

Revised on May 4, 2015.

Article 1 [Purpose] The purpose of these Guidelines is to establish the “Seoul National University Institutional Animal Care and Use Committee (hereinafter referred to as “Committee” or “SNUIACUC”) and prescribe the necessary matters for its constitution, function, and operation in order to secure the ethics, safety, and reliability, etc., of animal tests performed by Seoul National University pursuant to the Animal Protection Act and Laboratory Animal Act and promote the protection and ethical treatment of laboratory animals used for animal tests. [Revised on January 17, 2001.]

Article 2 [Scope of Application and Relationship with the Relevant Acts and Subordinate Statutes] These Regulations shall apply to the deliberation on the research and investigation wherein animal tests are performed using animal testing facilities, education and training, and operation of the Committee. However, where there are specific provisions in the Animal Protection Act, Laboratory Animal Act, and enforcement decree and rule of each Act, such provisions shall apply preferentially. [Revised on January 17, 2001.]

Article 3 [Definitions] The definitions of terms used in these Regulations shall be as follows:

1. The term "laboratory animals" refers to the vertebrates among the animals prescribed by Article 2 of the Animal Protection Act and used or bred for the purpose of animal tests.
 - a. [Deleted May 4, 2015.]
 - b. [Deleted May 4, 2015.]
 - c. [Deleted May 4, 2015.]
2. The term “research on animal subjects” refers to a test or a research performed on animal samples such as animal, animal tissue, etc., as a subject.
3. The term “animal test implementer” refers to a person who conducts a scientific research involving an animal as subject or material in order to obtain new biological knowledge or to solve a scientific task including medical science, veterinary science, dental science, pharmacy, social science, etc.
4. The term “laboratory animal expert veterinarian” refers to a veterinarian who majored in laboratory animals medical science or laboratory animal science and who has

extensive knowledge and experience in laboratory animals and animal tests.

Article 4 [Constitution, etc.] ① The Committee shall consist of no more than fifteen (15) members. The members shall be appointed or entrusted by the president from among SNU professors inclusive of the head of the Institute of Laboratory Animal Resource management and outsiders, and the office term shall be two (2) years. Consecutive appointment or entrustment shall be permitted. [Revised on January 17, 2001.]

② The chairperson shall be elected by majority vote among the members, and the vice chairperson shall be designated by the Chairperson from among the members.

③ No less than one third of the members of the Committee shall be persons falling under any of the following subparagraphs and who has nothing to do with the animal tests of SNU (however, one or more of the persons falling under Subparagraphs 1 and 2 shall be included as a rule):.

1. Veterinarians who have majored in laboratory animal medicine science;
2. Outsiders who have extensive knowledge and experience in the protection of animals;
3. Lawyers or professors in the college of law of SNU;
4. SNU professors who are in charge of protection and welfare of animals; or
5. Person who have acquired a doctorate degree in the animal test field and who have a career of managing or performing animal tests [Newly established on January 17, 2001.]

Article 5 [Function] The Committee shall deliberate on the following matters:

1. Deliberation on and approval of the ethical and scientific validity of an animal test plan [Revised on January 17, 2001];
2. Whether or not production/introduction/management/testing/use and carcass disposal of laboratory animals is properly performed [Revised on January 17, 2001];
3. Matters concerning internal rules, etc., necessary for the management and operation of laboratory animals and related facility as determined by the head of the laboratory animals facility;
4. Confirmation and evaluation of education and training, etc., performed on persons related to or engaged in animal tests [Newly established on January 17, 2001];
5. Confirmation and evaluation of operation status of an animal test facility [Revised on January 17, 2001.]; and
6. Other matters submitted by the president or chairperson in order to promote the ethical treatment of laboratory animals.

Article 6 [Duties of the Chairperson, etc.] ① The chairperson of the Committee shall represent the Committee and exercise overall control of its affairs.

② The vice chairperson shall assist the chairperson and, if the chairperson is not able to perform his/her duties due to unavoidable grounds or circumstances, shall act on behalf of the chairperson.

- ③ The chairperson, if additional information is required in relation to deliberation, may request a chief researcher or a research entruster to provide such information.
- ④ The chairperson shall prevent a chief researcher or a research entruster from exercising influence on any member of the Committee or participating in the decision procedure for matters related to the relevant research.
- ⑤ The chairperson shall prepare, through deliberation by the Committee, standard operation guidelines in order to deliberate on matters under Article 5 efficiently and consistently.
- ⑥ The chairperson may propose to the president necessary measures in order to manage laboratory animals ethically and scientifically.

Article 7 [Meeting, etc.] ① Meetings of the Committee shall be classified into regular meetings and extraordinary meetings; regular meetings shall be convened not less than four times annually, whereas extraordinary meetings shall be convened when no less than 1/3 of the incumbent members request such or when deemed necessary by the chairperson. [Revised on January 17, 2001.]

- ② Meetings of the Committee shall commence with the attendance of majority of all incumbent members, and resolutions shall require the consent of majority of those present.
- ③ Members who take part in research and development projects and their utilization and which are subject to deliberation by the Committee shall not participate in the deliberation on the relevant research and development project or utilization.

Article 8 [Deliberation, etc.] ① Any researcher intending to perform an animal test in SNU shall submit an application form for animal test to the Committee and commence the animal test only after obtaining approval.

- ② The Committee shall notify the animal test implementer of the deliberation result for the application form for animal test under Paragraph (1).
- ③ Documents relating to animal tests shall be preserved for three (3) years after the closure of the relevant research.
- ④ The Committee shall decide whether to approve an animal test considering the following matters:
 1. Whether or not the welfare of the animal is taken into consideration;
 2. Whether or not the method of minimizing the suffering and fear of the animal or its alternative method is appropriate;
 3. Whether or not the reason for using the animal and the species and number of used animals are appropriate;
 4. Whether or not the method of euthanasia of the animal is appropriate;
 5. Whether or not there is any operation that is not necessary or is likely to aggravate the conditions of the animal;
 6. Whether or not aseptic surgery is performed and veterinarian technique before and

- after surgery is used;
7. Whether or not an experimental facility suitable for the animal and which considers the researcher's safety is prepared;
 8. Matters concerning the appropriateness of an animal test that uses a toxic substance [Newly established on January 17, 2001]; and
 9. Other matters concerning the ethics and science of animal tests.

Article 9 【Expert Members】 ① The Committee may have expert members in order to perform its affairs smoothly.

- ② In principle, an expert member shall be a person holding a doctoral degree in laboratory animal medical science or a major equivalent thereto or a person holding veterinarian qualification. [Revised on January 17, 2001.]

Article 10 【Advisers】 If advisory opinion of experts in the relevant field is required with respect to matters to be deliberated on by the Committee, the Committee may have advisers who are entrusted by the chairperson.

Article 11 【Subcommittee】 ① A subcommittee may be established if necessary for the smooth operation of the Committee.

- ② Matters necessary for the establishment and operation of the subcommittees shall be set forth by the chairperson through deliberation at the Committee.

Article 12 【Inspection and Measures to Close the Animal Test Facility, etc.】 ① Where an animal test is performed without deliberation by the Committee under Article 8, the expression "test or research by a research institute or an affiliated researcher of Seoul National University" shall not be used.

- ② Where a research project has not been performed in accordance with the research proposal as approved under Article 8, the chairperson shall revoke the approval through a resolution of the Committee and report such to the Research Operations Committee. [Revised on July, 12, 2012.]

- ③ The Committee may, on a regular or an occasional basis, inspect intra-university animal test facilities and recommend their correction. [Newly established on January 17, 2001.]

- ④ In cases wherein matters recommended for correction under Paragraph (3) are not implemented without justifiable reason, or any animal test facility not approved is operated, the chairperson shall request the Research Operations Committee to take measures to close such facility through consultation with the head of the Laboratory Animal Resource Management. [Revised on January 1, 2001; Revised on July 12, 2012.]

Article 13 【Confidentiality】 A member of the Committee shall neither disclose secrets

obtained in the course of performing his/her duties nor misappropriate them.

Article 14 【Burden of Deliberation Expenses and Budget Support】 ① The Committee may have researchers bear some of the expenses necessary for deliberation.

② SNU may support the expenses necessary for the operation of the Committee including remuneration for expert members within the limit of the budget.

Article 15 【Detailed Regulations of Operation】 Detailed matters necessary for operating these Regulations, inclusive of appointment of expert members, shall be prescribed by detailed regulations through deliberation by the Committee.

ADDENDUM (Reg. No. 01994, May, 4, 2015)

These Regulations shall enter into force on the date of their promulgation.