Policy # BP-20-2012

Policy Title: IACUC Emergency Business Practices

Policy: An “emergency” is any situation in which external circumstances regardless of the cause (weather, disease outbreak, power loss, etc.) compromise the ability of the IACUC to conduct business in the manner described in its PHS Animal Welfare Assurance, or in its policies and procedures. During an emergency, the Chair (or her designee) will take reasonable steps to notify the IACUC members that an emergency policy is being implemented. The Chair (or her designee) will coordinate the IACUC business with the IACUC Staff. To assist the IACUC to act as much as possible within the existing regulatory and policy framework, the following may apply:

1. In the absence of the Chair, the Vice-Chair, or if unavailable, the Chair’s Alternate, may act for the Chair. In addition, any responsibility reserved to the Chair, may be delegated to the IACUC staff or to any IACUC member (e.g., appointment of designated reviewers for DMR).

2. Designated Member Review (DMR) may be used instead of Full Committee Review (FCR), (e.g., for review of new protocols).

3. A minimum of two IACUC members may conduct semiannual program evaluations, whether in-person or by teleconference, Skype or other effective means. If not possible, consultants may conduct the review.

4. Where a signature is required, email, fax or verbal approval followed by written approval/acceptance may be used. (e.g., the Semiannual Report to the IO).

5. Members with their alternates may conduct the Semiannual Facilities Inspections. If no IACUC members are available, consultants may conduct some or all inspections.

6. When indicated, the IACUC members and Staff may function from home.

7. All protocol processing and related tasks may be accomplished electronically and by telephone or by whatever reasonable means is available under the emergency conditions.