BACKGROUND

The purpose of this policy is to describe the format by which IACUC minutes are kept, the information necessary in the minutes, and the process for approval of the minutes.

I. SCOPE
   This policy applies to all Institutional Animal Care and Use Committees operating at OHSU facilities.

II. POLICY
   The format for recording IACUC minutes is defined by the OLAW FAQ and the Animal Care Resource Guide listed below. IACUC minutes are approved by a majority of the IACUC at a subsequent IACUC meeting.

III. PROCEDURES
   The IACUC Administrator or Analyst will record the number of members attending, the protocol reference number, and a brief description of the major issues and the conclusion of the discussion. The minutes may be reviewed by the IACUC Chair and will be presented to the Full IACUC at a subsequent meeting for final approval. Names will not be listed on the approved minutes.

IV. AUTHORITY
   a. OLAW FAQs  PHS Policy requires that minutes of IACUC meetings, records of attendance, activities of the Committee, and Committee deliberations, be maintained by the institution. Accordingly there should be documentation of major issues discussed by the IACUC and the outcome of the discussions in sufficient detail for an outsider to ascertain the nature of the discussion and the conclusions reached. Written transcripts or tape recordings of meetings are not required.

   b. USDA Animal Care Resource Guide 14.4 IACUC Records. Minutes of the IACUC meetings, including: a list of members who attended and/or did not attend; all the activities conducted by the IACUC at the meeting; substance of the deliberations of the IACUC, not just the decisions reached; any minority views; and approval of the minutes (usually of the previous meeting) by the IACUC.