

## **INSTITUTIONAL ANIMAL WELFARE PROGRAM**

### **INSTITUTIONAL OFFICIAL**

Definition: The individual at the University who is authorized to legally commit on behalf of the research facility that it will meet the requirements of the AWA. PHS policy defines the IO as the individual who signs and has the authority to sign the institution's Assurance, which commits the institution to meet the requirements of PHS policy.

Responsibilities (the role of the Institutional Official):

1. Has the authority to sign the University's Assurance and commit the institution to meet the requirements of AWA.
2. Commits the institution to meet the requirements of PHS policy.
3. Receives inspection reports and recommendations from the IACUC.
4. In consultation with the IACUC, determines whether deficiencies are minor or significant, determines corrective actions or suspensions and reports such actions to regulatory and funding agencies.
5. Receives notification of the IACUC's decision to approve or withhold its approval of animal activities.
6. Receives and transmits annual reports to NIH/OPRR and to APHIS.
7. May subject protocols that have been approved by the IACUC to further review and approval but may not approve an activity that has not been approved by the IACUC.
8. Ensures that all personnel involved in animal care, treatment and use are qualified to perform their duties and that specific training is provided to those personnel.
9. Ensures that the ongoing training and instructions and the qualifications of personnel are reviewed with sufficient frequency to fulfill the research facility's responsibilities.
10. Ensures the University has an attending veterinarian who provides adequate veterinary care to its animals in compliance with the AWA.
11. Ensures that the University maintains the required records for the specified time periods.

## **INSTITUTIONAL ANIMAL CARE AND USE COMMITTEE (IACUC) MEMBER ROLES AND RESPONSIBILITIES**

### **IACUC CHAIRPERSON**

Definition: The chairperson needs to be knowledgeable and effective as a leader. This individual needs to have the full support of the Institutional Officer and sufficient stature to perform the functions of the positions without jeopardy to career or position. The Chairperson is appointed by the Institutional Official. The chairperson plays an active role in the oversight of all IACUC activities. The Chair serves five constituent groups: Senior Administration (IO); the scientific community; other members of the IACUC; the federal government; the public.

Responsibilities: The IACUC Chair has the responsibility for overseeing the coordination and implementation of effective, efficient systems for protocol review and program review by the IACUC in compliance with the PHS policy and the AWA. The Chair should:

1. Ensure that the IACUC has a quorum present at all meetings
2. Declare the loss of a quorum resulting in the end of official business if a sufficient number of members depart.
3. Oversee the preparation of meeting minutes, agendas and reports and submit appropriate documents to the IO in accordance with PHS policy and the AWA
4. Report to the IO any activities which have been suspended by the IACUC for non-compliance as required by PHS policy
5. Ensure the establishment of a written system of communication for the IACUC with the investigators concerning the approval status of protocols and the steps necessary to secure approval.
6. Stay abreast of the most recent regulatory trends and interpretations.
7. Evaluate and champion policy and practice initiatives to improve the animal care and use program.
8. Have regular interaction with other institutional committees, occupational health and safety, physical plant, lab safety and IBC.
9. Assign reviewers for protocols and amendments.
10. Identify and mandate the members of IACUC non-compliance subcommittee to conduct the investigation(s).
11. Advise PIs.
12. Educate and support IACUC members, PIs and others regarding the IACUC process.
13. Participate in semi-annual facility inspections.
14. Communicate regularly with the IO, Attending Veterinarian, IACUC coordinator.
15. Serve as spokesperson for the IACUC.

## **ATTENDING VETERINARIAN**

Definition: The Attending Veterinarian (appointed by the IO as the University Veterinarian with direct or delegated program authority and responsibility for activities involving animals at the institution as defined under the Animal Welfare Act and PHS policy) serves on the Institutional Animal Care and Use Committee and shall have appropriate training or experience in laboratory animal medicine and science and have direct or delegated program responsibilities for activities involving animals at the institution. This individual should have graduated from an accredited veterinary school, have a certificate issued by the American Veterinary Medical Association's Education Commission for Foreign Veterinary Graduates, or have received the equivalent formal education as deemed appropriate by the APHIS administrator. (PHS Policy (IV, A,3, b,1) and AWAR (2. 31, b,3, i).

Responsibilities (the role of the IACUC Attending Veterinarian):

1. Provide veterinary consultation on the recognition and palliation of pain.
2. Direct the animal care and use program.
3. Provide medical care.
4. Provide oversight on aseptic surgery and post-operative care.
5. Provide oversight on multiple major survival surgery resulting from a veterinary condition in an animal that also had experimental surgery.
6. Advise the IACUC on new procedures or procedures with the potential to cause pain and distress that cannot be reliably controlled.
7. Ensure that veterinary care is available to mitigate the illnesses, lesions or behavioral abnormalities associated with animal restraint.
8. Serve as a resource for IACUC members, PIs, graduate students on issues related to animal welfare.
9. Assist with training and education of IACUC members, PIs, students, etc. as needed.
10. Provide expertise on matters of animal health and welfare, including, but not limited to: use of proper anesthesia and analgesia in laboratory animals in the relief of pain and distress; discussion of the possible complications related to procedures used or a disease model proposed; provide a review of the plans for appropriate and timely medical intervention.
11. Conduct initial review of protocols and amendments for completeness prior to submission to the IACUC committee.
12. Serve as a member of the IACUC.

## **NON-AFFILIATED MEMBER**

Definition: Someone who is not affiliated with the University in any manner, intended to represent the general community interests in the proper care and treatment of animals. This person may not be the immediate family of a person affiliated with the institution. Public members should not be laboratory animal users. (AWAR 2.31, b,3, ii; PHS Policy IV, A, 3, b,4)

Responsibilities (the role of the Non-Affiliated member):

1. Play an active role in all IACUC activities.
2. Make persistent, straightforward inquiries about matters that are undetected by the institutional members of the IACUC.
3. Critically review protocols.
4. Serve as designated reviewer when appropriate.
5. Attend monthly IACUC meetings. Must be present at the meetings for business to be conducted.
6. Participate in semi-annual facility inspection and program reviews.

## **NON-SCIENTIST**

Definition: A person whose primary concern is in a non-scientific area having no obvious connections to any area of science. Individuals may have some scientific training, but clearly do not qualify as a practicing scientist with experience in research involving animals.

Responsibilities (the role of the Non-Scientist member):

1. Play an active role in all IACUC activities.
2. Make persistent, straightforward inquiries about matters that are undetected by the institutional members of the IACUC.
3. Critically review protocols.
4. Serve as designated reviewer when appropriate.
5. Attend monthly IACUC meetings. Must be present at the meetings for business to be conducted.
6. Participate in semi-annual facility inspection and program reviews.

## **SCIENTIST**

Definition: A practicing scientist knowledgeable about the types of research being reviewed and conducted, preferentially, with laboratory animal experience. No more than three scientists from one department/administrative unit should be on the IACUC.

Responsibilities (the role of the Scientist member):

1. Play an active role in all IACUC activities.
2. Make persistent, straightforward inquiries about matters that are undetected by the institutional members of the IACUC.
3. Critically review protocols.
4. Serve as designated reviewer when appropriate.
5. Attend monthly IACUC meetings. Must be present at the meetings for business to be conducted.
6. Participate in semi-annual facility inspection and program reviews.

## **ALTERNATE IACUC MEMBER**

Definition: Alternate member must be appointed by the institution official (IO) in writing. There must be a specific one-to-one designation of IACUC member and alternate to ensure that a committee is properly constituted, i.e., alternate must meet the qualifications for the member that he/she replace. For example, an alternate for a non-affiliated IACUC member would need to also meet the non-affiliated member requirements. This does not preclude an alternate from meeting the qualifications of more than one member. Such alternate may stand in for multiple roles although he/she may not substitute for more than one member at a time. Alternate should receive IACUC training or orientation similar or identical to that provided to regular IACUC member. Alternate should be listed on the IACUC rosters submitted to OLAW with Assurances and annual reports. The National Institutes of Health (NIH) notice [NOT-OD-01-017](#).

Responsibilities (the role of the Alternate member):

1. Alternate member may attend IACUC meetings and participate in discussions and other IACUC activities even when the regular member is present, at the discretion of the institution, although they may not contribute to the formation of a quorum or vote unless the member for whom they substitute is not available.
2. Make persistent, straightforward inquiries about matters that are undetected by the institutional members of the IACUC.
3. An IACUC member and his/her alternate may not contribute to a quorum at the same time or act in an official IACUC member capacity at the same time. An alternate may only contribute to a quorum and function as an IACUC member if the regular member for whom he/she serves as alternate is unavailable.
4. Alternate members are expected to "vote their conscience" as opposed to representing the position of the regular member for whom they serve.
5. An alternate may critically review protocols if the regular member for whom he/she serves as alternate is unavailable.
6. An alternate may serve as designated member reviewer if the regular member for whom he/she serves as alternate is unavailable.
7. An alternate may participate in semi-annual facility inspection and program reviews if the regular member for whom he/she serves as alternate is unavailable.