

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

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

