness, personal hygiene, and descriptions of certain zoonoses) to inform individuals involved in animal care and use of health issues. Before having direct contact with animals, personnel are required to read the document and report to student health services for health screening.
 - 3) Administration/Management. The Research Integrity Officer has overall management (development, implementation, monitoring, etc.) responsibility for the program and shall provide regular updates to the Institutional Official with regard to number of people enrolled, number of incidences, number of animals and species.
 - 4) Scope. The program covers all personnel involved in laboratory animal care and/or use at Hendrix College. Participation in the program is mandatory. The level of participation required is dependent upon the level of assessed risk.
 - 5) Hazard Identification and Risk Assessment. The program is based on hazard identification, risk assessment, and developing and implementing measures to minimize identified hazards and risks. By filing an IACUC protocol with the IACUC, investigators identify risks and hazards in their protocols. The protocols are, in turn, evaluated by the IACUC. The veterinarian provides input, as well as, physician consultation as needed. In addition, the IACUC looks to identify hazards, both actual and potential, during the semiannual program reviews and facility inspections.
 - 6) Health Histories and Evaluations. All personnel are required to complete a health history questionnaire. Each questionnaire, along with an applicable individual hazard identification and risk assessment form, are evaluated by the Chemical Compliance Director, Shelly Bradley, in cooperation with Student Health Services. This process is completed initially and updated/repeated annually. The health history forms are maintained by the Chemical Compliance Director. She will notify supervisors of any pertinent issues on a need to know basis and in accordance with applicable privacy rules.
 - 7) Common hazards and risks that have been identified. Common hazards and risks, and procedures in place to minimize them are as follows:
 - A. Allergic reactions are among the most common conditions that adversely affect the health of personnel working with laboratory animals. Major sources of allergens include rodent urine and saliva. Measures taken to minimize exposure include the following: education, protective clothing, gloves, and hand washing. To reduce aerosol exposure, the use of respiratory protection or appropriate respirator, are used.
 - B. Bites/Scratches - Bites and scratches can expose individuals to biological hazards, which may be transmitted through saliva, secretions, and/or blood, though the risk is mitigated by the College's practice to purchase laboratory rodents from laboratories which exclude zoonotic agents. Exceptions would include: 1) animals that have been inoculated with biohazardous materials (e.g., LCMV); or 2) secondary bacterial infections that may occur when common skin and intestinal bacteria are present on the individual or the animal. Training in animal handling techniques and the use of appropriate personal protective equipment help to mitigate risks. Bites or scratches are washed immediately with soap (preferably an antiseptic soap, such as chlorhexidene-Nolvasan® or Betadine®-povidone iodine) and running water. If a bite/scratch wound is severe, or in the event of injury or

illness due to animal exposure, individuals are instructed to seek immediate medical treatment at the Student Health Center on campus, a local extended hours clinic, or the Conway Regional Hospital emergency room in the event the other two centers are closed.

- F. Zoonoses - Humans usually are susceptible to many infectious diseases suffered by animals and the potential exists through environmental exposure and by handling animals, body fluids, cultured microbial pathogens, tissues and tumors. Infection in animals may sometimes produce severe disease in humans even when the animals appear healthy. The majority or animals currently used at Hendrix College are mice and guinea pigs that are purposely bred for research and are from specific pathogen free (SPF) colonies. That is, they are "clean." Nevertheless, standard universal precautions are used when handling the animals, their waste (dirty bedding), tissues, and bodily fluids.
- 1) Biological Hazards – Biological agent use is overseen by the Institutional Biosafety Committee (IBC) (being formed by the Institutional Official) in collaboration with the Chemical Compliance Director, Shelly Bradley. The IBC is responsible for the review of this institution’s teaching projects and research activities involving the acquisition, use, storage, and disposal of Biohazardous agents. The Chemical Compliance Director works closely with the Program Veterinarian to provide training in the safe handling and management of biological and chemical agents used in studies with research animals. Detailed Biosafety requirements and safety procedures are contained in the Policies and Procedures for Biosafety (will be created by the committee).
 - 2) Radioactive Hazards – There are no radioactive substances and no active radioactive materials license on campus.
 - 3) Chemical Hazards – The safe use of chemicals is enforced by each department according to the *Hendrix College Hazard Communication Program* and the *Laboratory Safety and Chemical Hygiene Plan*. These documents are overseen by the Campus Chemical Compliance Director, Shelly Bradley, to ensure they comply with all Federal and State regulations.
 - 4) Physical Hazards – Occupational injuries are monitored by the College’s Risk Management Committee. All accidents and “near-misses” are required to be investigated by the appropriate Safety Officer (Facilities Management: J.D. Thompson; Food Services: Mike Flory; All Other Areas: Rick Sublett) and reports are forwarded to the Risk Management Committee Chairman, Loyd Ryan, and Human Resources Director, Vicki Lynn, for review. The investigation of all work-related injuries and/or illnesses is mandatory.
 - 5) Personnel Hygiene. Appropriate clothing, depending on the area in which personnel are working and upon the species being used, is required. Facilities for maintaining personal hygiene are provided. Eating, drinking, and applying cosmetics is prohibited in all animal housing and procedure areas.
 - 6) Personal Protective Equipment (PPE). Personnel working with laboratory animals are required to wear appropriate clothing. As applicable, dedicated work clothing is provided and may be worn only within the Animal Care Facility or procedure areas. Appropriate personnel protective equipment (PPE) is provided in the gowning room at the entrance to the Animal Facility
 - 7) Immunization Requirements. Personnel working directly with animals are required to provide evidence of recent (within the last 5 years) tetanus immunization. Other

immunizations will be required on a case-by-case basis based on physician's input in cooperation with Student Health Services.

- 8) Precautions taken regarding pregnancy, illness or decreased immunocompetence. Personnel are advised during training that if they are planning to become pregnant, are pregnant, are ill, or have impaired immunocompetence that they should consult a health care professional/physician regarding such conditions and how they might pertain to their working with laboratory animals. If warranted, any work restrictions and/or

accommodations are coordinated among the individual, his/or health care professional, human resources, etc.

- 9) Provisions for personnel who are not involved in animal care and/or use but nevertheless need to enter areas when animals are housed or used. For example personnel involved in building maintenance, security, housekeeping, etc. The housekeeping staff is not routinely allowed access to the animal facilities. In situations where housekeeping, maintenance, or other non-animal care and use personnel must access the animal rooms, they are briefed on appropriate precautions and then are permitted in for a limited amount of time. A member of the animal care staff will be available for escort if needed. If there is extensive or prolonged work to be done the animals are removed prior to the individuals being allowed into the room.
- 10) Availability and procedures for treatment in the event of illness or injury. Basic first-aid equipment is provided on-site. All students have access to the Health Center in the event of an animal related injury, or bite. If required, treatment is also available Conway Regional Medical Center.
- 11) Procedures/program for reporting and tracking injuries and illnesses. Occupational injuries are monitored by the Risk Management Committee [Mike Flory, Vicki Lynn, Sam Nichols, and Loyd Ryan (Chair)], and reported to the Human Resources Department. Report of all work-related illness and/or injury is mandatory.
- 12) OH&S Training. Training (e.g., on zoonoses, allergies, hazards, special precautions for pregnancy, illness, and immune suppression) is provided through online programs and occasional seminars. These programs, in addition to educational materials sent via email to all animal users, emphasize the specific risks associated with different types of research with laboratory animals and provide guidance on appropriate methods of exposure control and protection. New personnel who use or handle animals are required to complete initial training, be enrolled in the OH&S Program, including completing health questionnaire, and are provided with Health Hazard Protocols and Pathogen identification information before starting work.
- 13) Miscellaneous. Safe laboratory practices and common sense lessens the risk of infection and accidents. The CDC/NIH manual, Biosafety in Microbiological and Biomedical Laboratories, provides guidance on biosafety procedures for a wide spectrum of microbial agents with potential for human infection. Control of Communicable Diseases Manual, published by the American Public Health Association, is another excellent resource for information concerning zoonotic diseases and infection control. Copies of both of these references are maintained by the IACUC Chair.

- G. 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 Facility and Species Inventory table.
Please see Attachment B.

- H. The training or instruction available to scientists, animal technicians, and other personnel involved in animal care, treatment, or use is as follows:

Mr. Michael Bell, Biology Department Lab Coordinator, will attend continuing education forums on animal housing and care in the research setting. Mr. Bell, M.S. (Biology) will provide individualized instruction to undergraduates, and new investigators in the area of care and housing of animals, the importance of minimizing animal usage and distress, and proper disposal methods. This training is available and is provided on an ongoing basis as new investigators and students come into the animal care facility. Records are kept in the facility of training of workers in all phases of animal handling including using the cage washer, appropriate disinfection methods, handling and storage of biological and radioactive hazards, breeding and handling of the mice and guinea pig colonies. The consulting veterinarian will provide training in specific topics on request, but does not routinely provide training of workers.

New IACUC members are provided by the chair, general information on the goals and role of the college's IACUC. In addition, copies of the section from USDA on IACUC, copies of pages 1-19 from OLAW "Public Health Service Policy on Humane Care and Use of Laboratory Animals (2002)", and OLAW "sample semiannual program and facility review checklist" are provided to all members. Relevant policy information gleaned by the chair (such as animal welfare in field studies, revised space requirements) is brought to the attention of both IACUC members and potential users.

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 Official. 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. Please see attachment C.

V. Recordkeeping Requirements

- A. This Institution will maintain for at least 3 years:
1. A copy of this Assurance and any modifications made to it, as approved by the 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 granted or withheld
 4. Records of semiannual IACUC reports and recommendations (including minority views) as forwarded Dr. Robert L. Entzminger, Provost and Dean 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 3 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 calendar year (January 1 – December 31). The IACUC, through the Institutional Official, will submit an annual report to OLAW by January 31 of each year. The annual report will include:
 - Any change in the accreditation status of the Institution (e.g., if the Institution obtains accreditation by AAALAC or AAALAC accreditation is revoked)
 - Any change in the description of the Institution's program for animal care and use as described in this Assurance
 - Any change in the IACUC membership
 - 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
 - Any minority views filed by members of the IACUC

- B. The IACUC, through the Institutional Official, will promptly provide OLAW with a full explanation of the circumstances and actions taken with respect to:
 - Any serious or continuing noncompliance with the PHS Policy
 - Any serious deviations from the provisions of the *Guide*
 - Any suspension of an activity by the IACUC

- C. Reports filed under VI.A. and VI.B. above should include any minority views filed by members of the IACUC.

VII. Institutional Endorsement and PHS Approval

A. Authorized Institutional Official	
Name: Dr. Robert L. Entzminger	
Title: Provost and Dean of the College	
Address: 1600 Washington Avenue, Conway, Arkansas 72032	
Phone: 501-450-1273	Fax: 501-450-4547
E-mail: Entzminger@hendrix.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. PHS Approving Official (to be completed by OLAW)

Name/Title:
 Office of Laboratory Animal Welfare (OLAW)
 National Institutes of Health
 6705 Rockledge Drive
 RKL1, Suite 360, MSC 7982
 Bethesda, MD USA 20892-7982 (FedEx Zip Code 20817)
 Phone: +1 (301) 496-7163
 Fax: +1 (301) 915-9465

Signature:

Date:

Assurance Number:

Effective Date:

Expiration Date:

VIII. Membership of the IACUC

Date:	December 5, 2011		
Name of Institution:	Hendrix College		
Assurance Number:	A-4387-01		
IACUC Chairperson			
Name*:	Jenn Dearolf		
Title*:	Associate Professor of Biology	Degree/Credentials*: Ph.D	
Address*:	Hendrix College, 1600 Washington Avenue, Conway, Arkansas 72032		
E-mail*:	IACUC@hendrix.edu		
Phone*:	501-450-4530	Fax*: 501-450-4547	
IACUC Roster			
Name of Member/ Code**	Degree/ Credentials	Position Title***	PHS Policy Membership Requirements****
Jennifer Penner	Ph.D	Assistant Professor	S
Wayne Clark	Master of Divinity	Chaplain of the College	NS
F. Dunn Jones	D.V.M.	Veterinarian	V
Joseph R. Lombardi	Ph.D	Professor	S
Barbara Clancy	Ph.D	Associate Professor	S
Jeffrey Padberg	Ph.D	Assistant Professor	S
Allison Sneed	CVT	Veterinary Technician	Non-affiliated/Non-research

IX. Other Key Contacts (optional)

If there are other individuals within the Institution who may be contacted regarding this Assurance, please provide information below.

Contact #1	
Name:	
Title:	
Phone:	E-mail:

ATTACHMENT B

X. Facility and Species Inventory

Date:	December 5, 2011		
Name of Institution:	Hendrix College		
Assurance Number:	A4387-01		
Laboratory, Unit, or Building*	Gross Square Feet [include service areas]	Species Housed [use common names, e.g., mouse, rat, rhesus, baboon, zebra fish, African clawed frog]	Approximate Average Daily Inventory
D W REYNOLDS 402	180 Sq. Ft.	Storage	No animals
D W REYNOLDS 403	180 Sq. Ft.	Red shiners	30
D W REYNOLDS 404	180 Sq. Ft.	Mice	80
D W REYNOLDS 405	180 Sq. Ft.	Mice	130
D W REYNOLDS 406	180 Sq. Ft.	Food and bedding storage	No animals
D W REYNOLDS 407	180 Sq. Ft.	Cage storage	No animals
D W REYNOLDS 408	180 Sq. Ft.	Cage washing	No animals
D W REYNOLDS 409	180 Sq. Ft.	Mice	50
D W REYNOLDS 410	180 Sq. Ft.	Guinea pigs	25
D W REYNOLDS 411	180 Sq. Ft.	Procedure Room	No animals
D W REYNOLDS 419	180 Sq. Ft.	Office records	No animals
D W REYNOLDS 107	180 Sq. Ft.	Rats (psychology department)	None at present

*Institutions may identify animal areas in any manner, e.g., initials or ID number. However, the name and location must be provided to OLAW upon request.

ATTACHMENT C

Most recent semiannual report on following two pages.