

 <p>Institutional Animal Care and Use Committee Guiding Principles and Procedures</p>	<p>Effective: 4/16/2015</p> <p>Revised:</p>
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Guiding Principle

To comply with federal regulation and guidelines, NDSU has created an IACUC to oversee the University's animal care program. The committee is comprised of members that fulfill the federal membership requirements. Members are appointed by the Institutional Official (IO).

Requirements

The Guide Eighth Edition, page 24, Committee membership includes the following: (1) 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, (2) at least one practicing scientist experienced in research involving animals, (3) at least one member from a nonscientific background, drawn from inside or outside the institution, (4) at least one public member to represent general community interests in the proper care and use of animals. Public members should not be laboratory animal users, affiliated in any way with the institution, or members of the immediate family of a person who is affiliated with the institution.

The Public Health Service (PHS) Policy in accordance with **IV.A. 3**. The committee shall consist of not less than five members, and shall include at least: (1) one Doctor of Veterinary Medicine, with training or experience in laboratory animal science and medicine, who has direct or delegated program authority and responsibility for activities involving animals at the institution (see IV.A.1.c.); (2) one practicing scientist experienced in research involving animals; (3) one member whose primary concerns are in a nonscientific area (for example, ethicist, lawyer, member of the clergy); and (4) one individual who is not affiliated with the institution in any way other than as a member of the IACUC, and is not a member of the immediate family of a person who is affiliated with the institution. c. An individual who meets the requirements of more than one of the categories detailed in IV.A.3.b.(1)-(4) of this Policy may fulfill more than one requirement. However, no committee may consist of less than five members.

Animal Welfare Act in accordance with (9CFR Ch. 1), Part 2, Subpart 2, 2.31(a) (b) (a) The Chief Executive Officer of the research facility shall appoint an Institutional Animal Care and Use Committee (IACUC), qualified through the experience and expertise of its members

to assess the research facility's animal program, facilities, and procedures. Except as specifically authorized by law or these regulations, nothing in this part shall be deemed to permit the Committee or IACUC to prescribe methods or set standards for the design, performance, or conduct of actual research or experimentation by a research facility.

(b) IACUC membership.

(1) The members of each Committee shall be appointed by the Chief Executive Officer of the research facility;

(2) The Committee shall be composed of a Chairman and at least two additional members;

(3) Of the members of the Committee:

(i) At least one shall be a Doctor of Veterinary Medicine, with training or experience in laboratory animal science and medicine, who has direct or delegated program responsibility for activities involving animals at the research facility;

(ii) At least one shall not be affiliated in any way with the facility other than as a member of the Committee, and shall not be a member of the immediate family of a person who is affiliated with the facility. The Secretary intends that such person will provide representation for general community interests in the proper care and treatment of animals;

(4) If the Committee consists of more than three members, not more than three members shall be from the same administrative unit of the facility.

Procedure

1. IACUC Member Composition

1.1. The IACUC will be comprised of at least five members which include a doctor of veterinary medicine, a practicing scientist, a non-scientist member, and a member not affiliated with NDSU.

1.2. In order to promote adequate review of protocols, the committee should include individuals possessing sufficient expertise in various disciplines of animal research including but not limited to: large animal, small animal, wildlife, and veterinary science.

1.3. The IACUC composition should also have adequate representation for departments, colleges, and centers at NDSU conducting animal research.

1.4. The IACUC will strive to have at least one student member.

2. Selection of Members

2.1. Affiliated members-may be considered non-scientists or scientists and are selected based on the need for relevant composition and/or expertise on the committee. The IACUC Administrator or Chair will contact an Administrator (e.g. Chair, Dean, VP) within the desired unit and request a recommendation to fulfill the appropriate membership composition or expertise. Recommendations will be brought to the IO.

2.2. Non-affiliated members-may be considered non-scientists or scientists and are selected based on the need for relevant composition and/or expertise on the board. IACUC members can recommend individuals to fulfill the non-affiliated member position. Recommendations will be brought to the IO.

2.3. Student members-The IACUC Administrator requests recommendations from NDSU animal researchers to fulfill the student member position. The recommendations are reviewed by the IACUC. The IACUC forwards their recommendations on to the IO.

2.4. Alternate members-to facilitate quorum and review responsibilities, the committee may include alternate members. There is a one-to-one appointment and designation of IACUC members to alternates. Alternate members are selected and appointed with the same procedures as regular members and serve the same term period as their designated regular member. Alternate members perform reviews and vote at convened meetings in the absence or recusal of their regular member.

3. **Appointment of Members**

3.1. Members are appointed to the IACUC by the IO for an initial period of up to 3 years, and may serve additional terms. To maintain an adequate level of experience the membership terms will be staggered.

3.2. Student members are appointed by the IO for a period of up to one year, and may serve additional terms.

3.3. Attending Veterinarian (AV)-is an ex-officio member of the committee. The AV is a permanent member of the committee.

4. **Selection and Appointment of Officers**

4.1. IACUC Chair- The chair of the IACUC is selected and appointed by the IO, based on experience and expertise from among the current membership. The chair is appointed for a period of one year and may be reappointed.

4.2. IACUC Vice-Chair- The vice-chair is selected and appointed by the IO, based on experience and expertise from among the current membership. The vice-chair is appointed for a period of one year and may be reappointed.

5. **Board Vacancies**-the following process is employed for vacancies of affiliated and non-affiliated members. When a vacancy occurs prior to expiration of a term, the newly appointed member completes the remainder of the term.

5.1. Affiliated/Alternate Affiliated Members-Upon expiration of an affiliated members' term the IACUC Office will ask for nominations to fill the appropriate composition or expertise on the committee. Re-nomination is subject to approval and appointment by the IO. Affiliated members have the option of not serving a full-term and resigning from the board. Such vacancies will be filled according to the procedures outlined in Section 3 above.

5.1.1.If a member is unable or unwilling to fulfill expected duties and responsibilities on the committee or found to be in violation of IACUC policies and procedures, they may be asked to resign, or may be removed from the committee by the IO, in consultation with the IACUC Chair, AV, and IACUC Administrator. A recommendation for removal may also originate from the affiliated member's Dean to the IO providing written justification for why the member is unable to fulfill expected duties and responsibilities on the committee.

5.2. Non-Affiliated/Alternate Non-Affiliated Members- Upon expiration of a non-affiliated member's term, the member may be reappointed to an additional term, subject to the need for appropriate composition and expertise, and approval by the IO. Non-affiliated members always have the option of not serving their full term and resigning from the committee. Such vacancies will be filled according the procedures outlined in Section 3 above.

5.2.1.If a member is unable or unwilling to fulfill expected duties and responsibilities on the committee or found to be in violation of IACUC policies and procedures they may be asked to resign or be removed from the committee by the IO, in consultation with the IACUC Chair, Av, and IACUC Administrator?

5.3. Student Members-Upon expiration of a student member's 1-year term, they may be reappointed to a maximum of three years. Students have the option of not serving their full term and resigning from the committee. Such vacancies will be filled according to

the procedures outlined in Section 3 above. If the vacancy occurs mid-term, a new student appointment may be delayed until the next academic year.

5.4. IACUC Chair/Vice-Chair- Should the Chair be unable or unwilling to fulfill expected duties and responsibilities as Chair of the committee, they may be asked to resign or be removed by the IO. If removed as Chair, that member may retain their membership on the committee, unless otherwise removed.

6. Member Responsibilities- The charge of the IACUC is to establish and maintain proper measures to ensure the appropriate care and use of all live vertebrate animals involved in research, research training, teaching and biological testing activities conducted at NDSU or by NDSU faculty staff or students.

6.1. Regular Members-in carrying out responsibilities, regular IACUC members are expected to:

6.1.1. Maintain a good working knowledge of relevant federal regulations, state laws, and NDSU policies related to animal care and use;

6.1.2. Complete initial and continuing education requirements for IACUC members;

6.1.3. When qualified and appropriately oriented perform timely review of protocols;

6.1.4. Disclose any conflict of interest with respect to review of research protocols;

6.1.5. Attend convened meetings or arrange for the alternate member to attend, or notify IACUC Office staff of known absences;

6.1.6. Actively participate in meeting discussion and deliberation in a professional manner; and

6.1.7. Maintain compliance within their own research projects and facilities.

6.2. Alternate Members-in carrying out the responsibilities, alternate members are expected to:

6.2.1. Maintain a good working knowledge of relevant federal regulations, state laws, and NDSU policies related to animal care and use;

6.2.2. Complete initial and continuing education requirements for IACUC members;

6.2.3. When qualified and appropriately oriented perform timely review of protocols;

6.2.4. Disclose any conflict of interest with respect to review of research protocols;

6.2.5. Be available to attend IACUC meetings in the absence of the regular member;

6.2.6. Actively participate in meeting discussion and deliberation in a professional manner; and

6.2.7. Maintain compliance within their own research projects and facilities.

6.3. IACUC Chair-in carrying out responsibilities, the IACUC Chair is expected to:

6.3.1. Provide leadership to the IACUC to help ensure the humane and ethical care and use of animals at NDSU;

6.3.2. Maintain a good working knowledge of relevant federal regulations, state laws, and NDSU policies related to animal care and use;

6.3.3. Complete initial and continuing education requirements for IACUC members;

6.3.4. Conduct convened meetings in a professional manner, or arrange for the Vice-Chair to fulfill the role of Chair;

6.3.5. Lead efforts to resolve controversial issues relating to the review or conduct of animal care and use;

6.3.6. Perform timely review of protocols;

6.3.7. Disclose any conflict of interest and request that IACUC members with conflicts do not participate in the review and voting of relevant protocols;

6.3.8. Regularly consult with the IO and IACUC Staff on procedures and issues related to the animal care program; and

6.3.9. Actively participate with IACUC Office staff in initial assessment of complaints, unanticipated events and issues of noncompliance.

6.4. Attending Veterinarian- in carrying out responsibilities, the AV is expected to:

6.4.1. Maintain a good working knowledge of relevant federal regulations, state laws, and NDSU policies related to animal care and use;

6.4.2. Complete initial and continuing education requirements for IACUC members;

6.4.3. Perform timely review of protocols;

6.4.4. Perform AV consults for full-board protocols;

6.4.5. Disclose any conflict of interest with respect to review of research protocols;

6.4.6. Attend convened meetings;

6.4.7. Actively participate in meeting discussion and deliberation in a professional manner; and

6.4.8. Assist in development and creation of animal care standard operating procedures and policies.

7. Use of Consultants

7.1. The IACUC may invite individuals with expertise in special areas to assist in the review of issues beyond or in addition to the available expertise of the committee. These individuals serve as consultants on an as-needed basis, providing either written or verbal information to the committee. The individuals are not considered members and do not have voting privileges.