

**HACKENSACK UNIVERSITY MEDICAL CENTER
Research Department Policy Manual**

**Name: Role and Responsibilities of the
Institutional Animal Care and Use Committee
(IACUC) Members**

Policy# IACUC 110

Effective Date: January 2000

Page 1 of 4

GENERAL

Purpose: To define the role of the IACUC Members.

Administration: The Institutional Official (IO) is responsible for the review and revision of this policy.

Policy: Duties of IACUC Members

The IACUC members are appointed by the IO and are an Institutional Committee. As such, the IACUC members serve HackensackUMC as a whole, rather than a particular department. Therefore, members must not allow their own interest or that of their department to supersede their duty to protect the rights and welfare of research animals. The IACUC must be perceived to be fair and impartial, immune from pressure either by the Institution's administration, the Investigators whose protocols are brought before it, or other professional and nonprofessional sources. [[Public Health Service \(PHS\) Policy on Humane Care and Use of Laboratory Animals sec.IV.A.3. of this Policy;](#)³]

Term of Duty

Regular IACUC members and Chairpersons are expected to commit to a three-year term and, during that time, to fulfill certain duties. Each IACUC member is expected to fully understand their duties prior to accepting their appointment. The HackensackUMC Clinical Veterinarian (if the only one on staff) serves as a permanent member of the IACUC.

Nonaffiliated member(s): Nonaffiliated members are expected to provide input regarding their knowledge about the local community and be willing to discuss issues and research from that perspective.

Nonscientific members: Nonscientific members are expected to provide input on areas germane to their knowledge, expertise and experience, professional and otherwise. For example, members who are lawyers should present the legal views of specific areas that may be discussed, such as exculpatory language or state requirements regarding consent. Nonscientific members should advise the IACUC if additional expertise in a nonscientific area is required to assess if the protocol adequately protects the rights and welfare of the animals.

Scientific members: Scientific members are expected to contribute to the evaluation of a study on its scientific and statistical merits and standards of practice. These members should also be able to advise the IACUC if additional expertise in a nonscientific area is required to

assess if the protocol adequately protects the rights and welfare of animals.

Clinical Veterinarian: The Veterinarian is responsible for the health and wellbeing of all laboratory animals used at the institution. The veterinarian is empowered to intercede and stop a study or procedure when the veterinarian feels the researcher has stepped outside the parameters of their protocol, or feels the animals are experiencing an animal welfare issue such as pain or distress that exceeds the approved pain category of the protocol. All noncompliant concerns will then be reported to the committee to investigate the circumstances.

Chairperson: In addition to the above responsibilities (germane to the member's capacity), the Chairperson conducts the meetings of the IACUC. The Chairperson performs or delegates to voting IACUC members expedited review, when appropriate. The Chairperson is empowered to suspend the conduct of animal research deemed to place animals at unacceptable risk, pending IACUC review. The Chairperson is also empowered, pending IACUC review, to suspend the conduct of a study if it is determined that an Investigator is not following the IACUC's requirements. The Chairperson also may delegate any of their responsibilities as appropriate to other qualified individual(s). Such documentation must be in writing and maintained by the IACUC administrator.

Alternate Members: Alternates are given copies of the review material along with regular members and attend the IACUC meetings but do not vote unless the voting IACUC member that they are alternating for is unable to attend a meeting. Alternate members may attend every meeting but can only vote in the absence of the regular member. The IACUC meeting minutes and membership roster will reflect when alternates are filling in for regular members.

IACUC Administrator: The administrator is responsible for assigning new protocol numbers, making sure researchers receive the standard operating procedures for submitting protocols, occupational medicine program and training requirements. The administrator is responsible for ensuring submitted protocols are complete, sending protocols and review sheets to all members of the committee, keeping the minutes, and setting the agenda for the monthly IACUC meeting.

Responsibilities of the IACUC:

1. Follow the guidelines set by the Animal Welfare Act, Public Health Service Policy on Humane Care and Use of Laboratory Animals, and The Guide for the Care and Use of Laboratory Animals to evaluate the Institution's program.
2. The entire committee conducts the semiannual program review at a convened meeting, and inspects at least once every six

- months all of the Institution's animal facilities, including satellite facilities, using the Guide as a basis for evaluation.
3. Prepare reports of the IACUC evaluations as set forth in the [PHS Policy IV.B.3](#) and submit the reports to the IO. The IACUC process for developing reports and their submission to the IO follow the recommendations of OLAW (see attached).
 4. Review concerns involving the care and use of animals at the Institution.
 5. Make written recommendations to the IO regarding any aspect of the Institution's animal program, facilities, or personnel training. Approved recommendations will be in accordance with the Guide and PHS Policy.
 6. In accord with [PHS Policy IV.C.1-3](#), the IACUC shall review and approve, require modifications (to secure approval), or withhold approval of PHS-supported activities related to the care and use of animals.
 7. IACUC meetings will be at least once a month. If an unscheduled meeting is necessary, the IACUC Administrator will make arrangements. A majority of the members need to attend to discuss any issues requiring committee approval.
 8. Notify investigators and the IO in writing of its decision to approve or withhold approval of those protocol activities related to the care and use of animals, or of modifications required to secure IACUC approval as set forth in [PHS Policy IV.C.](#)
 9. Conduct continuing review of each previously approved, ongoing protocol activity covered by PHS Policy at appropriate intervals as determined by the IACUC, including a complete review in accordance with the [PHS Policy IV.C.1-4](#) at least once every three years.
 10. Be authorized to suspend an activity involving animals as set forth in the [PHS Policy IV.C.6](#). The matter must be reviewed by a quorum of the committee with a majority voting for suspension. The IO will review the reasons for suspension, take the appropriate corrective action, and report to OLAW.

Public Health Service Policy on Humane Care and Use of Laboratory Animals:

National Institutes of Health, Office of Laboratory Animal Welfare.

Public Health Service: *Policy on Humane Care and Use of Laboratory Animals* (8/7/02). Section IV: Implementation by Institutions. Retrieved from

<http://grants.nih.gov/grants/olaw/references/phspol.htm#AnimalWelfareAssurance>

REFERENCE

Committee for the Update of the Guide for the Care and Use of Laboratory Animals, Institute for Laboratory Animal Research, Division on Earth and Life Studies, National Research Council of the National Academies. (c2011). Animal Care and Use Program. In Guide for the Care and Use of Laboratory Animals, 8th ed. (Chapter 2). Retrieved from:

<http://grants.nih.gov/grants/olaw/Guide-for-the-care-and-use-of-Laboratory-animals.pdf>

Code of Federal Regulations, Title 9 (Animals and Animal Products), Subchapter A - Animal Welfare, Part 2 - Regulations, (3/22/13). Retrieved from

http://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title09/9cfr2_main_02.tpl

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Newcomer, C. (2006). Submission and Maintenance of IACUC Protocols. In J. Silverman, M.A. Suckow & S. Murthy (Eds.), *The IACUC Handbook* (pp. 37-60). Boca Raton : CRC Press.

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