

STATE OF HAWAII
UNIVERSITY OF HAWAII
UNIVERSITY OF HAWAII AT MĀNOA
LABORATORY ANIMAL SERVICE

FUNCTIONAL STATEMENT

OFFICE OF THE DIRECTOR – Org Code: MALAS

The Office of the Director, i.e., the University Veterinarian, has System-wide responsibilities for administering the Program of Humane Care and Use of all vertebrate animals used for research, training, testing and other activities by the University of Hawaii. The Office of the Director, i.e., the University Veterinarian, also directs and manages the animal facilities involved in biomedical and neuroscience research and training on the UH Manoa campus and at the John A. Burns School of Medicine (JABSOM) at Kaka'ako. The Office provides 24/7 veterinary care for the animal biomedical activities at Manoa and Kaka'ako, as well as to a number of the System-wide protocols that use animals for research and training. The Office provides training of investigators and their staff on animal handling procedures, as well as provides review of regulations for all System-wide vertebrate animal personnel. The Program is required by law to comply with regulations set forth by the United States Department of Agriculture Animal Welfare Act, the National Institutes of Health Public Health Service (PHS) Policy on Humane Care and Use of Animals, as well as other Federal, State and local regulations.

FISCAL OFFICE – Org Code: MAFSLA

The Fiscal Office provides fiscal and personnel support services in compliance with state and federal laws, and UH and RCUH policies, procedures and rules. Responsibilities include fiscal accountability, budget development and execution, rate setting and analysis, contracts and grants management, Memorandum of Agreements with private biotech companies and external organizations, and documentation of procurement and acquisition initiated against G, S-Tuition, S-Revenue, extramural and RTRF. Provides systems administration support for system-wide animal census and protocol information system Topaz/Granite. Perform billing, collections, recordation and reporting of income derived from services provided by the Program. Responsible for all phases of UH and RCUH personnel transactions (i.e., recruitment, hiring, termination, W/C, TDI, and payroll).

LABORATORY ANIMAL RESEARCH SUPPORT – Org Code: MARS LA

Laboratory Animal Research Support provides oversight and direction for the System-wide, federally-mandated Institutional Animal Care and Use Committee (IACUC) for the University of Hawaii. The Research Division is comprised of the Regulatory Compliance Office (RCO) which oversees the vertebrate animal use activities on all campuses and community colleges that are authorized and sanctioned by the UH's Program of Care and Use for Vertebrate Animals. The responsibilities of the RCO exclude all veterinary care and animal husbandry oversight. The UH Program of Care and Use for Vertebrate Animals encompasses all biomedical and non-biomedical aquatic, terrestrial, and avian vertebrate animal use activities. The RCO professional staff interacts daily with its constituency, directs and coordinates all IACUC activities including, but not limited to the review of animal use protocol applications; conducts scheduled semi-annual inspections of the System-wide animal facilities and laboratories; conducts investigations when necessary; provides general and specific advisement or consultation as needed or requested to personnel of research and teaching administrative units and programs, faculty, students, and non-affiliated community members on matters governing the use of animals for research, training/teaching, wildlife and conservation management activities; provides interactive training on the use of the web-based protocol management software

system TOPAZ; provides critical reviews of grant applications to determine congruency and compliance with vertebrate animal use applications; maintains extensive electronic database inventory of personnel training records, etc. Guidance is provided to Principal Investigators and Research Staff, to comply with all Federal, State, and local regulations pertaining to the described Program underlying the expectations of ethical and moral use of vertebrate animal subjects when used in research, teaching/training, and management-related activities. The Division also provides supervisory personnel for the facilities on the Manoa campus and at JABSOM at Kaka'ako involved with animal biomedical and neuroscience research and teaching. Animal care is provided in accordance with all Federal, State, and local regulations and using industry standards.