



**Policy Title: The IACUC and its General Procedures**

**Category: Animal Care and Use**

**Policy Number: 110**

**Sponsor: Vice President for Research**

**Effective Date: January 2, 2006**

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**INTRODUCTION AND PURPOSE.** This document describes the Institutional Animal Care and Use Committee (IACUC) and its general procedures.

**SCOPE AND APPLICABILITY.** This document applies to all employees and others who are authorized to conduct activities involving animals at the University.

**POLICY STATEMENTS.** The University is committed to ensure institutional compliance with relevant laws and government policies regarding the care and use of animals.

The Vice President for Research is the Institutional Official responsible for institutional compliance with relevant laws and government policies regarding the care and use of animals, including those relating to the IACUC.

The IACUC is an administrative body established by the University to oversee and promote the humane care and use of animals at the University.

### **DEFINITIONS**

*Animal.* The term “animal” means any live vertebrate animal used or intended for use in research, research training, teaching, testing, or exhibition.

### **PROCEDURES.**

1. **Members.** The IACUC membership, including the Chair, are appointed annually in writing by the Vice President for Research (pursuant to delegated authority from the President/Chief Executive Office of the University) and normally serve for three years or more. Membership consists of those whose experience and expertise will promote the functions of the IACUC. The IACUC will:

- a. have at least one member who is a Doctor of Veterinary Medicine (this person must have training or experience in laboratory animal science and medicine and have direct or delegated program responsibility for activities involving animals at the University);
- b. have at least one member who is a practicing scientist experienced in research involving animals;
- c. have at least one member whose primary concerns are in a nonscientific area (for example, ethicist, lawyer, member of the clergy);
- d. have at least one member who is a person not otherwise affiliated with the University and who is not part of the immediate family of a person affiliated with the University (this

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person is intended to represent the general community interests in the proper care and treatment of animals); and

- e. have at least a total of five members, but not more than three members may be from the same administrative unit of the University.

2. Functions. With respect to activities involving animals, the IACUC, as an agent of the University, shall:

- a. Review Program. Review, at least once every six months, the University's program for humane care and use of animals (see the Animal Care and Use policy entitled "Review Program" for specifics about this function);
- b. Inspect Animal Facilities. Inspect, at least once every six months, all of the University's animal facilities, including animal study areas (see the Animal Care and Use policy entitled "Inspect Animal Facilities" for specifics about this function);
- c. Prepare and Submit SemiAnnual Reports. Prepare reports of its evaluations conducted as required by the above two subparagraphs and submit the reports to the Vice President for Research (see the Animal Care and Use policy entitled "Prepare and Submit SemiAnnual Reports" for specifics about this function);
- d. Review and Investigate Concerns. Review and, if warranted, investigate concerns involving the care and use of animals at the University resulting from public complaints received and from reports of noncompliance received from laboratory or University personnel or employees (see the Animal Care and Use policy entitled "Review and Investigate Concerns" for specifics about this function);
- e. Make Recommendations. Make recommendations to the Vice President for Research regarding any aspect of the University's animal program, facilities, or personnel training (see the Animal Care and Use policy entitled "Make Recommendations" for specifics about this function);
- f. Review Proposed Activities. Review and approve, require modifications in (to secure approval), or withhold approval of those components of proposed activities related to the care and use of animals (see the Animal Care and Use policy entitled "Review Proposed Activities" for specifics about this function);
- g. Review Proposed Significant Changes. Review and approve, require modifications in (to secure approval), or withhold approval of proposed significant changes regarding the care and use of animals in ongoing activities (see the Animal Care and Use policy entitled "Review Proposed Significant Changes" for specifics about this function); and

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- h. Be Authorized to Suspend Activities. Be authorized to suspend an activity involving animals (see the Animal Care and Use policy entitled “Be Authorized to Suspend Activities” for specifics about this function).
3. Education and Training. Each member of the IACUC shall complete an initial education and training program before participating as an IACUC member. Furthermore, each member of the IACUC shall maintain currency with annual refresher education and training in order to continue to participate as an IACUC member. The content of the initial and refresher education and training will be as determined by the Vice President for Research, but will include at least the information relating to the laws and University policies regarding animal care and use.
4. Disclosure Reports. Each member of the IACUC shall submit a disclosure report (as described in the University conflict of interest policies on disclosure reports) and ensure a copy of a fully completed disclosure report is forwarded to the IACUC Coordinator before participating as a member of the IACUC.
5. Meetings and Minutes. The IACUC shall meet periodically, at the call of the Chair, to fulfill its functions, normally on a monthly basis. Written minutes for each full IACUC convened meeting will be prepared and presented at the next meeting for approval. The minutes will contain at least the following information:
  - a. date and times of the IACUC meeting;
  - b. names of members present to establish quorum (and, reflect whether any members enter or depart the meeting while in session);
  - c. names of guests present and when, in relation to deliberation and voting, those guests departed the meeting;
  - d. specifics of significant matters raised and discussed; and
  - e. voting results for each determination (number voting for, against, and abstaining).
6. Record Retention.
  - a. The following records shall be maintained by the IACUC Coordinator for three years from its creation or, in the case of records relating to the review of activities involving animal protocols, the termination of the relevant protocol:
    - (1) copies of the IACUC minutes;
    - (2) copies of all documents and correspondence submitted to the IACUC for review or consideration (including those relating to periodic reviews and inspections, activities reviews, and concerns and complaints); and
    - (3) copies of all documents and correspondence generated by the IACUC (including signed review and inspection reports, determination letters).

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- b. The following records shall be maintained for two years by the IACUC Coordinator after the record ceases to be in effect (e.g. cancelled due to the implementation of another document):
- (1) A list of IACUC members and sufficient information to reflect fulfillment of IACUC membership criteria listed under paragraph 1 above entitled "Members" (i.e. name, education and other relevant credentials, experience, affiliation status with the University, and, if employed by the University, the position title and administrative unit assigned);
  - (2) Records reflecting IACUC members' status regarding education and training and disclosure reports submission; and
  - (3) University policies regarding IACUC.

### **REFERENCES**

United States Department of Agriculture (USDA) Animal Welfare Regulations (9 C.F.R. Parts 1 and 2).

Public Health Service (PHS) Policy on Humane Care and Use of Laboratory Animals.

*Guide for the Care and Use of Laboratory Animals* Institute of Laboratory Animal Research, Commission on Life Sciences, National Research Council, 1996.