

## Animal Care and Use Program Policy

### *Institutional Animal Care and Use Committee Authority, Composition, and General Protocol Review & Appeal Process*



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Version 2.0

Effective Date: December 18, 2013

### **Background**

The Animal Welfare Act and Regulations (AWAR) and the Health Research Extension Act dictate that an Institutional Animal Care and Use Committee (IACUC) be established at all research facilities using animals. It is the responsibility of the institution to approve all animal related research, and to oversee and routinely evaluate the Animal Care and Use Program. 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.

### **Scope**

All research projects and teaching programs that use animals are subject to IACUC review.

### **Policy**

- I. OHSU shall maintain two IACUCs, one on the Central and Waterfront Campus (CWC) and one on the West Campus (WC).
- II. OHSU will follow Public Health Service (PHS) Policy on Humane Care and Use of Laboratory Animals, the AWAR, the Guide for the Care and Use of Laboratory Animals (Guide), the US Government Principles for the Utilization and Care of Vertebrate Animals Used in Testing, Research and Training, as well as other applicable government regulations.
- III. The OHSU President will appoint the Institutional Official and may delegate responsibility for appointing members of the IACUC to the Provost who shall appoint at least five persons, including a Chair, to each of the two committees in accordance with federal requirements. The Institutional Official or Provost shall consult with the Director of the Primate Center regarding appointments to the WC IACUC. Each IACUC shall include a Doctor of Veterinary Medicine with training or experience in laboratory animal science and medicine or in the use of species at the institution; at least one practicing scientist experienced in research involving animals; at least one member from a nonscientific background drawn from inside or outside the institution; and at least one member from the general public not affiliated with OHSU to represent general community interests in the proper care and use of animals. Alternate members can also be appointed and they may serve as regular members in the absence of full committee members. A Vice-Chair should be appointed to fulfill the responsibilities of the Chair in his/her absence.
- IV. Each IACUC reports to the Institutional Official.
- V. Research Subjects Protection Analysts (IACUC Analysts), the IACUC Administrative Coordinator (CWC), The Assistant Research Integrity Officer (CWC) and the Research Integrity Officer on each campus shall provide administrative support for their respective IACUC, and establish procedures to further the Animal Care and Use Program and the OHSU scientific enterprise.

### **Procedures**

- I. All initial reviews, three year reviews and significant modifications to protocols shall be entered into the eIACUC system for full committee (FC) or designated member (DM) and appropriate ancillary (Veterinary, Biosafety, Chemical, Radiation) review. Any protocol or significant modification under review shall be assigned to at least one FC or DM IACUC reviewer. The reviewer shall make one of the following recommendations:
  - A. Approve protocol as written;
  - B. Require Modifications (to secure approval)
  - C. Call for FC review (DM only)
  - D. Withhold approval (FC only)
- II. Minor modifications as defined and approved by the IACUC in the [Modifications to an Animal Research Protocol policy](#) may be approved administratively and shall be listed on the agenda for the next convened meeting of the IACUC. Any member may request that the modification be re-considered by the full IACUC post-administrative approval.
- III. Each protocol shall be reviewed annually by an IACUC. Annual reviews can be processed administratively and will not contain protocol modifications. A current annual review is required in order to purchase additional animals for a protocol or assign non-human primates to a protocol, and no modifications can be processed unless the annual review for the protocol is current. Annual reviews that are approved administratively shall be listed on the agenda for the next convened meeting of the IACUC. Any member may request that the annual review be re-considered by the full IACUC post-administrative approval.
- IV. Investigators shall resubmit protocols every 3 years for *de novo* review and approval.
- V. IACUC protocols that have animals on both campuses can be approved by one of the IACUCs with review by the veterinary staff of both campuses.
- VI. The IACUC shall notify the Principal Investigator (PI) and the Institution in writing of its decision to approve, withhold approval, or modify an activity related to the care and use of animals.
- VII. If a PI wishes to appeal a decision of an IACUC, s/he shall send a written statement of the reason(s) for appeal to the Chair. Written statements shall be distributed to all members of the applicable IACUC and the protocol shall be scheduled for reconsideration at a future convened meeting. The PI shall be invited to attend this meeting. After discussion of the protocol and the reason for appeal, the IACUC shall reconsider the protocol. If approval is still withheld after appeal, a protocol shall not be reconsidered by the Committee until after significant changes have been made.

**References:**

Guide for the Care and use of Laboratory Animals, 2011, 8<sup>th</sup> Ed.  
Animal Welfare Act, Subpart C, Section 2.31 (d)