Policy # BP-07-2012
Policy Title: Responsibilities of Full-Voting IACUC Members

Policy: IACUC members are charged with the responsibility of oversight, policy-making, and improvement of the University’s animal care and use program. These responsibilities are carried out through protocol and policy review, approval or withholding approval of animal activities, facility inspection, program oversight and investigation of animal welfare concerns. In order to meet these requirements, the IACUC meets monthly in December, July and August; otherwise meetings are held twice a month. Members also meet to conduct inspections and discuss issues as part of sub-committees between meetings. The IACUC reports to the Institutional Official, who is responsible for all aspects of animal care and use at the University.

As defined by the Animal Welfare Act, PHS Policy, and the Guide for the Care and Use of Laboratory Animals, the program responsibilities over which the IACUC has oversight include the following:

- Compliance with the appropriate regulatory agencies and AAALACi accreditation requirements
- Allocating time and resources for the animal care and use program
- Semi-annual program review and inspection of facilities
- Review of activities involving live animals
- Reviewing concerns involving live animal care and use
- Making recommendations to the Institutional Official
- Suspending activities as required
- Overseeing training programs related to animal care and use
- Meeting documentation requirements
- Occupational health and safety related to animal care and use
- Drafting policies related to animal care and use
- Meeting as necessary to ensure required activities occur
- Advise on facility security related to animal care and use
- Advise on emergency and disaster planning as related to animal care and use

As a full voting member, it is expected that you will:

- Review all policy materials provided for IACUC Meetings
- Familiarize yourself with all protocols on the agenda for full committee review
• Complete the IACUC Member training session and subsequent continuing education as provided
• Attend a majority of the scheduled committee meetings, and all activities you are scheduled to be a part of (such as facility inspections)
• Participate in ad-hoc activities as requested, when logistically and ethically possible for you to do so
• Demonstrate a professional and courteous manner towards other members, staff and faculty
• Familiarize yourself with the applicable policies, regulations, and guidelines available
• Act as a liaison for your colleagues
• Vote according to your own conscience in an informed manner
• Treat all IACUC activities as confidential in nature

As a full voting member, you have the right to:

• Request full committee review for any animal activity for any reason
• Voice a minority opinion for the record related to any topic covered in the Semi Annual report to the IO
• Abstain from any vote you either have a conflict of interest with, do not believe you can make an informed decision about, or otherwise do not feel you can ethically vote on
• Voice questions and concerns without fear of reprisal, either in meeting or privately to the Chair
• Participate in any scheduled facility inspection or program review activity you want to be part of
• Raise policy issues to the committee for discussion