

INSTITUTIONAL ANIMAL CARE AND USE COMMITTEE | PROCEDURES

1. Name

The name of this Committee shall be the Institutional Animal Care and Use Committee (IACUC).

2. Membership

The Committee shall consist of at least five members.

1. The membership shall include at least:

1. One practicing scientist experienced in research involving animals.

2. One veterinarian (DVM) with training or experience in laboratory animal science and medicine and with direct or delegated program responsibility for activities involving animals at the University.

3. One member whose primary concern is in a non-scientific area (e.g., attorney, ethicist, or member of the clergy).

4. One member who is not affiliated with the University in any way other than as a member of the Committee, and who is not a member of the immediate family of a person affiliated with the University.

2. Other members of the Committee shall be faculty and administrators.

3. Members will serve on three-year staggered terms and may be reappointed at the discretion of the President of the University.

3. Functions/Responsibilities

The Committee shall:

1. Inspect all laboratory animal facilities and the University's animal care and use program every six months and submit a written report to the Executive Officer.

2. Make recommendations to the Executive Officer regarding any aspect of the University's laboratory animal programs, facilities, or personnel training.

3. Determine whether proposed research will be conducted in accordance with the Animal Welfare Act and conforms with the University's Animal Welfare Assurance.
4. Determine whether procedures used in research avoid or minimize distress, discomfort, and pain to laboratory animals.
5. Approve procedures that may cause no pain or only momentary or slight pain/distress to the animals. If warranted by the procedure, appropriate sedation, analgesia, or anesthesia may be approved for use.
6. Determine if the living conditions of animals are appropriate for the species and contribute to animal health and comfort.
7. Require the availability of medical care for animals as necessary by a qualified veterinarian.
8. Notify (in writing via the Executive Officer) the investigators and the University of its decision to approve or withhold approval of those activities related to the care and use of animals in experimentation. If approval is withheld, the Committee's written notification will include the reasons for its decision and will give the investigators an opportunity to respond in writing or in person or both.
9. Suspend an activity that it previously approved if it is determined that the activity is not being conducted in accordance with applicable provisions of the Animal Welfare Act, the Public Health Service Guide, and the University's Animal Welfare Assurance.

4. Officers

1. Chairperson The Chairperson shall be elected annually from and by the Committee membership at the first meeting of the academic year. The Chairperson shall:
 1. Preside at all meetings or designate a member to serve in his/her absence.
 2. Prepare and distribute a tentative agenda to Committee members at least three working days prior to the meeting.
 3. Provide for the recording of minutes.
 4. Call special meetings and appoint ad hoc committees when necessary.

5. Assume responsibility for the preparation of the annual report to the Administrative Council in collaboration with the Executive Officer.

6. Assume responsibility of execution of Committee policies via the Executive Officer.

2. Executive Officer The Executive Officer shall be an administrator in the Office of Research and shall be appointed by the President of the University according to the approved procedure for making such appointments. The Executive Officer shall:

1. Serve as the Institutional/University Officer for the Committee and as the liaison between the University, Committee, and Office for Protection from Research Risks, Division of Animal Welfare, Department of Health and Human Services.

2. Be responsible for the University's Animal Welfare Assurance.

3. Provide an annual report to the Office for Protection from Research Risks, Division of Animal Welfare, describing the activities of the Committee including any changes in membership, dates of inspection, and dates evaluations were submitted to his/her office.

4. Serve as a consultant to the Committee and provide assistance in the conduct of Committee business.

5. Provide administrative support and assistance to the Chairperson in the conduct and coordination of activities of the Committee.

6. Attend Committee meetings, but without voting privileges, unless he/she is a member of the Committee.

7. Receive and prepare research proposals for review by the Committee.

5. Meetings and Attendance

1. Meetings

1. There shall be a minimum of one meeting of the Committee each semester. Meetings shall be held in September and in March. Special meetings may be called by the Chairperson as deemed necessary for the performance of Committee responsibilities.

2. Research proposals shall be made available to members for review prior to scheduled meetings.

3. The meeting agenda shall be approved at the beginning of each meeting.

4. A simple majority of the membership shall constitute a quorum.

2. Attendance

1. Attendance of members at Committee meetings is expected and required. If a member must be absent, notice should be given to the Chairperson or Executive Officer as soon as it is known, along with the name of the person who will attend for the absent member.

2. The representative for the absent member should have comparable training/background to that of the member. The representative shall not have voting privileges and will not count as part of the quorum.

3. Absence from fifty percent (50%) of regular meetings without due cause will result in a request by the Committee to the President of the University via the Executive Officer for replacement of that member.

6. Amendment of Procedures/Committee Actions

These procedures shall be amended at any regular meeting of the Committee by a majority vote of the membership present, provided that the amendment has been submitted in writing to the members at least one week prior to the meeting where the voting will take place.

7. Parliamentary Authority

The rules contained in the current edition of Robert's Rules of Order, Newly Revised shall govern the Committee's actions.

8. Effective Date of Implementation

These procedures shall become effective upon review by the Administrative Council and approval by the President of the University.

*These procedures cannot be in conflict with the Public Health Service Act (PHS Act) mandated by the Health Research Extension Act of 1985, Public Law 99-158, and its amendments from the U.S. Department of Agriculture, 9 CFR 9, Parts 1-3.

Approved by the Administrative Council - April 10, 1991

Amendment to Section V.A.1. Approved by the Committee - January 12, 1999

Amendment Approved by the Administrative Council - January 20, 1999

Approved name change to Institutional Animal Care and Use Committee (IACUC) Sept.
16, 2010