INTRODUCTION TO IACUC POLICIES AND PROCEDURES

In concurrence with
TTUHSC Assurance #A3056-01
and Federal Regulations and Guidelines

These Institutional Animal Care and Use Committee ("IACUC") Policies and Procedures apply to all animal research and teaching on all TTUHSC campuses and carried out under the authority of TTUHSC.

I. General

TTUHSC is subject to applicable state and federal laws and regulations that include but are not limited to the Animal Welfare Act and federal regulations implementing the Animal Welfare Act; the Health Research Extension Act of 1985; the Public Health Services Policy on the Humane Care and Use of Laboratory Animals; and the provisions and principles set forth in the most recent editions of the Guide for Care and Use of Laboratory Animals, published by the National Academy of Sciences, and the Guide for the Care and Use of Agricultural Animals in Agricultural Research and Teaching published by the Federation of Animal Science Societies.

II. TTUHSC Operating Policies

TTUHSC OP 73.03, Animal Care and Usage, describes administration and committee responsibilities and authority with respect to animal research and teaching at TTUHSC.

The "Institutional Animal Care and Use Committee" (IACUC) is the committee established by the TTUHSC President and is responsible to review animal research and teaching protocols, animal research facilities, and to support and to protect the officially sanctioned use of animals in research, teaching and service at TTUHSC.

The "Institutional Official" with oversight responsibilities for animal care and use is the Senior Vice President for Research (SVPR).

III. Applicability

The IACUC, with oversight by the President, Senior Vice President for Academic Affairs, and the SVPR/Institutional Official, hereby establishes policies and procedures governing animal research at TTUHSC. These policies apply...
regardless of whether the research is subject to Federal regulation, with whom it is conducted or the source of funding support (i.e., sponsorship).

All research or teaching involving animals in any way will be governed by these policies and procedures if the research or teaching is conducted by or under the direction of any employee or agent of TTUHSC using any TTUHSC property or facility.

IV. Policy Non-Compliance

Failure to comply with any of the laws or regulations cited in Section I above, or in the TTUHSC IACUC Policies and Procedures may result in possible action under applicable TTUHSC policies, including but not limited to IACUC Policy #11, Complaints of Mistreatment of Animals and Policy Noncompliance at TTUHSC. Any perceived violation shall be reported in accordance with Policy #11 even if immediate harm to animals is not present.

V. Request for Confirmation of Protocol Status

If a researcher or any other person at TTUHSC receives a request from an outside site for confirmation of protocol approval or status of research or teaching at TTUHSC, the request shall be sent to the Research Integrity Office (RIO). Only the TTUHSC SVPR/Institutional Official, Chair of IACUC, IACUC Research Staff, or RIO Director may provide written documentation verifying that a protocol was approved, and that the protocol remains in current good standing, or that the research is not currently ongoing, as the case may be.

VI. IACUC Status and Documents

The IACUC, and any sub-committees established under these Policies and Procedures, shall each be considered a “medical committee” as defined under Texas Health & Safety Code §161.031, and/or other applicable state and federal statutes. All documents generated by the IACUC, submitted to the IACUC, or created for the purposes of fulfilling IACUC duties are confidential and privileged and shall be identified as a "Confidential - Medical Committee Document."

A. Maintenance. Persons with access to IACUC documents shall take adequate steps so that such information is not used by or made accessible or released to unauthorized sources.

B. Records Retention

1. All IACUC records shall be maintained for a minimum of three (3) years.
2. However, records that are related directly to applications, proposals, and proposed significant changes in ongoing activities
reviewed and approved by the IACUC shall be maintained for the duration of the activity plus a minimum of an additional three (3) years after completion of the activity. See the PHS Policy on Humane Care and Use of Laboratory Animals (amended August 2002) and the Animal Welfare Act.

VII. Policy Creation and Review

A. All potential new policies will be approved or rejected by a simple majority of the voting members during a regularly scheduled IACUC meeting.

B. All published IACUC policies will be reviewed by the IACUC periodically or as the need arises in order to: 1) continue the policy without change, 2) revise the policy or 3) rescind the policy. The goal will be to review each policy at least once every three years.

VIII. Media and Other Public Inquiries

A. All media and other public inquiries regarding TTUHSC Animal Care and Usage shall be referred to the Communications and Marketing contact persons at the respective TTUHSC campus. In turn, the Communications and Marketing contact person shall notify the SVPR/Institutional Official regarding the inquiry. Responses to media and other public inquiries shall be determined on an ad hoc basis with input from a committee comprised of the following individuals:

1. the SVPR/Institutional Official or designee,
2. the Institutional Veterinarian,
3. the Managing Director of the LARC,
4. the current IACUC Chair or Vice Chair, and
5. the IACUC Manager from the Research Integrity Office.

B. All articles prepared for the popular press (including newspapers and magazines) regarding TTUHSC animal care and usage should first be forwarded to the SVPR/Institutional Official for approval.

C. Any written requests, by email, letter or otherwise, for information regarding TTUHSC Animal Care and Usage should be addressed to or forwarded to the SVPR/Institutional Official, who will, in turn, notify the Office of General Counsel regarding the request in accordance with TTUHSC OP 01.03, Custodian of Public Records. Regardless of who receives a written request, the Office of General Counsel shall be notified.