

Institutional Animal Care & Use Program - UTEP	
Title: Committee member	
Policy#: 024	Date in Effect: 28 October 2024
Version #: A	Rev Date:
In Effect <input checked="" type="checkbox"/> Rescinded <input type="checkbox"/>	Date Rescinded:

A) INTRODUCTION

Institutional Animal Care and Use Committees (IACUC) derive their authority from the Health Research Extension Act (HREA) of 1985, the Animal Welfare Act (AWA) and Animal Welfare Regulations (AWR). The IACUC is authorized by these laws and regulations to oversee the Institution's animal program, facilities, and procedures.

B) DEFINITIONS

1) Veterinarian

The PHS Policy and AWRs mandate the appointment of a veterinarian with direct or delegated program responsibility to the IACUC. The Institutional Official (IO) may appoint more than one veterinarian to the IACUC, but the veterinarian with direct or delegated program responsibility must be designated as such. The veterinarian with program responsibility, e. g., Attending Veterinarian, must have training or experience in laboratory animal science and medicine or the care of the species being used.

2) Chair

The Chair is appointed every three years and must be a faculty member with animal research experience and significant IACUC experience.

3) Vice-Chair

The Vice-Chair is appointed every three years and must be a faculty member with animal research experience and significant IACUC experience. The Vice-Chair is authorized to conduct official IACUC business in the absence of the Chair.

4) Nonaffiliated

The nonaffiliated member(s) represent general community interests. Neither they nor their immediate family may have an affiliation with UTEP. These members have equal status (e.g., voting) to every other committee member and are provided the

opportunity to participate in all aspects of IACUC functions. Nonaffiliated members must attend more than half of the committee meetings and participate in at least one semiannual program review activity per year.

5) Scientist

PHS Policy requires that the IACUC include a practicing scientist experienced in research involving animals.

6) Nonscientist

PHS Policy requires that the IACUC include a member whose primary concerns are in a nonscientific area. Examples include, but are not limited to, ethicists, lawyers, members of the clergy, librarians, etc.

7) Alternate Members

Alternate members may be appointed to the IACUC by the IO or other official. Alternates may only serve as an alternate in the membership category(s) for which they are qualified. One alternate may be appointed to serve multiple regular members provided the alternate fulfills the specific membership requirement of the members for whom he or she is substituting. However, an alternate may not represent more than one member at any one time. Multiple alternates may be appointed to represent one regular member. Alternate members can only vote for the membership category for which they are alternates. For example, scientific alternates can be alternates for any scientific member. Alternates will receive training identical to the training provided to regular IACUC members.

8) Ex Officio

Ex officio members may include individuals with expertise in specific areas pertinent to protocol review and program oversight such as statisticians and occupational health experts. These are non-voting members of the committee.

9) Consultants

IACUC may utilize consultants as necessary to help with issues that require expertise beyond what the IACUC members have. For example, an IACUC might use a consultant with expertise in a specific area, such as a statistician or occupational health expert. Consultants do not count towards a quorum or vote with

the IACUC. They may provide written recommendations or comments to the IACUC before a meeting, or attend the meeting to participate in the review

C) APPLICATION

1) Functions of the IACUC

a) IACUC Responsibilities:

- b) In accordance with Public Health Service (PHS) Policy IV.C.1-3, the IACUC shall review and approve, require modifications (to secure approval), or withhold approval of activities related to the care and use of animals in research.
- c) Review and approve, require modifications (to secure approval), or withhold approval of proposed significant changes regarding the use of animals in ongoing activities as outlined in PHS Policy IV.C.
- d) Notify investigators in writing of its decision to approve or withhold approval of those activities related to the care and use of animals, or modifications required to secure IACUC approval as set forth in the PHS Policy IV.C.4.
- e) Conduct a continuing review of each previously approved, ongoing activity covered by the 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.
- f) Authorized suspension of any activity involving animals as set forth in the PHS Policy IV. C.6.
- g) Review UTEP's program for humane care and use of animals, using the Guide for the Care and Use of Laboratory Animals (the "Guide") as a basis for evaluation at least once every six months.
- h) Inspect all of the UTEP's facilities using the *Guide* as a basis for evaluation at least once every six months.
- i) Make written recommendations to the Institutional Official (IO) regarding any aspect of the Institution's animal program, facilities, or personnel training.

- j) The IACUC Chair or his/her designee submits recommendations, including minority views that are approved by the IACUC to the IO.
 - k) Prepare reports of the IACUC evaluations as set forth in the PHS Policy IV.B.3 and submit reports to the Institutional Official.
 - l) Review concerns and make recommendations involving the care and use of animals at UTEP.
 - m) Investigate all reports of non-compliance according to UTEP
- 2) Appointment of IACUC members
- a) The President of The University of Texas at El Paso (UTEP) is the highest operating official of the University, who is given the responsibility to appoint IACUC members according to the AWR. The President delegates this authority to the Institutional Official (IO), the Vice President for Research, to make membership appointments to the IACUC. The IO also has the administrative and operational authority to commit institutional resources to ensure compliance with the PHS Policy and other requirements.
 - b) Appointments for a new member will be for 1 year initially and renewed at the discretion of the IO for another 1 to 2 years thereafter with subsequent renewals (1 to 2 year appointments).
 - c) No IACUC member will serve for more than 8 consecutive years unless an extension is granted by the IO. Automatic extensions are often granted by the IO to LARC veterinarians and non-affiliated members. The Attending Veterinarian is required to serve on the IACUC.
 - d) The IACUC Chairperson and Vice Chairperson will have a 3-year appointment initially. Thereafter, they may renew their appointment for another 3 to 5 years.
 - e) A regular committee member may request in writing to be removed from the IACUC before their three-year term is complete. Members may resign from the IACUC at any time.
- 3) Committee Composition
- a) Some IACUC members fulfill specific regulatory requirements (e.g., a veterinarian with program responsibility, an individual nonaffiliated with the

Institution); others have unique roles by virtue of their position (e.g., Chair, Veterinarian, etc.). There are no specific prohibitions regarding individuals filling more than one role on the IACUC. The UTEP IACUC meets the compositional requirements outlined in section IV.A.3.b. of the PHS Policy.

- b) There is no requirement that any particular member or category of members be present at all IACUC meetings. The institution, however, must have a properly constituted IACUC in order for the IACUC to conduct valid official business.

4) Quorum Requirements

- a) Certain official IACUC actions require a quorum: full committee review of a research project (Policy IV.C.2. and AWR §2.31(d)(2)) and suspension of an activity (Policy IV.C.6. and AWR §2.31(d)(6)). UTEP defines a “quorum” as more than half of the regular IACUC voting members. An alternate may not count toward a quorum unless replacing a full member of the committee. A protocol is approved or a protocol is suspended only if a quorum is present, and if more than 50% of the quorum votes in favor of protocol approval or suspension. For reasons other than conflict of interest, abstentions from voting do not alter the quorum or change the number of votes required.

5) IACUC Member Responsibilities

- a) IACUC members ensure that the use of animals or testing on animals is conducted in a humane, ethical manner, with the highest standard of care according to applied Federal, State, local regulations, and institutional policies and guidelines. In order to adequately evaluate the humane and ethical use of animals, a free and open exchange of information is necessary. To protect the integrity of the institution and its researchers, IACUC members have an obligation to:
 - (1) Uphold the precepts of humane and compassionate animal care and use.
 - (2) Engage in assisting the institution in fulfilling responsibilities to the NIH/PHS, US Department of Agriculture (USDA), the researchers, the animals, and the public and in adherence to all applicable federal, state, local, and institutional laws, regulations, guidelines, and policies.

- (3) Not disclose confidential or proprietary information (protocol or investigator-specific information) to any non-IACUC member.
 - (4) Not discuss, communicate, or disclose any details of IACUC business (e.g. protocol reviews, non-compliance discussion, subcommittee investigations or reviews, etc.) to third parties without the consent of the IACUC Chair or IO.
 - (a) During the process of initial or continuing review of an activity (including, but not limited to, any annual reviews or protocol amendments), material provided to the IACUC and the IACUC Office shall remain confidential.
- 6) Responsibilities of the Chair
- a) The IACUC Chair is responsible for overseeing the coordination and implementation of effective, efficient systems for protocol review and program review by the IACUC in compliance with the PHS Policy and AWA. Other duties include:
 - (1) Convene and chair meetings, ensure that there is a quorum present, and declare the loss of a quorum resulting in the end of official business if a sufficient number of members depart;
 - (2) Prepare and/or oversee the preparation of meeting minutes, agendas, and reports, and submit appropriate documents to the IO in accordance with PHS policy and the AWA;
 - (3) Report to the IO any activities of serious or continuing non-compliance;
 - (4) Recommend IACUC membership changes to the IO;
 - (5) Ensure the establishment of a written system of communication with the investigators concerning the approval status of protocols and the steps necessary to secure approval;
 - (6) Evaluate and champion policy and practice initiatives to improve UTEP's animal care and use program;
 - (7) Participate in the assignment of designated reviewers for protocols;
 - (8) Educate, advise, and support IACUC members, PIs, and others regarding the IACUC process;

(9) Communicate regularly with the IO, Attending Veterinarian, and IACUC Administrator;

(10) Serve as spokesperson for the UTEP IACUC

7) Expectations for IACUC Member Participation

a) IACUC Members and/or Alternates

(1) All IACUC matters must remain confidential by the IACUC member and not be discussed with other non-IACUC members.

(2) IACUC Members are expected to participate regularly in business of the IACUC; a quorum of members must be present (in person, via teleconference, or videoconference) for business to be conducted.

(3) Primary members are expected to participate regularly in the business of the IACUC. Primary Members are expected to attend a minimum of 75% (9 of the 12) of scheduled IACUC meetings each year.

(4) Alternate members are not expected to participate regularly in the business of the IACUC but are welcome to attend any/all of the meetings. It is expected that alternate IACUC members will attend at least 25% (3 of the 12) monthly IACUC meetings.

(5) Alternate members are expected to attend the meetings(s) they are expected to attend. The alternate member will assume all decision and voting privileges of the primary member, in the absence of the primary member. If the primary and alternate members are both present, both can express opinions, but only the primary member can vote.

b) Targeted Participation

(1) Program review and facility inspections: All IACUC members (full and alternate) are expected to participate in a minimum of 1 semi-annual inspection per 12-month period. No member shall be excluded from participating in facility inspections or program reviews.

(2) Help implement governmental and Institutional policy regarding animal research.

(3) Actively participate in meeting discussions.

(4) Serve as a primary or secondary reviewer as assigned.

- (5) Serve as Designated Member Reviewer as assigned.
- c) Protocol Review – provide a complete and thorough protocol review as assigned.
 - (1) Prepare prior to the meeting, by reading thoroughly and evaluating the protocols, amendments, and progress reports based on the principles and guidelines for the ethical care and use of animals as described in the federal regulations and Institutional policies. Directly communicate with submitting PIs as necessary to address protocol deficiencies.
 - (2) The committee members may evaluate scientific elements of the protocol as they relate to the welfare and use of the animals including hypothesis testing, sample size, group numbers, and adequacy of controls such that they relate directly to the prevention of unnecessary animal use or duplication of the experiment.
 - (3) Vote to approve, require modifications to secure approval, or withhold approval for research activities reviewed, with a full explanation of the decision to applicants.
 - (4) Serve as designated member reviewer for submitted revised protocols, as appropriate.
- d) Failure to meet IACUC Member Expectations
 - (1) Members or alternate members who are not able to meet the “Expectations for IACUC Participation” may have their committee appointment revoked.
- 8) Conflict of Interest
 - a) All IACUC members and/or consultants are required to disclose any conflicts of interest. An IACUC member is said to have a conflict of interest whenever that person, his or her spouse, or dependent child falls under any of the following conditions:
 - (1) Is an investigator or personnel on the protocol;
 - (2) Has entered into a financial arrangement with the sponsor or agent of the sponsor;
 - (3) Acts as an officer or a director of the sponsor or an agent of the sponsor;
 - (4) Has an equity interest in the sponsor;

- (5) Has received payments or other incentives from any sponsor;
- (6) Has identified him or herself for any other reason as having a conflict of interest.
- (7) Other possible examples of conflict of interest include cases where:
 - (a) A member is involved in a potentially competing research program;
 - (b) Access to funding or intellectual information may provide an unfair competitive advantage;
 - (c) A member's personal biases may interfere with his or her impartial judgment;
 - (d) A member is in a supervisory role over the PI of the study.
- b) If the investigator submitting a protocol believes that an IACUC member has a potential conflict, the investigator may request that the member be excluded from the review of individual protocols. The Chair (or in his/her absence, the Vice-Chair) will present the declared conflict and the Committee will determine whether a conflict exists.
- c) Should an IACUC member declare involvement in any way in a research protocol under review by the IACUC, or state a conflict of interest with the research protocol, then the member(s):
 - (1) May remain in the meeting room to provide information requested by the IACUC; and
 - (2) Leaves the meeting room for voting; and
 - (3) Are not counted towards quorum
- 9) Training
 - a) The *Guide for the Care and Use of Laboratory Animals* (the Guide, NRC 2011): “It is the institution’s responsibility to provide suitable orientation, background materials, access to appropriate resources, and, if necessary, specific training to assist IACUC members in understanding their roles and responsibilities and evaluating issues brought before the committee.” (p. 24)
 - b) Orientation for New Members:
 - (1) The responsibilities of the IACUC members:
 - (a) Protocol Review

- (b) Amendment Review
 - (c) Semi-annual Inspections and Program Review
 - (d) Review animal welfare concerns (i.e., potential non-compliance)
 - (e) Review of Policies, Standard Operating Procedures, and Guidelines
- (2) Procedures followed by the IACUC office:
- (a) Meeting structure
 - (b) Protocol processing
 - (c) IACUC reviewer procedures and documentation
 - (d) Protocol revisions and approval
 - (e) Amendment types, review, and approval
- (3) The following publications and documents will be provided (in either electronic or hardcopy):
- (a) [The Guide for the Care and Use of Laboratory Animals](#) (the *Guide*, NRC 2011)
 - (b) [PHS Policy on Humane Care and Use of Laboratory Animals](#)
 - (c) IACUC Membership List
- c) A tour of all UTEP facilities can be arranged.
 - d) New members can meet individually with the Chair and/or the Institutional Official.
 - e) New members will not be assigned to review protocols until after he/she attends at least one meeting; the timeframe can be extended as necessary.
- 10) Online Training for Members:
- a) All committee members are required to complete the following modules available through the Collaborative Institutional Training Initiative (CITI) Program:
 - (1) Working with the IACUC, Lab Animal Research (a refresher course is required every 3 years)
 - (2) Essentials for IACUC Members (required every three years)
 - (3) Responsible Conduct of Research
- 11) National Training

- a) All new IACUC members are encouraged to complete a national training program (e.g., IACUC 101 Training Course) as soon as it can be arranged (within the first year of their initial appointment).
- b) The IACUC Chairperson must complete a national training program that includes advanced training (e.g., IACUC 101, 201, and 301 Training Courses) as soon as it can be arranged (within the first year of their appointment as Chairperson).
- c) Any exemptions to the training requirements need the written consent of the Institutional Official.

12) Ongoing Training

- a) Several times each year, educational presentations (e.g., webinars) are made available to the IACUC. During some convened meetings, the IACUC will discuss change(s) in regulations or institutional policies or a scientific topic of relevance to the Committee. The IACUC members receive emails with links to articles, training programs, etc. that are applicable, and discussion is always welcomed.

Review History	
Revision Version:	Revision Date:
A	28 October 2024