



Institutional Animal Care and Use Committee

Policy on IACUC Membership

Date Reviewed: January 14, 2019

I. Background

The Institutional Animal Care and Use Committee at UC Santa Cruz is charged with overseeing UCSC's animal care and use program as outlined by the Office of Lab Animal Welfare under the Public Health Service and the Animal and Plant Health Inspection Service under the USDA. The IACUC's responsibilities are codified in PHS Policy for Humane Care and Use of Laboratory Animals, the Guide for the Care and Use of Laboratory Animals, and the Animal Welfare Act and their composition and roles are summarized below.

II. Definitions

- a. *Affiliated member*: An IACUC member who is a currently or within the past 2 years employed at UCSC, including visiting and emeritus faculty, serving on a governing board, students, volunteers, or has immediate family in one of these roles.
- b. *Non-scientist member*: An IACUC member whose primary concerns are in a nonscientific area (e.g., ethicist, lawyer, member of the clergy).

III. Composition of the IACUC

- a. The IACUC membership must consist of at least 5 members and includes: one veterinarian with training or experience in laboratory animal science and medicine, who has direct or delegated authority and responsibility for activities involving animals at the institution; one practicing scientist experienced in research with animals; one member whose primary concerns are in a nonscientific area (e.g., ethicist, lawyer, member of the clergy); and one member who is not affiliated with the institution other than as a member of the IACUC (PHS).
- b. IACUC members shall possess sufficient ability to assess animal care, treatment, and practices in experimental research as determined by the needs of the research facility and shall represent society's concerns regarding the welfare of animal subjects used at such facility (USDA).
- c. Consultants may be requested to help provide expertise for specialized procedures, populations, etc. upon IACUC member request.
- d. Office of Research Compliance Administration provides administrative support to IACUC members.
- e. Research requiring review of a convened meeting must have a quorum present (half plus one of voting members).
- f. Alternates may vote in place of their voting member counterparts only when the voting member is not voting.
- g. Meetings may be convened in person, by videoconference, or audioconference.
- h. Members must recuse themselves from discussion and vote for any protocol with which they have a conflict of interest.

IV. Roles and Responsibilities of Members



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- a. *All Members:* Members are appointed by the Institutional Official, the Vice Chancellor of Research by delegated authority from the CEO, the Chancellor. They must regularly attend and participate at meetings for review of research, policies and procedures, review of the animal program and facilities, animal concerns, and noncompliance. They attend initial orientation and take online animal research training via Collaborative Institutional Training Initiative (CITI). They are given links to the Guide, PHS policy, and the Animal Welfare Act, and a copy of the UCSC OLAW assurance and membership charge. They must recuse themselves of any conflicts of interest during meeting discussion and vote. The members will be knowledgeable about federal and state regulations, guidance, and institutional policy relating to animal care and use.
- b. *Voting Members:* Voting members must perform designated member review outside of convened meeting duties. They must also participate in UCSC animal care program review and semi-annual site inspections.
- c. *Chair/Vice Chair:* The Chair or Vice Chair is appointed by the Institutional Official, the Vice Chancellor of Research by delegated authority from the CEO, the Chancellor. They are selected based on their previous experience on the board and their expertise and commitment to the IACUC. The Chair provides leadership, facilitates meetings, approves minutes, conducts administrative review, assigns designated member reviewers, manages conflicts of interest at meetings, helps facilitate review and approval of policies and procedures, consults with investigators, and helps with review of unanticipated events and noncompliance. The Vice Chair learns the Chair roles and fills in when necessary and also performs administrative review. The Chair and Vice Chair will be knowledgeable about federal and state regulations, guidance, and institutional policy relating to animal care and use.
- d. *Attending Veterinarian:* The Attending Veterinarian is a laboratory animal veterinarian with animal program responsibilities is a voting ex-officio member of the IACUC by position. This position is held by a person holding a Doctor of Veterinary Medicine either certified (e.g., by ACLAM, ECLAM, JCLAM, KCLAM) or with training and experience in laboratory animal science and medicine or in the use of the species at the institution. The alternate must also be a licensed veterinarian. The attending vet performs voting member duties, veterinary reviews of protocols, provides veterinary care to UCSC animals, and provides consultation to researchers.

V. IACUC Functions

- a. Review at least once every six months the institution's program for humane care and use of animals, using the *Guide* as a basis for evaluation;
- b. Inspect at least once every six months all of the institution's animal facilities (including satellite facilities) using the *Guide* as a basis for evaluation;
 - a. Prepare reports of the IACUC evaluations conducted as required by IV.B.1. and 2. of PHS Policy, and submit the reports to the Institutional Official



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- b. The reports shall be updated at least once every six months upon completion of the required semiannual evaluations.
- c. The reports shall be maintained by the institution and made available to OLAW upon request.
- d. The reports must contain a description of the nature and extent of the institution's adherence to the *Guide* and PHS Policy and must identify specifically any departures from the provisions of the *Guide* and this Policy, and must state the reasons for each departure.
- e. The reports must distinguish significant deficiencies from minor deficiencies. A significant deficiency is one that, consistent with PHS Policy, and, in the judgment of the IACUC and the Institutional Official, is or may be a threat to the health or safety of the animals.
- c. If program or facility deficiencies are noted, the reports must contain a reasonable and specific plan and schedule for correcting each deficiency. If some or all of the institution's facilities are accredited by AAALAC or another accrediting body recognized by the PHS, the report should identify those facilities as such.)
- d. Review concerns involving the care and use of animals at the institution;
- e. Make recommendations to the Institutional Official regarding any aspect of the institution's animal program, facilities, or personnel training;
- f. Review and approve, require modifications in (to secure approval), or withhold approval of those components of PHS-conducted or supported activities related to the care and use of animals as specified in IV.C. of PHS Policy;
- g. Review and approve, require modifications in (to secure approval), or withhold approval of proposed significant changes regarding the use of animals in ongoing activities; and
- h. Be authorized to suspend an activity involving animals in accordance with the specifications set forth in IV.C.6. of PHS Policy.

VI. References

PHS Policy for Humane Care and Use of Laboratory Animals, Guide for the Care and Use of Laboratory Animals, Animal Welfare Act