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#### 1. Preamble

This Policy provides the framework within which animals may be used at Universiti Malaya (UM) for teaching and research in a manner that conforms with all government laws and regulations, provides for approved research and teaching activities and safeguards the health and welfare of staff and students involved in scholarly activities using animals or animal parts derived from animals. Thus UM is fully committed to the judicious and humane use of animals in research and teaching.

#### 2. References

- (1) Animal Welfare Act 2015 (D.R. 19/2015)
- (2) Animals Act 1953 (Act 647)
- (3) Animal Foods Act 2009 (Act 698)
- (4) Atomic Energy Licensing Act 1984 (Act 304)
- (5) Biosafety Act 2007 (Act 678)
- (6) Customs Act 1967 (Act 235)
- (7) Environmental Quality Act 1974 (Act 127)
- (8) Factories and Machinery Act 1967 (Act 139)
- (9) Fisheries Act 1985 (Act 317)
- (10) National Parks Act 1980 (Act 226)
- (11) Occupational Safety and Health Act 1994 (Act 514)
- (12) Taman Negara National Park (Kelantan) Enactment 1938 No. 14
- (13) Taman Negara National Park (Terengganu) Enactment 1939 No. 6
- (14) Taman Negara (Pahang) (Amendment) Enactment 1990 No. 6
- (15) Wildlife Conservation Act 2010 (Act 716)
- (16) Guide for the Care and Use of Laboratory Animals, National Research Council, National Academy of Sciences, Institute of Laboratory Animal Resources, Eight Edition, 2011.

#### 3. Definitions

- (1) Adequate Veterinary Care The acceptable international standards set in Laboratory Animal Science and animal welfare regulations.
- (2) Animal Any live vertebrate animal used in research, teaching, biological testing and other related purposes.
- (3) Animal Facility Any buildings, rooms, areas, enclosures and satellite facilities that are used for animal confinement, maintenance, breeding and experiments inclusive of surgical manipulation. A satellite facility is any containment outside of a main animal facility in which animals are housed for more than 24 hours.
- (4) Animal Use Application (AUA) The form to be completed by a Principal Investigator (PI) and submitted to the IACUC for formal review and approval prior to the ordering of animals or commencement of the study.

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- (5) Guide The National Research Council's Guide for the Care and Use of Laboratory Animals, which serves as one of the sets of standards by which animal care and use programmes are developed and maintained.
- (6) Institutional Animal Care and Use Committee (IACUC) A committee appointed to oversee UM animal programme, facilities and procedures, including the key function of reviewing and approving AUA for use of animals in research.
- (7) Institutional Official (IO) The Deputy Vice-Chancellor (Research & Innovation) UM is responsible for the UM Animal Care and Use Programme. He has the authority to make a commitment on behalf of UM that all necessary requirements will be met.
- (8) Principal Investigator (PI) A UM faculty staff member responsible for conducting an animal study in compliance with Animal Care and Use policy.
- (9) Attending Veterinarian (AV) Doctor of Veterinary Medicine with training and experience in laboratory animal science and medicine, who has direct or delegated programme responsibility for activities involving animals.

#### 3.1 Office of Deputy Vice-Chancellor (Research & Innovation) UM

The UM ACUP is the ultimate responsibility of the Vice-Chancellor (VC) of Universiti Malaya, who has delegated responsibility of UM ACUP to the Deputy Vice-Chancellor (DVC) (Research & Innovation) who serves as Designated Institutional Officer (IO). The IO coordinates all policy matters regarding animal care and use with the respective Deans/ Directors of the Faculties and Institutions of the University or their designees.

The Office of Deputy Vice-Chancellor (Research & Innovation) UM is responsible for the general administration and coordination of animal care and use in research and teaching in UM. The Deputy Vice-Chancellor (Research & Innovation) UM as IO UM provides for final verification of all AUA approval by the Institutional Animal Care and Use Committee (IACUC). The Office deals with all matters pertaining to animal care and use policy and other allied matters.

#### 4. General Policy

#### 4.1 Oversight and Responsibilities

Accountability for the proper conduct of research and teaching using animal subjects is the collective responsibility of a) the Institutional Animal Care and Use Committee (IACUC), b) Laboratory Animal Centre (LAC), and c) the Principle Investigator (PI).

#### 4.1.1 The Institutional Animal Care and Use Committee (IACUC)

(1) UM has established an Institutional Animal Care and Use Committee (IACUC) that is qualified through the training and experience of its members to oversee the Animal Care and Use programme, facilities and procedures. UM IACUC is composed of members qualified to evaluate the animal programmes and protocol applications under review and who represent several categories of interested people concerned with humane animal care and use including veterinarians, scientists, non-scientists and non-affiliated public members. The Chairperson is an experienced scientist using laboratory animal subjects. The secretary is the Attending Veterinarian. The membership of IACUC is for a two (2) year renewal tenure based on satisfactory performance.

#### (2) The Committee's basic functions include:

- Review and approve, require modifications in or withhold approval of new AUA in research and teaching in monthly meetings.
- b) Make recommendations to the IO for any corrections or modifications needed in animal programmes or facilities.
- Review and approve, require modifications in or withhold approval of proposed significant changes of current AUA in ongoing activities.
- d) Suspend any animal use activities that are not in compliance with acceptable standards in Laboratory Animal Care and Use.
- e) Review concerns and issues involving the care and use of animals on campus.
- f) Keep records and maintain the confidentiality of IACUC meetings and activities
- g) Annual inspections of animal care and use facilities and evaluation of animal care and use programmes in the animal rooms of all facilities on campus together with the relevant Safety and Health Committee.
- h) To conduct investigation of any reported suspect animal abuse on campus.
- (3) Submission of annual reports to the Office of IO.

Before any activity involving animals begins, an AUA must be prepared by the PI and be formally reviewed and approved by IACUC.

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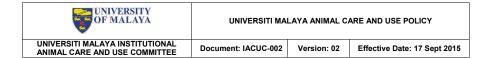
The IACUC shall confirm that the protocol application will be conducted in accordance with acceptable standards in laboratory animal science and medicine, and meets the following requirements:

- (a) Procedures with animals will avoid or minimize discomfort, distress and pain to the animals and be consistent with the experimental design.
- (b) Procedures that may cause a slight pain or distress to the animals will be performed with appropriate sedation, analgesia, or anaesthesia, unless the procedure is justified for scientific reasons.
- (c) Animals that experience severe or chronic pain or distress that cannot be relieved will be euthanized at the end of the procedure or on reaching humane endpoints, during the procedure.
- (d) The living conditions of animals will be appropriate for their species and will contribute to their health and comfort. The housing, daily feeding and care of the animals will be directed by the Attending Veterinarian.
- (e) Veterinary clinical care for animals will be made available and provided as necessary by the Attending Veterinarian.
- (f) Staff conducting procedures on the species under experimentation will be appropriately qualified and trained in those procedures.
- (g) Methods of euthanasia used will be consistent with the recommendations of the Guide, unless a deviation is justified for scientific reasons.

The IACUC will provide written notice by the secretariat of its decision on protocols reviewed to the PI and to the IO. IACUC approval of an AUA will be for a period of two (2) years or the duration of the study. The PI is responsible for contacting IACUC annually to report any changes on the status of the study. If no significant change in the AUA has occurred, IACUC approval may be extended for another one year. At any time during the course of the study, a proposed significant change in the AUA will require a resubmission to IACUC.

#### 4.1.2 Laboratory Animal Centre (LAC)

(1) The LAC under the office of the Institute of Research Management and Monitoring, Universiti Malaya is responsible for the implementation of the UM Animal Care and Use



Programme on campus. LAC staff manages the animal facilities with the guidelines laid out in the Guide. In addition, LAC must ensure that all existing animal facilities on campus will comply with acceptable standards in laboratory animal care and use.

- (2) LAC's primary functions are animal production and procurement, and the humane care and maintenance of the laboratory animals and their facilities in which they are housed. Additional responsibilities include maintaining all records and documents necessary for quality assurance management systems.
- (3) The Attending Veterinarian (AV) provides oversight of routine care for all animals housed in all animal facilities. Experimentally caused conditions or spontaneous illnesses will be treated appropriately. In some cases, upon the AV's recommendation, the animal is euthanized after consultation with the PI. In addition, the veterinarian also oversees any newly proposed surgical procedure. In case of emergency, the LAC staff is authorized to take action delegated by the veterinarians as they deem appropriate.

#### (4) AV's responsibilities include:

- (a) Ensuring the provision of adequate veterinary care to all animals housed in the LAC and satellite facilities on campus.
- (b) Ensuring that all animal users are able to demonstrate acceptable skills in restraining and handling of animal for which they are responsible.
- (c) Providing guidance and instructions to animal users in matters related to laboratory animal science.
- (d) Serving as a permanent member of the IACUC.
- (e) Monitoring PIs and research staff to ensure that all animal use activities are performed consistent with the approved AUA.
- (f) Making regular visits to all animal facilities and related animal use areas on campus.

Any issue in which there is disagreement among concerned parties shall be referred to the IACUC and Office of IO for further review



#### 4.1.3 The PI, Staff and Students

- (1) No person, whether faculty staff member or student, may undertake any animal activity (research or teaching) using live vertebrate animals without the written approval of the IACUC.
- (2) No person, whether faculty staff member or student, may directly participate in activities involving the handling and use of live vertebrate animals without undergoing training certification by LAC and/or other relevant bodies. The training includes basic knowledge on laboratory animal science, handling and restraining, humane care and use of animals, the ethics of animal use in research and teaching, health and safety issues and the regulations governing animal care and use.
- (3) Research or teaching involving animals shall be conducted under the immediate supervision of the PI. It is the responsibility of the PI to certify that all research staff working on the project or teaching the class have been appropriately trained in the related techniques and procedures.
- (4) PIs are responsible to monitor the progress of all the research activity and to identify any unanticipated pain or harmful effects on the animals under experimentation. Besides this, the PI also assures that all health and safety policies and procedures are followed by the research staff.
- (5) In summary, the ultimate responsibilities of PI are:
  - (a) To design and perform procedures on the basis of relevance to human or animal health, advancement of knowledge and the good of society.
  - (b) To use the appropriate animal disease model, species, quality and the minimal number of animals to obtain statistically valid results.
  - (c) To avoid or minimize discomfort, distress and pain to the animal if possible.
  - (d) To use appropriate sedation, analgesia, or anaesthesia with approval from the AV.
  - (e) To establish early experimental humane end points.

#### 4.2. Research and Teaching using Animal Subjects

4.2.1 The use of animals for research and teaching shall be justified by weighing the anticipated significance of the knowledge to be gained, with the non-availability of non-animal alternatives and the effects of the proposed treatment on the animal subjects.



- 4.2.2 Animals used are to be treated with due consideration for their health and welfare, and in conformance with acceptable standards in laboratory animal care and use.
- 4.2.3 Animals under experimentation shall be conducted using appropriate methods for each specific activity. These methods include surgical techniques, aseptic procedures, post-operative and post-procedural care, use of analgesics and approved methods of euthanasia on animal subjects.
- 4.2.4 All procedures on animals shall be designed to avoid any unnecessary pain, injury, discomfort or distress to the animals. Any unavoidable pain and distress shall be relieved by the appropriate use of anaesthetics, analgesics or other procedures in the experiment. All procedures involving animals shall only be carried out by competent persons. The only exception to the procedures when it has been specifically approved by IACUC, that the use of such drugs or agents applied would defeat the purpose of the experiment and that there is no appropriate alternative available.
- 4.2.5 The numbers of animals to be used in any research and teaching activity shall be the minimum to obtain a statistically valid result and to meet the goals of the educational activity.

#### 4.3 AUA

- 4.3.1 It is the responsibility of the PI in charge of the study involving vertebrate animals to prepare the AUA for IACUC review in monthly meetings. All AUA must be approved by the IACUC before commencement of the activity.
- 4.3.2 AUA should be submitted for review by the IACUC using the appropriate forms. Forms may be obtained from the UM IACUC webpage.

#### 4.4. Animal Procurement

- 4.4.1 No animals used either for research or teaching may be procured without LAC approval. All animals used for research or teaching may only be procured through any suppliers reliable animal supplier. Each purchased animal shall be assigned a corresponding code to ensure traceability until its disposal. All procurements must be made through LAC only. This is to ensure that LAC is able to "track" all animal use from acquisition to its disposal.
- 4.4.2 Exotics and vertebrates (e.g. fish, amphibian, reptiles and birds) may be procured by outsourcing from reliable animal suppliers with the approval from LAC. Whenever the animals listed in any parts of the Wildlife Conservation Act 2010 (Act 716) are to be procured for any purposes, a prior approval and permit must be obtained from the Director General of the Department of Wildlife and National Parks.

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4.4.3 Under no circumstances may any animal acquired for research or teaching under IACUC approved protocols be transferred to any third party without prior LAC approval.

#### 4.5 Housing, Care and Handling of Animals

- 4.5.1 Animal husbandry and care of experimental animals shall be in compliance with the Guide. The housing, care and handling of animals must be carried in the manner that pain, injury, discomfort or distress can be avoided. Adequate hygiene with respect to each animal must be observed at all times.
- 4.5.2 Animals are fed ad libitum and given water as recommended in the Guide. Any foods given to animals must comply with the specifications as provided by the Animal Foods Act 2009 (Act 698). The manner animal food is stored, packed, labelled and transported must be in compliance with the same Act. Animal undergoing surgery shall not be deprived of food or water for longer than is specified for the safe induction of anaesthesia. The animals shall not be severely restrained for extended periods and subjected to painful and obnoxious stimuli unless given approval by IACUC.
- 4.5.3 Any illness, injury or abnormal behaviour observed in animals shall be reported to the AV or to the Office of LAC. It is the responsibility of the PI to monitor the condition of experimental animals in his care and to report any event of illness, injury, abnormal behaviour or death.
- 4.5.4 Animal carcasses and parts derived from animals, including materials used in procedures involving animals, must be disposed by companies or vendors from the approved supplier list of licensed biodisposable companies in compliance with the relevant legislations.

#### 4.6 Anaesthesia, Analgesia and Euthanasia

- 4.6.1 It is required that there will be a close supervision by the PI and the AV for IACUC approved AUA where the administration of analgesia or anaesthesia given to the experimental animals would confound the experiment and the necessary data.
- 4.6.2 Upon the AV's recommendation in painful procedures or on reaching humane end points and with consultation with the PI, the animal is to be euthanized and termination of the experiment.
- 4.6.3 Post operational care of animals shall include the use of anaesthesia or analgesia to minimize discomfort and distress and careful monitoring of the animals.
- 4.6.4 No animal shall be the subject of multiple experimental procedures unless approved by the IACUC.

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4.6.5 Euthanasia to be performed on the animals in accordance with the appropriate method approved by the Guide. The method must be specified in the approved AUA.

#### 4.7 Surgery

- 4.7.1 PIs and the research team performing any surgical procedures and invasive manipulations must conform to the requirements for such surgeries as recommended in the Guide.
- 4.7.2 It is required to use appropriate sterile or aseptic techniques for all recovery animals surgeries.

#### 4.8 Recordkeeping

All pertinent animal records as recommended by the Guide will be maintained for at least three years:

- a copy of the Institutional UM Animal Care and Use Policy and any approved modifications.
- (2) all minutes of IACUC meetings including records of attendance, activities of the committee, and committee deliberations of approval or rejections.
- (3) records of AUA and significant changes in the care and use of animals
- (4) records of annual IACUC reports and recommendations to the IO.

#### 4.9 Reporting Suspected Animal Abuse

- 4.9.1 Any suspected abuse of animals on campus should be reported to:
  - (1) Office of IO
  - (2) Chairperson of IACUC
  - (3) Office of LAC
  - (4) AV
  - (5) Safety Officer
- 4.9.2 All reports shall be reviewed by the IACUC and a thorough investigation will be undertaken appropriately. Depending on the severity of the abuse, the IACUC may revoke or suspend the relevant research activity.

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#### 4.10 Media and Public Inquiries

Members of the media or the public may contact UM to make inquiries about the conduct of research involving animals on campus. All such inquiries are to be directed to the Office of Deputy Vice-Chancellor (Research & Innovation), 8th Floor, Chancellery Building, Universiti Malaya, 50603 Kuala Lumpur.

#### 4.11 Transportation of Animals

- 4.11.1 Unnecessary transportation of animals is strongly discourages. All animal transportations within UM must require prior approval from the IACUC. During transportation, all animals must be properly caged and concealed. Use of lobbies and public lifts is strongly prohibited during transportation.
- 4.11.2 Prior approval from the IACUC is also required for transportations to any locations outside UM. Animals transferred to any locations outside UM cannot be returned.

## 4.12 Work-place Related Accidents, Near Misses, Dangerous Occurrence, Occupational Poisonings and Occupational Diseases

All accidents, near misses, dangerous occurrences, occupational poisonings and occupational diseases must be reported immediately to the university's Occupational Safety and Health Unit. All injuries must be handled immediately by a competent first aider before the case is referred to a medical doctor.

#### 4.13 Emergency Response and Preparedness

All emergency cases involving fire, explosion, chemical spill, disease outbreak, natural disaster, radioactive exposure and others must be dealt with accordingly by the Head of LAC and LAC team as per the University's Emergency Response and Preparedness Policy.

#### 4.14 Training Policy

All academicians, staffs, researchers and students are required to undergo appropriate competency training on basic laboratory animal science and animal handling courses conducted by LAC and/or other relevant bodies.. In addition to relevant training on Occupational Safety and Health conducted by the University's Occupational Safety and Health Unit.

All LAC staff involving in animal care and use must be adequately trained in their area of responsibility in terms of the relevant regulation, animal ethics and animal care and use husbandry and practices.

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#### 4.15 LAC Security

Only approved persons shall be allowed to enter the LAC premises. The Attending Veterinarian shall ensure that access control to the LAC facility is in order at all times.

#### 4.16 Use of Radioactive Materials

All use of radioactive materials in teaching and research involving animals must have prior approval from the Radiation Protection Officer (RPO), Chairperson of IACUC and Attending Veterinarian. All staff involving in such activities must undergo appropriate trainings in the use of radioactive materials in teaching and research involving animals conducted by the University's Occupational Safety and Health Unit before commencing any activities. Appropriate Personal Protective Equipment (PPE) must be used whenever required during any parts of the teaching and research process.

#### 4.17 Use of Hazardous Wastes

All use of hazardous wastes in teaching and research involving animals must have prior approval from the Chairperson of IACUC. All staff involving in such activities must undergo appropriate training in the use of hazardous wastes in teaching and research involving animals conducted by the University's Occupational Safety and Health Unit before commencing any activities. Appropriate PPE must be used whenever required during any parts of the teaching and research process.

#### 4.18 Work Environment

The Head of LAC shall ensure the work environment is suitable to human's physiological and psychological requirements and the relevant occupational, safety and health legislations are abided at all times.

# List of Emergency Hotline

Universiti Malaya		
Occupational Safety & Health Unit	03-7967 659/ 7768 /7925	ukkp@um.edu.my
Student Health Clinic	03-7967 3212	
Security Office	03-7967 7070 (Hotline) 03-7967 3470 (General Line) 03-22463241	keselamatan@um.edu.my http://security.um.edu.my www.facebook.com/ pejabatkeselamatanum
Universiti Malaya Medical Centre		
General	03-7949 2898 / 2190 / 4422 /4000 /7777	ummc@ummc.edu.my aduan@ummc.edu.my
Occupational Medicine Clinic	03-7949 2134 / 2234 03-7967 7527	
Ambulance Hotline	03-7949 2500	
Ambulance Services (Trauma & Emergency)	03-7949 2190 /2280 / 2512 / 2898	
Infection Control Department	03-7949 2152 / 2576 / 4225	
Others		
Pantai Baru Police Station	03-2282 2222	kpb_pantai@rmp.gov.my
Bangsar Police Station	03-2283 2222	kpb_bangsar@rmp.gov.my
Brickfields Police Station	03-9051 6222	kpdbrickfields@rmp.gov.my
Petaling Jaya Police Station	03-7956 2222	http://www.rmp.gov.my/
Pantai Fire Department	03-2282 4444	korporat@bomba.gov.my
Fire Department Section 17, Petaling Jaya	03-7958 4444 03-7958 5857	petaling@bombasel.gov.my
Hospital Kuala Lumpur	03-2615 5555	hkl@moh.gov.my
Pantai Hospital	03-2296 0888	phkl@pantai.com.my
Rakan Cop	(SMS) 32728 03-2115 9999	https://www.facebook.com/ RakanCOP/info(facebook)
Malaysia Emergency Rescue services (MERS)  Polis Firefighter Hospital Civil Defense Department	999	