



IACUC SOP:	TAMU-S-006	Title:	Composition, Appointment, Responsibilities, and Training of the IACUC
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Location	Effective Date	Review By
College Station/Dallas/Galveston/Kingsville	11/01/2024	10/31/2027
Houston	12/01/2024	10/31/2027

1. PURPOSE

- 1.1. To describe the requirements for the composition, appointment, responsibilities, and training of the Institutional Animal Care and Use Committee (IACUC) in compliance with federal, accreditation membership, and institutional regulations, standards, and guidelines.

2. SCOPE

- 2.1. This procedure applies to the Institutional Animal Care and Use Committee(s) at Texas A&M University.

3. RESPONSIBILITY

- 3.1. The **Institutional Official (IO)** is responsible for appointing IACUC members (including alternates) as delegated by the University President and Chief Executive Officer, planning resources, and ensuring the alignment of the Animal Welfare Program goals for quality animal care and use with the mission of the institution.
- 3.2. The **Attending Veterinarian (AV)** has direct authority for activities involving animals at the institution and those other system components and facilities as defined by MOU, serves as a voting member of the IACUC and coordinates campus programs for provision of adequate husbandry and veterinary care of research, testing and teaching animals. Additionally, the AV has the authority to immediately halt an animal activity if there are concerns for the safety and wellbeing of the animals. The AV may assign designees to act on his/her behalf to fulfill the above responsibilities.
- 3.3. The **IACUC Chair** in addition to the responsibilities as a member, is responsible for directing IACUC meetings and is empowered to convene an emergency meeting consisting of a quorum of voting members, delegating designated review to an appropriate IACUC member, performing initial review of animal concerns and reports of unanticipated or adverse event reports, appointing subcommittees to investigate animal welfare concerns and potential noncompliance and ensuring the IACUC membership is informed and engaged in addressing such issues, providing education and outreach to the IACUC and research community, communicating issues and concerns related to the animal program to the IO or their designee as well as providing input into the membership of the committee.
- 3.4. The **IACUC Vice-Chair** acts on behalf of the Chair as needed (e.g.: conflict of interest, unavailability to perform duties). The Vice-Chair is appointed by the IO, however the Chair also may delegate any of his/her responsibilities to other qualified individual(s) as needed. The AWO will maintain the documentation of delegation of authority.
- 3.5. The **IACUC Non-Affiliated Member** is responsible for informing the AWO before a proposed change in affiliation occurs which may compromise their non-affiliated status.
- 3.6. **IACUC Members** as a part of a committee are responsible for the oversight, implementation, and routine assessment of the institution’s Animal Welfare Program components and facilities as per federal and institutional policy. IACUC member responsibilities are:
 - 3.6.1. **To maintain Confidentiality:** In order for IACUC members to adequately evaluate the humane and ethical use of animals a free and open exchange of information is necessary. To protect the integrity of the institution and its researchers, IACUC members should not discuss, communicate, or disclose details of IACUC business (e.g. protocol reviews, grant or investigator specific information, non-compliance discussion, subcommittee investigations or reviews, etc.) to third parties.
 - 3.6.2. **To avoid Conflicts of Interest (COI):** Members are expected to self-identify real or potential conflicts of interest that could impact the integrity of the IACUC process of animal care and use oversight. Members

with a conflict of interest do not contribute to the quorum of a convened meeting must recuse themselves from the activity in which the conflict exists. COI may occur when the member:

3.6.2.1. Is the PI, Co-PI or participant on an AUP or grant

3.6.2.2. Is in a supervisory role over the PI or Co-PI of the study or grant

3.6.2.3. Is a family member of the PI or Co-PI of the study or grant

3.6.2.4. Has a financial conflict of interest as defined by TAMU Rule 15.01.03.M1

3.6.2.5. Note: Peripheral knowledge or indirect involvement in the AUP may not rise to the level of COI, but might result in a member voluntarily recusing themselves from a vote or discussion if the member feels that their knowledge or involvement may impact their ability to be impartial.

3.6.3. **To the Institution** (Texas A&M University): The IACUC is appointed as an Institutional Committee. As such, IACUC members serve Texas A&M University as a whole, rather than a particular department or college. Therefore, members must not allow their own interest or that of their department to supersede their duty to protect the rights and welfare of animal research subjects. IACUC members protect the institution by providing oversight of the animal care and use program to ensure compliance with federal and institutional regulations and policies.

3.6.4. **To the Animals:** The IACUC serves as an advocate to assure humane care and use of the animals by careful evaluation and monitoring of animal activities in accordance with federal and institutional regulations and policies.

3.6.5. **To the Investigators:** The IACUC serves to assist and educate investigators, teachers and personnel involved in animal activities to facilitate use of animals in research and teaching in compliance with federal regulation. The IACUC tasks investigators to ensure that the proposed experiments are structured to:

3.6.5.1. Use the most current techniques to reduce pain and distress experienced by the animals (refinement);

3.6.5.2. Reduce the number of animals needed to the lowest possible number to achieve statistical significance;

3.6.5.3. Replace the use of animals with other techniques where possible.

3.6.6. **To the Community:** The IACUC serves to provide oversight of the animal care and use program to satisfy public concerns regarding the animal use by upholding the precepts of humane and compassionate animal care and use while following all applicable federal, state, and institutional regulations, guidelines and policies.

3.7. The **AWO Staff** is responsible for maintaining a current membership record; training members; monitoring the committee membership to evaluate compliance with federal requirements; and notifying the IO of the need to appoint members in order to maintain compliance with regulations.

4. DEFINITIONS AND/OR ACRONYMS

4.1. **AAALAC:** AAALAC International. Private, nonprofit organization that promotes the humane treatment of animals in science through voluntary accreditation and assessment programs.

4.2. **(Animal) Activities:** Conditions in which actions are taken in order to achieve aims, including but not limited to husbandry, euthanasia, record keeping, use of general lab and equipment safety.

4.3. **Administrative Unit:** A unit with administrative responsibilities such as a department within a college. For members with split faculty appointments, the unit which pays the largest percentage of salary will be considered to be the Administrative Unit of record.

4.4. **Ag Guide:** Guide for the Care and Use of Agricultural Animals in Research and Teaching. Primary reference document for meeting the needs and requirements of agricultural animals utilized in research and teaching.

4.5. **Alternate Member:** An IACUC member who acts as a substitute for a full voting member when the voting member is unavailable to act in an official IACUC capacity. The alternate member must represent the same membership category as the member replaced and is expected to vote their conscience rather than represent

the position of the member they are replacing. An alternate may only replace one voting member at a time. Alternate Members are non-voting and do not contribute to quorum unless they are substituting for a voting member. Alternate members when substituting for a voting member perform the same duties, and must meet the same expectations, as the voting member they are replacing.

- 4.6. **Amendment:** Significant change to on-going animal activity or research project as described in an approved animal use protocol.
- 4.7. **AUP:** Animal Use Protocol. Document submitted by the PI indicating the housing and procedures involving animals.
- 4.8. **AV:** Attending Veterinarian. Individual designated by Texas A&M University to fulfill the regulatory role of AV. May also describe veterinary staff who reports directly to, and have delegated authority from the AV.
- 4.9. **AWO:** Animal Welfare Office. Supports the IACUC administratively.
- 4.10. **(Office of) Biosafety:** Supports the Institutional Biosafety Committee (IBC) administratively.
- 4.11. **CITI Program:** Collaborative Institutional Training Initiative. Service used for web based training required by the IACUC for animal care and use program participants.
- 4.12. **Conflict of Interest:** A situation in which a person has a private or personal interest sufficient to appear to influence the objective exercise of his or her official duties; or exploits the relationship for personal benefit.
- 4.13. **Confidentiality:** Ensuring that information is accessible only to those authorized to have access; non-disclosure of sensitive information (e.g.: meeting deliberations, investigations) with persons not affiliated with the IACUC.
- 4.14. **EHS:** Environmental Health and Safety Department
- 4.15. **IAA:** IACUC Administrators Association. Professional organization for IACUC administrators.
- 4.16. **IACUC 101 Series:** A nonprofit organization that presents educational programs to promote understanding of federal laws, regulations and policies governing the care and use of animals in research and education, and the roles and responsibilities of individuals in institutional animal care and use programs.
- 4.17. **IACUC:** Institutional Animal Care and Use Committee. Institutional body responsible for ensuring adherence to federal regulation and institutional policy relating to the care and use of animals in teaching, testing and research. Appointed by the Institutional Official.
- 4.18. **IACUC Chair:** Chair of the IACUC appointed by the Institutional Official.
- 4.19. **iCare Project:** Interagency Collaborative Animal Research Education Project, uses active learning events to empower U.S. IACUCs and their institutions to improve animal welfare and increase compliance with federal standards while minimizing regulatory burden.
- 4.20. **Inspection Block:** One group of inspections occurring on the same day and performed by the same individual.
- 4.21. **IO:** Institutional Official. Individual within the University with the administrative and operational authority to commit institutional resources to ensure that the animal care and use program will comply with the requirements of federal regulation.
- 4.22. **Member:** Committee member appointed to the IACUC by the Institutional Official, who may serve as either a voting or alternate member.
- 4.23. **Membership Category:** Category of IACUC membership as defined in federal regulation; e.g. chair, scientist, non-scientist, non-affiliated, veterinarian.
- 4.24. **MOU:** Memorandum of Understanding. A formal written understanding between two IACUCs that addresses responsibilities for animal care and use, ownership, and IACUC review and oversight for collaborative activity involving research, teaching or testing with live vertebrate animals.
- 4.25. **Non-affiliated Member:** Committee member 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. Also known as the "Community" member.
- 4.26. **Noncompliance:** Accidental or intentional failure to comply with state and federal regulations, System policies or regulations, University rules or procedures, IACUC guidance, or the requirements to conduct research, teaching or testing using animals; including adherence to the approved animal use protocol. **Serious**

noncompliance has a negative impact on the welfare of an animal and/or is in direct violation of a federal standard regulating animal activities, including provisions of the Occupational Health and Safety Program, and may require reporting to federal regulators, funding agencies and/or accrediting body. (Also see Federal Notice NOT-OD-05-034 for examples of situations that constitute reportable noncompliance under the PHS Policy.)

- 4.27. **Non-scientific member:** Member whose primary concerns are in a nonscientific area.
- 4.28. **Non-voting member:** Member appointed in the “alternate” role who is participating in IACUC functions without contributing to a quorum or voting.
- 4.29. **OLAW:** Office of Laboratory Animal Welfare. Provides guidance and interpretation of the Public Health Service (PHS) Policy on Humane Care and Use of Laboratory Animals (Policy) for PHS-funded research and monitors compliance with the Policy (Policy) by Assured institutions.
- 4.30. **PCR:** Personnel Change Request. Standalone process that allows for the addition or deletion of AUP participants, including the PI.
- 4.31. **PI:** Principal Investigator. The individual who has ultimate administrative and programmatic responsibility for the design, execution, and management of a project utilizing vertebrate animals.
- 4.32. **Pilot Study:** A small-scale test of the methods and procedures to be used on a larger scale.
- 4.33. **PRIM&R:** Public Responsibility in Medicine and Research. Organization which provides education and training for individuals working in animal care and use programs.
- 4.34. **Quorum:** Majority of the total number of voting members of the IACUC. The minimum number of members of the committee that must be present to conduct full committee review as defined in regulation. Members with a conflict of interest (real or perceived) do not contribute to the quorum for that vote.
- 4.35. **Rolling Schedule (inspections):** IACUC inspections performed throughout the year with each location undergoing inspection at least once every six months, as opposed to the performance of all inspections within a smaller window (e.g.: one day/week/month in fall and spring), six months apart.
- 4.36. **Scientific member:** Practicing scientist experienced in research involving animals.
- 4.37. **SOP:** Standard Operating Procedure.
- 4.38. **Submission:** Report of adverse or unanticipated event or potential noncompliance (reportable event form), new or de novo protocol (AUP), personnel change request (PCR) or amendment to an approved protocol (including VVC request and pilot study updates).
- 4.39. **Unanticipated or Adverse Event:** Any happening that is not consistent with routine expected outcomes that results in any unforeseen animal welfare issues that impacts the health or safety of animals (unintended injury or illness, unrelieved pain or distress, death). May require reporting to federal regulators and accrediting bodies.
- 4.40. **USDA:** United States Department of Agriculture. USDA Animal Care, a unit under the Animal and Plant Health Inspection Service, administers the Animal Welfare Act (AWA) and associated Animal Welfare Act Regulations (AWAR).
- 4.41. **Veterinary Member:** 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.
- 4.42. **Voting Member:** Member contributing to the quorum on an official vote.
- 4.43. **VVC:** Veterinary Verification and Consultation. Process by which the AV or designee confirms adherence to approved IACUC SOPs or Guidance documents. Does not apply to Houston animal program.

5. Guidelines

5.1. Membership Selection Criteria

- 5.1.1. IACUC members must be qualified through experience and expertise to provide oversight for the animal program, facilities and procedures. Members shall possess sufficient ability to assess animal care, treatment, and practices in experimental research, teaching, and testing as determined by the needs of

the individual animal program and shall represent society's concerns regarding the welfare of animal subjects used at such facility.

5.1.2. Potential members may be identified by various means, but must be appointed to the IACUC by the IO.

5.2. Composition of the Committee

5.2.1. Each IACUC must consist of at least 5 voting members.

5.2.2. The backgrounds of the voting members shall be varied in order to promote complete and adequate review of the types of research activities commonly overseen by the IACUC.

5.2.3. No more than 3 voting members may be from the same administrative unit.

5.2.4. The composition of each IACUC includes at least one of each of the following member categories as required by regulation:

5.2.4.1. **Chairperson** with sufficient stature to perform the functions of the position without jeopardy to career or position.

5.2.4.2. **Veterinary member** who is either the AV or their designee for programs with more than one veterinarian with delegated AV authority.

5.2.4.2.1. For animal programs with agricultural species as covered by the Ag Guide, the veterinary member(s) must also have training and experience in agricultural animal medicine and be licensed to practice veterinary medicine.

5.2.4.3. **Non-affiliated member** provides representation for general community interests in the proper care and use of animals and will conduct review of animal activities with those interests in mind.

5.2.4.4. **Scientific member** experienced in research involving animal species represented in the animal care and use program for the institution.

5.2.4.4.1. For animal programs with agricultural species as covered by the Ag Guide, the committee must include a scientist who has experience in agricultural research or teaching involving agricultural animals as well as an animal, dairy, or poultry scientist who has training and experience in the management of agricultural animals. One individual may fulfill both requirements based on applicable experience and training.

5.2.4.5. **Nonscientific member** will conduct review of animal activities from a non-scientific perspective and will consider the impact of proposed animal activities apart from scientific considerations

5.2.5. Other types of members which may be appointed by the IO to serve on the committee are:

5.2.5.1. Individuals may be placed in the general role of **Member** when they do not meet the qualifications to serve in one of the member categories as listed above. These individuals often serve on the IACUC as a virtue of holding another position within the institution; e.g. Biosafety Program, EHS or AWO staff.

5.2.5.2. **Alternate members** while not required under the regulations, are utilized to facilitate the work of the committee and allow for member absence, as well as ensure continued functionality as a constituted committee in the case that a sole voting member in a required role abruptly leaves the IACUC. Alternate members may be appointed to any of the roles above and are required to fulfill the same requirements.

5.2.5.2.1. An alternate may only contribute to the quorum and vote if:

5.2.5.2.1.1. Replacing an absent voting member of the same membership category

5.2.5.2.1.2. Not more than 3 voting members from the same administrative unit are present

5.2.5.2.2. Meeting minutes shall document when an alternate member replaces a primary member

5.3. IACUC Roster

- 5.3.1. Records of the names, degrees and/or qualifications, affiliation, membership category, and terms of appointment of the members of the IACUC will be maintained by the AWO staff. The record represents the roster of members and will serve as the list by which attendance at a convened meeting is determined.
- 5.3.2. Documentation such as a curriculum vitae or resume may be requested by the AWO to confirm eligibility for the membership category for that member.
- 5.3.3. The IACUC will be informed of changes in committee membership.
- 5.3.4. Applicable regulatory agencies will be apprised of changes in committee membership, if any, at least annually.

5.4. Term Length and Reporting

- 5.4.1. The IACUC reports to the IO either directly or through their designee.
- 5.4.2. Voting members and alternates are appointed by the IO in writing for a period determined by the IO; usually no more than three years. There is no limit to the number of terms a member may serve.
- 5.4.3. The IACUC term year begins September 1 and ends August 31. However, new members may be added, or members may retire and replacements named to the committee, at any time.
- 5.4.4. A member whose appointment is expiring will either be renewed or retired from committee service no later than the expiration of their term.
- 5.4.5. A member may resign before the conclusion of his/her term. Resignations must be in writing and presented to the IO or designee through the IACUC chair or AWO.
- 5.4.6. Vacancies on the committee will be filled by the IO at his/her discretion based on the needs of the program.
- 5.4.7. If a member departs, resigns, or otherwise does not serve to the end of an appointed term, the unit head of that member's respective department may be asked to provide a replacement for consideration by the IO, or the position may be left open at the discretion of the IO, but legal composition of the committee will be maintained.
- 5.4.8. A member may be removed by the IO at any time to serve the needs of the committee and animal use program.

5.5. Training

- 5.5.1. Training to understand the member's role and the duties of the IACUC is required for all members. Documentation of member training will be maintained by the AWO.
- 5.5.2. **Training which must be complete prior to the individual performing in an official capacity as an IACUC member:**
 - 5.5.2.1. **CITI Program courses. Must be complete prior to attending Orientation.**
 - 5.5.2.1.1. **IACUC Chair and Vice-chair:**
 - 5.5.2.1.1.1. IACUC Chair
 - 5.5.2.1.1.2. IACUC Member (*Note: will display as IACUC Chairs, Members and Coordinators on the members homepage after selection*)
 - 5.5.2.1.1.3. Semiannual Evaluations in Depth
 - 5.5.2.1.2. **Scientific, Veterinary and general Members:**
 - 5.5.2.1.2.1. IACUC Member (*Note: will display as IACUC Chairs, Members and Coordinators on the members homepage after selection*)
 - 5.5.2.1.2.2. Semiannual Evaluations in Depth
 - 5.5.2.1.3. **Non-affiliated and Non-scientific Members:**
 - 5.5.2.1.3.1. IACUC Community Member

- 5.5.2.2. Formal **Orientation** conducted by the AWO staff and/or experienced IACUC members. **Must be completed before voting at a convened meeting or performing submission review.** Topics may include, but are not limited to:
 - 5.5.2.2.1. Schedule of upcoming meetings
 - 5.5.2.2.2. Current IACUC Roster
 - 5.5.2.2.3. Introduction to applicable PHS Assurance
 - 5.5.2.2.4. Introduction to AAALAC accreditation and the Animal Care and Use Program Description, where applicable
 - 5.5.2.2.5. Introduction to submission review and the workflow of the IACUC
 - 5.5.2.2.6. Introduction to semi-annual inspections and program review
 - 5.5.2.2.7. Relevant legislation, regulations, guidelines, and policies
 - 5.5.2.2.7.1. USDA Animal Welfare Act and Animal Welfare Regulations
 - 5.5.2.2.7.2. PHS Policy
 - 5.5.2.2.7.3. Guide for the Care and Uses of Laboratory Animals
 - 5.5.2.2.7.4. Guide for the Care and Uses of Agricultural Animals in Agricultural Research & Teaching
 - 5.5.2.2.7.5. Institutional Animal Care and Use Committee Guidebook
 - 5.5.2.2.7.6. The IACUC Handbook
 - 5.5.2.2.7.7. IACUC and AWO Guidelines and SOPs
 - 5.5.2.2.7.8. TAMU Research Compliance & Biosafety website
- 5.5.2.3. New members **must be paired with an experienced IACUC member for their first AUP review** via DMR or PR (assignment and process as described in TAMU-S-002).
 - 5.5.2.3.1. New members may request the continued pairing with an experienced IACUC member for unlimited subsequent AUP or amendment reviews.
- 5.5.2.4. On-site **inspection** training conducted by AWO staff and/or experienced IACUC member(s) during a regularly scheduled inspection within first six months of service (IACUC 1) or first year of service (IACUC 2).
- 5.5.2.5. New members **must be paired with an experienced IACUC member(s) for semiannual program review during the first six months of service (IACUC 1) or first year of service (IACUC 2).**
- 5.5.3. **Suggested training:** (as time allows and if available)
 - 5.5.3.1. Review of TAMU-S-006b to gain foundational knowledge of past AAALAC concerns. Member may also elect to view accompanying video (AWO-P-045 or newer).
 - 5.5.3.2. **iRIS** training conducted by AWO staff prior to initial submission review (strongly suggested)
 - 5.5.3.3. **Protocol review** training conducted by experienced IACUC member and/or AWO staff
 - 5.5.3.4. **CITI** IACUC Member Refresher Case Studies or IACUC Protocol Review course or other course currently offered under the TAMU subscription
- 5.5.4. **Continuing education:**
 - 5.5.4.1. IACUC Chair/Vice Chair: (as time allows and if available)
 - 5.5.4.1.1. Attend IACUC 101 Series course, iCare Project event, PRIM&R or IAA conference or other similar training
 - 5.5.4.2. All members:
 - 5.5.4.2.1. Refresher training on the core duties of the IACUC, as outlined in new member orientation, CITI training and this document. To be repeated on a cycle to correspond with the renewal of this SOP.

- 5.5.4.2.2. Ongoing opportunities to enhance understanding of animal care and use in science (e.g. webinars, conferences, live training at IACUC meetings) as identified by the IO or designee, IACUC Chair and/or AWO staff
- 5.5.4.2.3. Any additional training as assigned by the IO or designee
- 5.5.4.2.4. Members are encouraged to share information on topics of special interest to the IACUC during monthly meetings to provide peer-to-peer continuing education

5.6. Compensation

- 5.6.1. Participation on the IACUC is considered voluntary.
- 5.6.2. Members shall receive reimbursement for parking, travel, hotel, meals and other expenses incurred as a result of their fulfillment of IACUC responsibilities in accordance with institutional policies.
- 5.6.3. Chairpersons (including Vice-Chair) may receive an annual stipend determined by the IO for fulfillment of their IACUC responsibilities.

5.7. Expectations and Duties of the IACUC

5.7.1. Expectations:

- 5.7.1.1. IACUC members (including alternates) are expected to participate fully and regularly in the business of the IACUC and to perform all duties described below to the best of their abilities.
- 5.7.1.2. Members (including alternates) are expected to stay abreast of changes in federal regulations and institutional policy, guidance and procedure in relation to the animal care and use program.
 - 5.7.1.2.1. Accomplished through engagement and participation in committee processes with opportunity for continuing education at various conferences.
- 5.7.1.3. A quorum of members must be present (in person, via web, video or teleconference) for business to be conducted at a convened meeting. Members (including alternates) are expected to attend as many committee meetings as possible with a goal of attending **at least 50%** of meetings to contribute to, and stay abreast of, the work of the IACUC. Members should prepare for the meeting by reading all materials supplied in advance and plan to actively participate in meeting discussions.
- 5.7.1.4. Members (including alternates when assigned) are expected to regularly participate in submission review applying the principles and guidelines for the ethical care and use of animals as described in the federal regulation and Institutional policies. Review comments provided to the PI should be concise, thorough and based in regulation or best practice as defined in the literature and relevant conference proceedings. Members are encouraged to utilize TAMU-C-008 or similar materials developed by the AWO to assist with the AUP and amendment submission review process.
- 5.7.1.5. Members (including alternates) are expected to regularly participate in facility inspections and are encouraged to vary the locations they inspect to gain a wider view of the animal program as a whole.
 - 5.7.1.5.1. For programs utilizing a rolling schedule for inspections: Members should attempt to perform **at least two inspection blocks** per 6 month cycle. Alternate members should attempt to perform **at least one** inspection block per year.
 - 5.7.1.5.2. For programs not utilizing a rolling schedule for inspections: Voting members should attempt to perform **at least two inspection blocks** per year. Alternate members should attempt to perform **at least one** inspection block per year.

5.7.2. Duties:

- 5.7.2.1. Semiannual program review for animal care and use
- 5.7.2.2. Semiannual inspection of animal facilities
- 5.7.2.3. Semiannual reports of evaluations to the IO

- 5.7.2.4. Investigations of reports of animal welfare concerns or non-Compliance
- 5.7.2.5. Make recommendations to the IO regarding any aspect of the animal program, facilities, or personnel training
- 5.7.2.6. Review, require modifications (to secure approval), approve, or withhold approval of activities related to the care and use of animals
- 5.7.2.7. Review, require modifications (to secure approval), approve, or withhold approval of proposed significant changes regarding the use of animals in ongoing activities;
- 5.7.2.8. Be authorized to suspend an activity involving animals
- 5.7.3. Failure to meet stated expectations and perform required duties:
 - 5.7.3.1. The IACUC Chair will periodically review participation metrics maintained by the AWO staff for individual members and may recommend to the IO removal of a member who is unable to meet the requirements for service on the committee.
 - 5.7.3.1.1. IACUC member participation metrics include, but are not limited to, completion of assigned training, attendance at convened IACUC meetings, performance of semiannual facility inspections, review of assigned submissions, and assigned subcommittee service.
 - 5.7.3.1.2. Participation metrics may be shared with the individual member upon request and/or at the time of Chair review. This data may also be shared with the member's supervisor or department head.
 - 5.7.3.1.3. Participation metrics may be shared with the membership as a whole so that the IACUC may evaluate its performance in maintaining a quality animal care and use program.

6. REFERENCES, MATERIALS, AND/OR ADDITIONAL INFORMATION

- 6.1. Web resources:
 - 6.1.1. Office of Laboratory Animal Welfare (OLAW): <https://olaw.nih.gov/>
 - 6.1.2. PRIM&R: <https://primr.org/>
 - 6.1.3. IACUC Administrators Association: <https://iacucaa.org/>
 - 6.1.4. Institute for Laboratory Animals Research (ILAR): <http://dels.nas.edu/ilar/>
 - 6.1.5. Center for Alternatives to Animal Testing (CAAT): <https://caat.jhsph.edu/>
 - 6.1.6. [AVMA Guidelines for the Euthanasia of Animals](#)
 - 6.1.7. TAMU Research Compliance & Biosafety website <https://rcb.tamu.edu/>
- 6.2. Regulatory resources:
 - 6.2.1. [USDA Animal Welfare Regulations 9 CFR Ch.1 Subpart C § 2.31](#)
 - 6.2.2. [PHS Policy on Humane Care and Use of Laboratory Animals](#)
 - 6.2.3. [Guide for the Care and Use of Laboratory Animals](#)
 - 6.2.4. [Guide for the Care and Use of Agricultural Animals in Agricultural Research & Teaching](#)
 - 6.2.5. OLAW Notice [NOT-OD-01-017](#) Guidance Regarding Administrative IACUC Issues
 - 6.2.6. OLAW FAQ [May the IACUC have alternate members?](#)
 - 6.2.7. OLAW FAQ [What are the IACUC membership criteria?](#)
 - 6.2.8. OLAW [FAQs on Nonscientific and Nonaffiliated members](#)
 - 6.2.9. TAMU 15.01.03.M1 [Financial Conflicts of Interest in Sponsored Research](#)
 - 6.2.10. TAMU 15.99.07.M1 [Use of Vertebrate Animals in Research, Teaching and Testing](#)
- 6.3. [IACUC/AWO Referenced Documents](#):
 - 6.3.1. AWO-P-045 IACUC Member Ced - AAALAC Areas of Special Emphasis - Submission Review & Inspections [video]
 - 6.3.2. TAMU-C-008 Protocol Review Checklist



- 6.3.3. TAMU-C-008a Protocol Review Checklist - AUP Help Text Addendum
- 6.3.4. TAMU-C-008b Protocol Review Checklist - Pain & Distress Categorization Addendum
- 6.3.5. TAMU-C-008c Protocol Review Checklist - USDA or Not Addendum
- 6.3.6. TAMU-S-002 Mechanisms of IACUC Review, Veterinary Consultation and Confirmation
- 6.3.7. TAMU-S-006a IACUC Member Training Program Addendum (IACUC 1)
- 6.3.8. TAMU-S-006b IACUC Member Training Program - Topics (IACUC 1)

7. HISTORY

Effective Date	Version #	Description
03/19/2020	000	College Station/Galveston: New format and content; replaced AWO-203
04/30/2020	001	Houston/Kingsville: New format and content; replaced IBT-103, IBT-110. Reviewed and approved via email.
05/19/2020	002	Dallas: New format and content; replaced CD-103, CD-110.
12/01/2021	003	College Station/Galveston: Renewal; updated responsibilities and definitions, changes to training and inspection requirements; Reviewed and approved via email.
01/03/2022	004	Houston/Kingsville: Renewal; updated responsibilities and definitions, changes to training and inspection requirements; Reviewed and approved via email.
01/18/2022	005	Dallas: Renewal; updated responsibilities and definitions, changes to training and inspection requirements
03/24/2022	006	College Station/Dallas/Galveston: Merging of Dallas animal care and use program with College Station/Galveston
10/20/2022	007	College Station/Dallas/Galveston/Kingsville: Merging of Kingsville animal care and use program with College Station/Dallas/Galveston.
12/01/2023	008	College Station/Dallas/Galveston/Kingsville: Renewal; updated definition and resource sections, clarification of alternate member participation, expansion of new member training, inclusion of TAMU-C-008. Reviewed and approved via TEAMS.
01/01/2024	009	Houston: Renewal; updated definition and resource sections, clarification of alternate member participation, expansion of new member training, inclusion of TAMU-C-008. Reviewed and approved via TEAMS.
11/01/2024	010	College Station/Dallas/Galveston/Kingsville: Renewal; updated definitions and resources sections; updated procedures to incorporate training requirements and member participations metric distribution from TAMU-S-006a.
12/01/2024	011	Houston: Renewal; updated definitions and resources sections; updated procedures to incorporate training requirements and member participations metric distribution from TAMU-S-006a.