

IACUC SOP#3
**COMPOSITION AND CONDUCT OF THE INSTITUTIONAL ANIMAL CARE
AND USE COMMITTEE**

1. Minimum composition of an Institutional Animal Care and Use Committee (IACUC) is mandated by Federal Law and Public Health Service (PHS) policy
 - a. Federal Law
 - i. Animal Welfare Act (AWA) CFR 9 Section 2.31 requires a minimum of 3 committee members
 1. Chairperson
 2. Attending Veterinarian
 3. Unaffiliated member
 4. No more than 3 members may be from the same administrative unit (i.e. University Department)
 - b. PHS Policy (IV, A, 3, b)
 - i. Requires that the Committee be made up of a minimum of 5 members.
 1. Chairperson
 2. Attending Veterinarian
 3. Practicing scientist
 4. Non-scientist
 5. Non-affiliated member
 - c. USU has established an IACUC consisting of 9 members which meets all requirements for all Laws and PHS policies
 - i. Committee members are appointed by the Institutional Official
 1. At USU the Vice-President for Research has been designated as the Institutional Official
 - ii. USU has established a committee consisting of individuals with a broad range of experience and expertise to enhance the ability of the IACUC to review Applications
 - iii. Members are appointed to the IACUC for a three year term.
 - d. An appropriate convened meeting of the IACUC must have present:
 - i. At least half of the appointed Committee members
 - ii. Institutional Attending Veterinarian
 - iii. The number of members may vary depending on circumstances, but will not be less than 5.
 - iv. The IACUC may invite consultants to address, as needed, issues related to protocol review, program review or facility review.
2. Conduct of the IACUC
 - a. The IACUC shall meet a minimum of once every 6 months (CFR 9 Sec 2.31)
 - i. A quorum (i.e. a majority of committee members) must be present to convene a meeting of the IACUC
 1. The Attending Veterinarian must also be present before a meeting is convened.
 - ii. The USU IACUC is scheduled to meet monthly

- iii. Monthly IACUC meetings may be cancelled if no business requiring a vote is pending
- iv. Committee business is conducted by a majority vote of the members present. Minutes will reflect all majority and minority opinions. All members are strongly encouraged to express opinions for purpose of robust discussions.
- v. In exceptional circumstances, the IACUC may conduct other than face-to-face meetings.
 - 1. Members must be given ample notice to be able to participate.
 - 2. A quorum must be able to be convened.
 - 3. The quorum must be able to communicate with each other in real time fashion.
- vi. Poor personal conduct or poor attendance or participation in IACUC activities shall constitute sufficient reason to remove a member from the IACUC. Members who cannot regularly attend two-thirds of the meetings held annually may be replaced.
- Vii Training for committee members will occur:
 - a. when a new member is appointed to the committee. Training will be conducted by the IACUC Chair and the Attending Veterinarian/IACUC Administrator; and,
 - b. on a regular monthly basis as a part of the IACUC monthly meeting.
 - c. As needed when new information or other issues arise requiring additional instruction.
- b. The IACUC shall review, at least once every six months, the USU program for humane care and use of animals
- c. The IACUC shall inspect, at least once every six months, all of the University owned and allied Animal Facilities
 - i. Animal areas containing free-living wild animals in their natural habitats need not be included in such inspections.
 - ii Members will discuss and provide a reasonable and specific plan and set dates for correcting each deficiency at the first meeting following the inspection visits.
 - iii Letters informing the facilities managers, P.I.s, Department Heads, Deans, Attending Veterinarians, etc. of the results of the inspections shall be approved by the IACUC and sent immediately after the approval.
- b. The IACUC shall prepare reports of its evaluations (reviews and inspections described above) at least once every six months
 - i. Reports are voted upon at a convened IACUC meeting
 - ii. Members discuss and distinguish significant deficiencies from minor deficiencies included in the reports.
 - iii. Reports are then presented to the Institutional Official
- c. The IACUC makes recommendations to the IO on all aspects of the institutional animal program and training of personnel who handle them.

- d. The IACUC shall review and, if necessary, investigate concerns regarding animal care and use complaints from all sources.
- e. IACUC members review and approve or require modifications or clarifications or withhold approval of proposed and ongoing activities with significant changes related to animal use.
 - i. Serve as a designated reviewer or as an active participant in review of protocols
 - ii. Based on PHS policy IV,C,6, suspend an activity involving animals that compromise the health and well-being of an animal used in research and/or teaching. (See IACUC SOP #1 for procedure)
- f. Conduct post-approval monitoring reviews.
- g. Conduct any business the Committee feels affects or is threatening to the health and well-being of the animals used in the research and/or teaching facilities.
- h. Issues requiring committee vote include:
 - i. Approval of the previous meeting's minutes.
 - ii. Approval of the IACUC Exception report.
 - iii. Semiannual report to the IO
 - iv. Letters to the PIs, facility managers, etc. following the semiannual inspections
 - v. Creation of or changing of policies and procedures
 - vi. Issues involving protocols discussed in committee