



ANIMAL CARE AND USE PROGRAM STANDARD OPERATING PROCEDURE NUMBER 01

IACUC Membership, Roles, and Responsibilities

PURPOSE

This standard operating procedure (SOP) outlines membership requirements and the specific roles and responsibilities that are associated with membership on the Institutional Animal Care and Use Committee (IACUC). Specific roles outlined herein include those of the IACUC chair, attending veterinarian, non-affiliated member, non-scientist, scientist, and institutional official.

MEMBERSHIP

The IACUC will consist of a minimum of five members appointed in writing by the institutional official and must include a practicing scientist, non-scientist, non-affiliated member, and attending veterinarian. An individual who qualifies to fill more than one of the specified roles may do so, but the committee must still consist of at least five members. No more than three members from any one department/administrative unit may be represented on the IACUC in a voting capacity.

Appointed members must be qualified through experience and expertise to provide oversight for the institution's animal programs, facilities, and procedures. Appointments will be for a period of one year, with a maximum of five additional re-appointments permissible.

CHAIR

Appointed by the institutional official (IO), the chair needs to be well versed in animal welfare regulations, free of real or perceived conflicts of interest related to the care and use of animals, and effective as a leader. The IACUC chair must be able to dedicate the time necessary with sufficient flexibility to plan, oversee and participate in critical IACUC functions and activities. It is the policy of the University of Massachusetts Boston that the attending veterinarian not be appointed to fulfill the role of IACUC chair due to real or perceived conflicts of interest. Besides requiring the full support of the institutional official, the chair should be of such stature to be able to perform the functions of the position without jeopardy to career or position. The chair plays an active role in the oversight of all IACUC activities and in doing so, serves five constituent groups:

senior administration, the scientific community, other members of the IACUC, federal regulating agencies and the public.

The IACUC Chair has the responsibility for overseeing the coordination and implementation of an effective, efficient system for protocol review and program review by the IACUC in accordance with the Public Health Service (PHS) and the Animal Welfare Act (AWA). Specifically the chair should:

- Monitor and ensure compliance with animal welfare regulations.
- Remain abreast of the most recent regulatory trends and interpretations.
- Evaluate and champion policy and practice initiatives to improve the animal care and use program.
- Ensure the accurate and timely submission of required reports to federal regulatory agencies.
- Ensure the presence of a quorum at all IACUC meetings.
- Declare the loss of a quorum upon occurrence, resulting in the end of official business.
- Ensure the accuracy of meeting minutes.
- Report to the IO, any activities that have been suspended by the IACUC for non-compliance as required by PHS policy
- Ensure the establishment of a written system of communications for the IACUC with investigators concerning the status of protocols submitted for review.
- Have regular interaction with other institutional committees and departments that have a responsibility to the animal care and use program (e.g. environmental health and safety (EH&S), physical plant, human resources).
- Advise principal investigators with respect to the animal care and use program.
- Educate and support IACUC members, principal investigators and others regarding the IACUC process.
- Participate in facility inspections.
- Communicate regularly with the IO, attending veterinarian, research compliance manager, and IACUC administrator and staff.
- Research and assist in the implementation of best practices for the care and use of laboratory animals in research.
- Assist in the development of standard operating procedures that facilitate a safe and effective animal care and use program.

ATTENDING VETERINARIAN

The Attending Veterinarian is appointed by the IO as the University veterinarian with direct or delegated program authority and responsibility for activities involving animals at the institution as defined under the Animal Welfare Act and

PHS policy. The attending veterinarian serves on the Institutional Animal Care and Use Committee and shall have appropriate training or experience in laboratory animal medicine and science and have direct or delegated program responsibilities for activities involving animals at the institution. This individual should have graduated from an accredited veterinary school, have a certificate issued by the American Veterinary Medical Association's Education Commission for Foreign Veterinary Graduates, or have received the equivalent formal education as deemed appropriate by the APHIS administrator. (PHS Policy (IV,A,3,b,1) and AWAR (2.31,b,3,i)). Responsibilities as a member of the IAUC and attending veterinarian include the following:

Program Oversight, Implementation and Evaluation

- Direct and supervise the animal care and use program for the University of Massachusetts Boston
- Provide consultative and training services for the IACUC members, animal facilities directors, and investigators and their staff as needed
- Plan program enhancements, recommendations for facility design and/or upgrades, and equipment purchases that meet or exceed regulatory standards for the care and use of laboratory animals in teaching and research
- Serve as an ex-officio voting member of the IACUC and attend both regularly and specially scheduled meetings.
- Participate in semiannual facilities inspections and program reviews
- Review animal care and use protocols for completeness and compliance with animal welfare regulations
- Provide scientific input to PIs on animal modeling and procedures
- Prepare and review IACUC policies and standard operating procedures commensurate with and necessary to carry out program activities
- Review annually and provide input as necessary to the institution's *PHS Assurance of Compliance* consistent with changes in the animal care and use program
- Evaluate and recommend resources necessary to support investigator research activities, carry out the goals and objectives of the animal care and use program, and ensure compliance with the University's PHS Assurance
- Attend bi-weekly meetings with the research compliance manager and animal care facility supervisory staff
- Provide emergency veterinary services as required

Animal Procurement and Transportation

- Provide recommendations regarding the transportation of animals, including intra-institutional transportation to minimize transit time, reduce the risk of zoonoses, protection against physical trauma and exposure to environmental extremes

Preventive Medicine

- Develop programs for quarantine and isolation, monitoring of vendors, monitoring of colony health, and routine vaccinations and parasite control
- Make recommendations for periods of physiologic, psychologic and nutritional stabilization of newly acquired animals prior to their use
- Conduct routine monitoring of the health status of all vertebrate animals housed at UMass Boston on a bi-weekly basis, observing for signs of illness, injury or abnormal behavior
- Prescribe treatments for ill animals
- Direct or perform procedures to identify disease etiologies
- Determine when necropsies of animals should be performed to investigate animal health problems
- Provide written reports related to animal health issues to the research compliance manager as required

Provision of Medical Care

- Prescribe treatments for ill animals

Use of Anesthetics, Analgesics, Sedatives and Tranquilizers

- Advise investigators on and ensure the proper use of methods to relieve or reduce the pain and distress in laboratory animals

Perioperative Care

- Oversee pre-surgical preparation, surgical procedures, and postsurgical care of animals
- Conduct continuing and thorough assessment of surgical outcomes and implement timely corrective changes when appropriate

Euthanasia

- Ensure methods of euthanasia are consistent with AVMA guidelines for each species and objectives of the specified protocol

Animal Husbandry

- Participate in the planning and implementation of animal care procedures in response to emergency situations
- Ensure that programs for disinfection, housing, nutrition, breeding, and environmental enrichment are appropriate

Use of Hazards

- Work with the IBC and EH&S to ensure the safe use and disposal of biologic, radiologic and chemical hazards

Use of Animals

- Provide guidance to investigators and all personnel involved in the care and use of animals to ensure appropriate handling, immobilization, sedation, analgesia, anesthesia, and euthanasia
- Provide consultations during the planning stages of proposed animal activities prior to IACUC review
- Make recommendations regarding activity levels or restrictions of animals in health records

Occupational Health

- Participate in the occupational health and safety program as required in the performance of your responsibilities as the attending veterinarian and Director of the animal care program
- Assist in coordinating with EHS with respect to implementation and monitoring of occupational health standards specifically related to the animal care and use program

Training and Education

- Participate in and provide evidence of ongoing professional development training and education related to the care and use of laboratory animals
- Assist in scheduling and conducting IACUC orientation training and other species-specific and procedural training as necessary

NON-AFFILIATED MEMBER

The non-affiliated member must be someone who is not affiliated with the University in any manner, intended to represent the general community interests in the proper care and treatment of animals. This person may not be the immediate family member (parent, spouse, child or sibling) of a person affiliated with the institution. Public members should not be laboratory animal users. (AWAR 2.31,b,3,ii;PHS Policy IV, A, 3,b,4). The role of the Non-Affiliated member is to:

- Play an active role in all IACUC activities.
- Make persistent, straightforward inquiries about matters that are undetected by the institutional members of the IACUC.
- Critically review protocols.
- Serve as designated reviewer when appropriate.
- Attend monthly IACUC meetings. Must be present at the meetings for business to be conducted.
- Participate in six month facility inspection and program reviews.

NON-SCIENTIST MEMBER

The non-scientist is a person whose primary concern is in a non-scientific area having no obvious connections to any area of science (e.g. ethicist, attorney, clergy, teacher). Individuals may have some scientific training, but clearly do not qualify as a practicing scientist with experience in research involving animals. The role of the non-scientist member is to:

- Play an active role in all IACUC activities.
- Make persistent, straightforward inquiries about matters that are undetected by the other members of the IACUC.
- Critically review protocols.
- Serve as designated reviewer when appropriate
- Attend monthly IACUC meetings. Must be present at the meetings for business to be conducted.
- Participate in six month facility inspection and program reviews.

SCIENTIST

The scientist member should be a practicing scientist with laboratory animal experience and knowledgeable about the types of research and teaching being reviewed and conducted. It is the policy of UMass Boston to have all areas represented on the IACUC having involvement with animal research. The role of the scientist member is to:

- Play an active role in all IACUC activities.
- Make persistent, straightforward inquiries about matters that are undetected by the institutional members of the IACUC.
- Critically review protocols.
- Serve as designated reviewer when appropriate
- Attend monthly IACUC meetings. Must be present at the meetings for business to be conducted.
- Participate in six month facility inspection and program reviews.
- Review protocols for scientific integrity and validity.

INSTITUTIONAL OFFICIAL

The individual at the University of Massachusetts Boston who is authorized to legally commit on behalf of the research facility that it will meet the requirements of the AWA. PHS policy defines the IO as the individual who signs and has the authority to sign the institution's Assurance, which commits the institution to meet the requirements of PHS policy. The responsibilities of the Institutional Official include:

- Reviewing and signing the University's Assurance thereby committing the institution in meeting the requirements of PHS policy and the AWA.
- Allocating resources necessary to implement best practices and assure compliance with regulations and guidelines for the proper care and use of laboratory animals in research and teaching.
- Receiving inspection reports and recommendations from the IACUC.
- In consultation with the IACUC, determining whether deficiencies are minor or significant, determining corrective actions or suspensions and reporting such actions to regulatory and funding agencies as required.
- Receiving notification of the IACUC's decision to approve or withhold its approval of animal activities.
- Receiving and transmitting timely and accurate annual reports to federal regulatory agencies as required.
- May involve further review and disapproval of protocols that have been approved by the IACUC, but may not approve an activity that has not been approved by the IACUC.
- Ensuring that all personnel involved in animal care, treatment and use are qualified to perform their duties and that specific training is provided to those personnel.
- Ensuring that training and instruction and the qualifications of personnel are reviewed with sufficient frequency to fulfill the research facility's responsibilities.
- Ensuring the University has an attending veterinarian who provides adequate veterinary care to its animals in compliance with the AWA.
- Ensuring that the University maintains adequate and required records for the specified time periods.