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Standard Operating Procedure

1. Purpose

To describe the process for conducting IACUC business during a meeting to ensure that the process for review and voting on business items is clear and defined.

2. Scope

Pertains to Institutional Animal Care and Use Committee meetings.

3. Prerequisites


Prior to the meeting, the agenda and all business items should be reviewed by all IACUC members.

4. Responsibilities

The IACUC Chair will convene the meeting and ensure the meeting follows the procedure outlined below.

5. Procedure

1. The Chair will announce each item of business in order, following the agenda.
2. As each item of business comes up for consideration, the Chair shall then ask if any member has a conflict of interest, and allow any members that do to recuse themselves before deliberation begins.
 - a. The Chair will count the voting members left to make sure that a quorum is still present.
 - b. If a quorum is not present, business on that item cannot be conducted, and the Chair will notify the committee that the item has been tabled until the next meeting and the Chair will introduce the next item of business. Otherwise, consideration of the item may continue.
 - c. If the Chair has a conflict of interest, another member of IACUC will be designated to perform the subsequent steps.
3. The Chair (or designee) will solicit comments about the business item from the entire committee, and will ensure that all opinions are heard as part of the deliberation. Once

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a consensus is apparent or a clear division in opinions is present, the Chair will ask a committee member to make a motion.

- a. Acceptable motions for animal use protocols are: approve, require modification in order to secure approval, or withhold approval. Motions made on protocols should include the review path that will allow approval.
 - i. For example, a valid motion is:

“I approve that this protocol be assigned to the ‘require modifications’ category, with the Chair empowered to grant approval if a revised protocol is received from the PI that adequately addresses corrections and concerns noted during this meeting.”
 - b. Acceptable motions for other business items such as IACUC minutes are approve, approve with changes, disapprove, and table.
4. Once the reviewer makes a motion, it must be seconded by another voting member to remain active.
 - a. If the motion is seconded, then the Chair shall ask for further discussion. The committee member who made the motion may alter the motion if further discussion prompts a change. If the motion is altered, it must receive another second to be valid.
 - b. If the motion does not receive a second, then the Chair will ask for a motion from any voting member of the IACUC (go to step 3.a.). This process will continue until a motion has been successfully seconded.
 5. The Chair will then ask each member to vote “yea”, “nay”, or “abstain”.
 - a. For the motion to pass, a majority of the quorum present must vote “yea”. If the motion does not pass, the Chair will declare the motion dead, and solicit another motion (go to step 3).
 - b. If the motion passes, the Chair will ask the recording secretary to record the number of “yea”, “nay” and “abstain” votes, and note that a quorum was present for that item of business, as well as any members who recused themselves due to conflict of interest.
 - c. The Chair will then ask if any member wishes to submit a minority opinion for inclusion in the minutes. If no requests are made, the Chair will introduce the next item of business (go to step 1).

6. *References*

1. Institute of Laboratory Animal Resources: Guide for the Care and use of Laboratory Animals, National Academy Press, Eight Edition
http://www.nap.edu/catalog.php?record_id=12910.



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- Animal Welfare Act and Animal Welfare Regulations. United States Department of Agriculture
https://www.aphis.usda.gov/animal_welfare/downloads/Animal%20Care%20Blue%20Book%20-%202013%20-%20FINAL.pdf).
- National Institutes of Health: Public Health Service Policy on Humane Care and Use of Laboratory Animals (<http://grants.nih.gov/grants/olaw/references/phspol.htm>).

7. Definitions

IACUC – Institutional Animal Care and Use Committee – responsible for assessment and oversight of the institution’s animal care program components and facilities
AUP – Animal Use Protocol – protocol created by the principal investigator of the proposed research, testing, or educational study
Chair – Chairperson of the IACUC
PI – Principal Investigator – a Central Oregon Community College employee having the background and training in scientific and administrative oversight necessary to conduct and manage the proposed study
Protocol – Animal Use Protocol

Revision	Author	Revisions Made	Effective Date	Approval
01	Cindy Elston	<ul style="list-style-type: none"> New SOP 		
		<ul style="list-style-type: none"> 		