IACUC Policy 0: Introduction to IACUC Policies and Procedures
in concurrence with TTUHSC PHS Assurance D16-00032, and other Federal Regulations and Guidelines

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

1. 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.

2. TTUHSC Operating Policies
TTUHSC OP 73.03, Animal Care and Use Program, describes administration, responsibilities and authority that form the framework for the use of animals in research, teaching, and testing at TTUHSC.

The Institutional Animal Care and Use Committee (IACUC) is the committee established by the Institutional Official (IO) for the TTUHSC President for assessment and oversight of the Animal Care and Use Program, its components and facilities. The IACUC reviews and approves animal research and teaching protocols, inspects animal research facilities, and provides feedback to the IO to support and to protect the approved use of animals in research, teaching and testing at TTUHSC. The Chair of the IACUC and other committee members will be appointed by the IO.

The Institutional Official (IO), designated by the TTUHSC President, is the Senior Vice President for Research (SVPR).

3. Applicability
The IACUC, with oversight by the Institutional Official, hereby establishes policies and procedures governing animal research at TTUHSC. These policies apply regardless of whether the activity is subject to Federal regulation, with whom it is conducted, or the source of funding support (i.e., sponsorship).

All research, teaching and testing involving animals 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.

4. Policy Non-Compliance
Failure to comply with the TTUHSC IACUC Policies and Procedures may result in remedial action by the IACUC including, but not limited to, revoking or terminating approved IACUC protocol(s), requiring remedial training, reporting non-compliance to Department Chairs or other Senior Administration, and/or to Federal Funding Agencies. Any perceived violation of IACUC Policy must be reported in accordance with IACUC Policy #11, even if immediate harm to animals is not present.

5. Confidential Medical Committee
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." 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.
6. Records Retention
   A. All IACUC records shall be maintained for a minimum of three (3) years.

   B. 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](https://www.nih.gov) and the [USDA Animal Welfare Act](https://www.aphis.usda.gov).

7. 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.

8. Inquiries about TTUHSC Animal Care and Usage
   A. Internal inquiries regarding confirmation of protocol approval or status of research or teaching at TTUHSC may be directed to the IACUC Administrator in the Research Integrity Office (RIO). Only inquiries from an approved member of the study team, the Department Chair or Dean of a member of the study team, or representatives from TTUHSC Compliance or TTU System Audit Services or Office of General Counsel may be answered by the IACUC Administrator. All other requests for information will be treated as public requests for information, as described below.

   B. All media or other external inquiries (letter, telephone, personal visit, etc.) and any presentation (video, oral or written) regarding TTUHSC Animal Care and Usage shall be referred to the IACUC Administrator in the Research Integrity Office. Such requests or presentations will require review and approval from an ad hoc committee comprised of some or all of the following, depending upon the nature of the request:
      1) the SVPR/Institutional Official or designee
      2) the IACUC Chairperson or designee
      3) the IACUC Administrator or designee from the Research Integrity Office
      4) the Institutional Veterinarian
      5) a representative from the TTU System Office of General Counsel
      6) a representative from TTUHSC Communications and Marketing.

9. Conflicts of Interest
   Should there be a Conflict of Interest or the appearance of a possible Conflict of Interest, defined per HSC OP 10.05, concerning the execution of any IACUC Policy or Procedure, then the matter will be forwarded to the IACUC Chair for resolution. Should the Conflict of Interest, or appearance of possible Conflict of Interest, involve the IACUC Chair, then the matter will be forwarded to the IACUC Vice-Chair for resolution. Should the Conflict subject matter involve both the IACUC Chair and Vice-Chair, the matter will be forwarded to the Institutional Official (IO) for resolution.

   [HSC_OP_10.05](https://www.ttuhsc.edu) defines Conflict of Interest as a situation in which an Employee’s financial, professional, or other personal considerations may directly or indirectly affect, or have the appearance of affecting, the Employee’s judgment in exercising any duty or responsibility including the conduct or reporting of research owed to the Institution.