Tulane University IA CUC
Standard Operating Procedure (SOP)

1.2.3 Institutional Animal Care and Use Committee structure, composition, and function

A. Purpose/Scope
This document describes the structure composition and function of the Tulane University Institutional Animal Care and Use Committee.

B. Definitions
• IACUC - Institutional Animal Care and Use committee
• Assured Institution - An institution that has applied to the Office of Laboratory Animal Welfare (OLAW) at the National Institutes of Health (NIH) with documentation of assurance of institutional compliance with the Public Health Service (PHS) Policy on Humane Care and Use of Laboratory Animals and has received subsequent approval.
• Institutional Official - Vice President for Research hereafter known as IO.
• AWAR – Animal Welfare Act Regulations.
• Tulane University - Uptown Campus, Downtown Campus and the Tulane National Research Primate Center

C. References
• Animal And Plant Health Inspection Service (APHIS), United States Department of Agriculture (USDA), 9CFR. Subchapter A-Animal Welfare
• National Research Council, Guide for the Care and Use of Laboratory Animals, National Academy Press Washington D.C., (most recent version)
• SOP 1.3 Semiannual Inspection of Animal Facilities
• SOP 1.4 Review of Animal Activities and Modifications to Ongoing Activities
• SOP 1.6 Non-Compliance and Suspension of Animal Activities
• SOP 1.5 Reporting Animal Concerns (Whistleblower Policy)

D. Background
Tulane University is a supported and assured institution and its facilities adhere to the PHS Policy on Humane Care and Use of Laboratory Animals (PHS Policy). This policy uses the Guide for the Care and Use of Laboratory Animals (Guide) and regulations (9CFR, Subchapter A) issued by the USDA as the basis for its structure, composition and function.

E. Procedures
1. Structure of the IACUC
   a. The IO will appoint a chairperson, members and direct all membership activity within the IACUC. A member may be referred to the IO for consideration of dismissal from the IACUC if chronic absences are documented.
   b. The IACUC will report directly to the Institutional Official.
2. Training of the IACUC
   a. Upon notice of appointment to the IACUC, a member will receive an “Institutional Animal Care and Use Committee Binder” and supplemental resource materials. The binder includes copies of all forms used to conduct IACUC reviews, recordkeeping, administrative SOPs, the last Semiannual Program Review and Facilities Inspection, training articles distributed in the last year and any other material that is deemed
necessary. These materials will be reviewed in an orientation session with the Chair prior to attending their first meeting.

b. Ongoing training is offered through presentations at meetings and attendance at conferences.

3. Composition of the IACUC
   a. The IACUC will have no less than 5 members inclusive of the chair.
   b. Membership will include:
      i. One doctor of veterinary medicine who has training or experience in laboratory animal science and medicine and has direct or delegated program authority and responsibility for activities involving animals at Tulane University.
      ii. One practicing scientist who is experienced in research involving animals.
      iii. One member whose concerns are in a nonscientific area (lawyer, clergy, etc.).
      iv. One member who is not affiliated with the institution other than as an IACUC member, and who is not in the immediate family of an individual affiliated with the institution.
   c. An individual who meets the requirement detailed in b. may fulfill more than one requirement provided there are at least 5 members on the committee.
   d. Membership will reflect a balanced representation of Tulane University and no more than 3 members will be from the same administrative unit.

4. Function of the IACUC
   a. The IACUC will review at least once every six months the veterinary care, IACUC, Occupational Health, training and enrichment programs using PHS policy, the Guide and applicable AWAR as the basis for evaluation.
   b. The IACUC will inspect at least once every six months the animal facilities and individual labs (if applicable) where animal research is conducted, using PHS policy, the Guide and applicable AWAR as the basis for evaluation.
   c. The IACUC office will submit an annual report to OLAW to document program changes, membership changes and dates of the semi annual reviews and inspections.
   d. The IACUC office will maintain protocols, meeting minutes and agendas, annual reports, semiannual reviews and inspection reports for at least 6 years.
   e. The IACUC will review and if warranted investigate concerns involving the care and use of animals resulting from complaints or reports submitted to the IACUC.
   f. The IACUC will make recommendations to the IO regarding any aspect of the animal care and use program, facilities and personnel training.
   g. The IACUC will review and approve, require modifications in (to secure approval) or withhold approval of protocols or amendments for proposed activities involving animals.
   h. The IACUC can suspend a previously approved activity if it determines it is not being conducted in accordance with the description of that activity approved by the IACUC.

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