

Converse College
Animal Welfare Assurance for Domestic Institutions

I, Jeffrey H. Barker as named Institutional Official for animal care and use at Converse 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 Converse College 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: All academic departments and branches of Converse College.
- B. The following are other institution(s), or branches and components of another institution:
Phifer VCOM Laboratories.

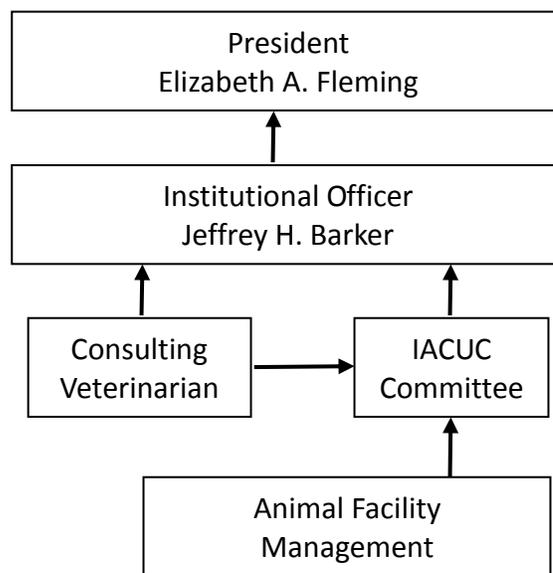
II. Institutional Commitment

- A. Converse College will comply with all applicable provisions of the [Animal Welfare Act](#) and other Federal statutes and regulations relating to animals.
- B. Converse College is guided by the "[U.S. Government Principles for the Utilization and Care of Vertebrate Animals Used in Testing, Research, and Training](#)."
- C. Converse College 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. Converse College 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. Converse College 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 the PHS Policy are as follows:



The Institutional Animal Care and Use Committee (IACUC) operates as an independent committee and its members and chair are appointed by the Provost, Dr. Jeffrey H. Barker. The consulting veterinarian (CV) reports to the IACUC chair and directly to the Institutional Official (IO) if any violations of the Animal Welfare Act (AWA) are discovered. Each department involved in animal research is responsible for animal facility management but is accountable through facility inspections to the IACUC. The Institutional Officer has direct and open lines of communication with the veterinarian, chairperson of the IACUC and with the members of the IACUC.

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

- 1) Name: Kevin Elliott, DVM

Qualifications:

- Veterinarian at Animal Emergency Clinic, Greenville SC
- Degrees:
 - D.V.M. -1998 University of Georgia College of Veterinary Medicine
 - B.S. Biology - 1992 Wofford College
- Training or experience in laboratory animal medicine or in the use of the species at the institution: Dr. Elliott has been a general practitioner for 17 years at an animal emergency clinic. He has experience working with the types of animals housed in the College.

Authority: Dr. Kevin Elliott has direct program authority and responsibility for the Institution's animal care and use program including access to all animals. He has open lines of communication with the IO, chairperson of the IACUC and with the members of IACUC.

Time contributed to program: Consulting veterinarian. Time contributed varies according to need. Dr. Elliott is available on an on-call basis. He inspects and reviews existing protocols twice a year (about 1-2 hours per meeting). He spends approximately 1 hr per month for inspections, assisting in training and teaching. He also 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 1 hour per month. If veterinary care or advice is required and Dr. Elliot is unavailable, we contact Dr. Tina Gorney or Dr. Glen Adcock at Pine Street Animal Hospital located on 980 South Pine Street Spartanburg SC 39302 Phone: 864-585-0231. This clinic is about 5 minutes from Converse College.

C. The IACUC at Converse College 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. The IACUC will:

1) Review at least once every six 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:

Semiannual program and facility reviews are conducted in March and September for full IACUC committee deliberations. All IACUC members are invited to attend the meeting and inspection. At this meeting, the

IACUC reviews all protocols for ongoing animal research by using the [Guide](#). Review areas include the following:

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

All IACUC members are invited to attend this meeting.

- 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:

The IACUC members will inspect animal facilities, using the *Guide* as a basis for evaluation, at least once every six months (+/- 30 days) during the March & September IACUC meetings using a checklist provided by the OLAW. All areas that involve animal use and housing are inspected. In addition to the semi-annual scheduled inspections, the veterinarian and the IACUC can perform additional facility inspections of all rooms in which animals are housed.

The checklist provided by the OLAW allows the inspection of:

- Location: animal 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;

- 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;
- Sanitation: Appropriateness of bedding 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;
- Storage: food and bedding, supplies, drugs and biologics, waste material, hazardous material, carcasses

- 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:

Developing reports and submitting them to the Institutional Official is the responsibility of the IACUC chair. Reports will be submitted within 2 weeks of IACUC evaluations. The 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 Official 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 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 Institutional Official 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. 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 Converse College IACUC internet home page www.converse.edu/IACUC, with instructions to contact the IACUC chair, an IACUC member, the Veterinarian, or the IO if inhumane use or inadequate care is suspected. Contact information will also be posted in animal care facilities. If concerns are raised, either directly with the IACUC Chair or Consulting 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 IO 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 Consulting 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 the IO, Dr. Jeffrey H. Barker, detailing the aspects of Converse College's animal program, facilities, and personnel training. The procedures for making recommendations to the IO 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 as follows:

All users (including pilot studies) are required to submit an Animal Use Description (IACUC) Protocol form with an accompanying Annual Review Form to the IACUC

prior to starting of the experiments. Chair forwards the protocols to all committee members. A full-committee review is convened. The outcome is determined by a majority vote of the quorum of IACUC members. There are three possible outcomes.

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.

In the case of outcomes 2 or 3, the chair relays the IACUC concerns to the PI (originator of the proposal) who is required to make the protocol adjustments and submit the amended proposal to the full committee for review.

PIs can also request a Designated Member Review (DMR) if an expedited review is needed. In the case of a DMR request the chair appoints two designated IACUC members, then distributes the proposal for review. 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. Three outcomes are possible at the end of a DMR:

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.

In the case of 2, the concerns of the designated reviewers are related to the PI who may then make the protocol adjustments and submit the amended proposal. The revised proposal is sent to the original designated reviewers for their unanimous approval. If there are further requests for clarification, all reviewers review and approve identical copies of the proposal.

Researchers do not participate in the IACUC review or approval of a research project in which they have a conflict of interest, (e.g. is personally involved in the project), except to provide information requested by the IACUC. IACUC members who have a conflicting interest cannot contribute to the constitution of a quorum (PHS Policy, Part IV. C.2.).

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. PIs are required to inform the IACUC of any changes to the approved protocols. All IACUC members must be informed when such modification is requested. Any IACUC member may request a full review as specified in III. 6. a-d when a modification to a protocol is requested. Chair sends copies of all approved proposals 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:

Unless there is a request for full-committee review the significant changes to the use of animals in ongoing activities are reviewed and approved by the IACUC by using designated member review as described in Part 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 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 PI of the proposal, in written form, of the result and any new requirements specified by the IACUC (see III. 6 and 7 above). The IO receives a copy of the IACUC's decision. If the IACUC chooses to withhold approval of any proposal, the PI may either resubmit a revised proposal for consideration or petition to the IACUC chair 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:

During semiannual program review meetings each previously approved, ongoing activity is reviewed as described in III D.1. A complete review of all the existing animal protocols is required on a three-year basis. Three year review requires the submission of a renewal proposal of the original, approved protocol. This proposal is evaluated by the IACUC as a new or revised proposal as described in III.D.6.

Renewal proposals are sent to the IACUC chair. Chair then sent the renewal proposal to all IACUC members for consideration. Proposals are evaluated during a full-committee meeting. The outcome is determined by a majority vote of the quorum of IACUC members. The PI can request a Designated Member Review (DMR) if an expedited review is needed. In the case of a DMR request the chair appoints two designated IACUC members, then distributes the proposal for review. These designated reviewers are selected on a rotating basis to equally distribute the workload among committee members. 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 PI(s). The IO 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:

If the IACUC determines that an animal 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, it will suspend the activity. The suspension will be implemented only after review of the matter by 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 IO, 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.

- D. 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:

Occupational Health and Safety Program runs in conjunction with the Wellness Center at Converse College. All personnel working with animals are required to participate in an orientation workshop before they have contact with animals. Additionally, all PIs are required to note on their protocols potential safety concerns of the proposed activities. PIs are required to provide proper training to minimize risk exposure.

Training covers respiratory protection, blood borne pathogens, physical hazards, allergies, handling of waste materials, precautions taken during pregnancy, zoonoses, chemical safety, illness, immune suppression, and other laboratory hazards. Each laboratory must have a specific plan that addresses the use of personal protective equipment and task specific training. Participation in the training is mandatory.

During training personnel are advised to consult a health care professional if they are ill, have impaired immunocompetence, pregnant or are planning to become pregnant. Upon health professionals recommendation, if warranted, personnel are provided with accommodations. These accommodations are coordinated among the individual, their health care professional, supervisors, human resources, and other administrative authorities on campus. Training is provided through online programs and occasional seminars.

The housekeeping staff does not have routine access to the animal facilities. When access by housekeeping, maintenance, or other untrained personnel is necessary, they are permitted to the animal facilities for a limited period of time after briefed on appropriate precautions. A member of the animal care staff is available for escort if

needed. In situations where extensive or prolonged access is required the animals are removed prior to the individuals being allowed into the room.

All personnel are required to wear closed toe shoes and lab coats as necessary. Eating, drinking, smoking, and applying cosmetics in the animal rooms is prohibited. Converse College is a tobacco-free campus. Campus policy prohibits smoking in all buildings, facilities, grounds and spaces leased, owned or controlled by the College.

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 IACUC chair, in cooperation with Student Wellness Center. This process is updated annually. The health history forms are maintained by the Wellness Center. Wellness Center notifies supervisors of any pertinent issues on a need to know basis and in accordance with applicable privacy rules.

Tetanus vaccine/booster within the last 5 years for all personnel with animal contact is required. Other immunizations will be required on a case-by-case basis based on physician's input in cooperation with Wellness Center and if required by the individual project PI. Annual screening for health monitoring by Converse College Wellness Center is required for all personnel.

Allergic reactions are common among personnel working with animals. Major sources of allergens include rodent urine and saliva. In order to minimize exposure and increase awareness personnel are provided with protective clothing, gloves, and educated on the topic. To reduce aerosol exposure to the allergens respiratory protection is recommended.

Bites and scratches expose personnel to biological hazards. This risk is mitigated by the College's practice to purchase laboratory rodents only from laboratories which exclude zoonotic agents. Training in animal handling techniques and the use of appropriate personal protective equipment is also provided to reduce the risk. In case of an incident, bites or scratches are washed immediately with antiseptic soap 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 Wellness Center on campus, a local extended hour Walk-In Clinic, or the Spartanburg Regional Healthcare System emergency room in the event the other two centers are closed.

Infectious diseases seen in laboratory animals can also infect humans through environmental exposure and by handling animals, body fluids, cultured microbial pathogens, tissues and tumors. They might be

present in a colony even when the animals appear healthy. Even though the animals used at Converse College are purchased from a certified vendor, standard universal precautions are used when handling the animals, their waste (dirty bedding), tissues, and bodily fluids. 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 at the entrance to the Animal Facility.

Basic first aid kits are available in all animal facilities. All students have access to the Wellness Center in the event of an animal related injury, or bite. If required, treatment is also available Converse College Wellness Center. All personnel are provided with the contact information for the Human Resources to report any work-related illness and injury. This information is also posted in all animal facilities. Report of all work-related illness and/or injury is mandatory.

There are no radioactive substances and no active radioactive materials license at Converse College. The safe use of chemicals is enforced by each department according to the *Converse College Laboratory Safety and Chemical Hygiene Plan*. These documents are overseen by the Campus Chemical Compliance Director to ensure they comply with all Federal and State regulations.

Resources on biosafety procedures for a wide spectrum of microbial agents with potential for human infection is available in the following manuals CDC/NIH manual, Biosafety in Microbiological and Biomedical Laboratories and Control of Communicable Diseases Manual, published by the American Public Health Association. Copies of both of these references are maintained by the IACUC Chair.

- E. The total gross number of square feet in each animal facility (including each satellite facility), the species of animals housed there and the average daily inventory of animals, by species, in each facility is provided in the attached Facility and Species Inventory Table X.
- F. The training or instruction available to scientists, animal technicians, and other personnel involved in animal care, treatment, or use is as follows:

Dr. Kevin Elliott (DVM) teaches a seminar 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 on video as new investigators and students come into the animal care facilities. Records are kept in the facility of training of workers in all phases of animal handling including using the cleaning, appropriate disinfection methods, handling and storage of biological hazards, handling of the mice and rat colonies. The consulting veterinarian will also provide training in specific topics on request.

General information on the goals and role of the college's IACUC is provided to the new IACUC members by the chair. 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 (2015), and OLAW "sample semiannual program and facility review checklist" are provided to all members. Chair also provides relevant policy information such as animal welfare in field studies, revised space requirements, etc. to the IACUC members and potential users as needed.

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.

- (1) 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 ?.

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 to the Institutional Official, [*Insert name or title of the Institutional Official signing the Assurance*].
 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:
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, Jeffrey H. Barker. 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:
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 should include any minority views filed by members of the IACUC.

VII. Institutional Endorsement and PHS Approval

A. Authorized Institutional Official	
Name: Dr. Jeffrey H. Barker	
Title: Provost	
Name of Institution: Converse College	
Address: <i>(street, city, state, country, postal code)</i> 580 East Main Street Spartanburg SC 29302	
Phone: 864-596-9091	Fax: 864-596-9093
E-mail: Jeff.Barker@Converse.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 <i>(to be completed by OLAW)</i>	
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: June 7, 2015			
Name of Institution: Converse College			
Assurance Number:			
IACUC Chairperson			
Name*: Dr. Richard Keen			
Title*: Associate Professor of Psychology		Degree/Credentials*: PhD, Indiana University	
Address*: (street, city, state, zip code) 580 East Main Street Spartanburg SC 29302			
E-mail*: Richard.Keen@converse.edu			
Phone*: 864-596-9135		Fax*:	
IACUC Roster			
Name of Member/ Code**	Degree/ Credentials	Position Title***	PHS Policy Membership Requirements****
Neval Erturk	PhD, Virginia Polytechnic Institute and State University	Associate Professor of Biology	Scientist
Monica McCoy	PhD, University of Wyoming	Professor of Psychology	Scientist not performing research with animals
Kevin DeLapp	PhD, Duke University	Associate Professor of Philosophy	Non-scientist
David Pittman	PhD, Florida State University	Professor of Psychology	Nonaffiliated
Kevin Elliott	DVM, University of Georgia	Consulting Veterinarian	Veterinarian

* 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.

[Note: all members must be appointed by the CEO (or individual with specific written delegation to appoint members) and must be voting members. Non-voting members and alternate members must be so identified.]

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:
Contact #2	
Name:	
Title:	
Phone:	E-mail:

X. Facility and Species Inventory

Date: Date: June 7, 2015			
Name of Institution: Converse College			
Assurance Number:			
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
Kuhn Animal Facilities Room 1	84	Rat	10
Kuhn Animal Facilities Room 2	84	Test room	0
Kuhn Animal Facilities Room 3	107	Computer room	0
Phifer 114	80	Mouse	120
Phifer Animal Room	199	Rat	10

*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.