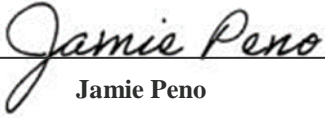
 <div> <div>DIVISION OF RESEARCH & INNOVATION</div> <div>Research Integrity & Compliance</div> </div>		Institutional Animal Care and Use Committee Standard Operating Procedures	
<p align="center">Title: UNT IACUC Roles and Responsibilities</p>			
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REVISION HISTORY			
Date	Section	Author	

PURPOSE

This Standard Operating Procedure (SOP) is to outline how federal regulations have defined the roles and responsibilities of the Institutional Animal Care and Use Committee (IACUC) to provide oversight of animal care and use activities.

SCOPE

This SOP delineates the roles and responsibilities of the IACUC and associated faculty, staff, and researchers at UNT.

DEFINITIONS AND ABBREVIATIONS

UNT- University of North Texas, Denton
 IACUC- Institutional Animal Care and Use Committee
 SOP/SOP's- Standard Operating Procedure(s)
 IO- Institutional Official
 CEO- Chief Executive Official
 OLAW- Office of Laboratory Animal Welfare
 AWA- Animal Welfare Act

ROLES AND RESPONSIBILITIES

Institutional Official

- A. The UNT IACUC operates under the Institutional Official (IO), The Vice President of Research and Innovation.
 1. The UNT IO is appointed in writing by the institution CEO, The University

- President.
- 2. The IO must have the authority to allocate needed resources.
- 3. The IO signs reports for the program submissions to regulatory agencies.

The IACUC Committee Members

- B.** The committee at UNT will have a designated Chair and Co-Chair and must include a minimum of five members with at least one of each of the following criteria:
 - 1. Attending Veterinarian
 - a) Doctor of Veterinary Medicine with training or experience in laboratory animal sciences and medicine.
 - b) Has direct or delegated program responsibility for activities involving animals at UNT.
 - 2. Scientist
 - a) Must be currently practicing
 - b) Experienced in research involving animals
 - 3. Non-Scientist
 - a) Not experienced in scientific research
 - 4. Non-affiliated
 - a) Cannot be affiliated with the institution in any way
 - b) Cannot be an immediate family member of a person affiliated with the institution.
 - c) Should represent community interests and concerns
 - d) May be compensated for time/effort in the form of a stipend that will be addressed by the Office of the Vice President for Research and Innovation during annual appointments made in May of each year.

IACUC Authority and Responsibilities

- C.** Regulations mandate that the IACUC has the responsibility and authority to:
 - 1. Meet at least every 6 months and as often as necessary to fulfill its responsibilities and ensure all animal use at UNT is within compliance.
 - 2. Review and evaluate the institutional program for humane care and use of animals at least once every 6 months.
 - 3. Inspect all animal facilities and study areas at least every 6 months.
 - 4. Review concerns involving the care and use of animals.
 - 5. Make recommendations to the IO regarding any aspect of the animal program, facilities, or personnel training.
 - 6. Assure that all animal users have the opportunity to become familiar with all federal, state, city, and institutional requirements that may apply to their work.
 - 7. Ensure appropriate veterinary care and living conditions are provided for the health and comfort of all animals.
 - 8. Establish procedures to ensure that:
 - a) Unnecessary pain or distress is avoided.
 - b) Anesthesia and analgesia are properly and effectively used where indicated; the only exception to this may be when agents must be withheld as a requirement of the study.
 - c) Painful studies requiring exemption from the use of either anesthetics or analgesia are subject to particular scrutiny, not only prior to approval, but during experiments.
 - d) Postoperative care is provided with current veterinary models.
 - 9. Implement policies for animal care to include:

- a) Requirement that all animal care and use activity is conducted within the guidelines for AWA, PHS Policies, and any related federal, state, or institutional regulations.
 - b) Ensure adequate numbers of animal care personnel are present and qualified to perform their duties; all individuals shall receive training in the humane care and use of animals.
 - c) Ensuring all activities are carried out humanely and minimize pain and suffering.
10. Prepare reports of evaluations and submit them to the IO.
 - a) A majority of committee members must sign the reports indicating their approval.
 - b) Maintain reports and make available to regulating agencies upon request.
 - c) Reports must identify any departures from the Guide and AWA with reasons for each.
 - d) Must distinguish significant deficiencies from minor.
 - i. Major deficiency: may be a threat to the health or safety of the animals.
 - e) Reports must give reasonable and specific plans and schedules for correcting each deficiency.
 11. Review and make determinations to approve, require modifications for approval, or withhold approval of proposed activities related to the care and use of animals.
 12. Review and make determinations to approve, require modifications for approval, or withhold approval of proposed modifications of ongoing activities regarding the care and use of animals in research.
 13. Ensure that no research, testing project, teaching program, or any other study (this includes field studies) involving animals be commenced without prior IACUC approval of an Animal Use Protocol and that no animals are acquired prior to this approval.
 14. The IACUC shall review all components of proposed research projects and ensure:
 - a) Procedures and practices are in compliance with regulations.
 - b) Supportive information from Investigators is requested to assure that all members of the committee understand the proposals. The committee may invite consultants or experts to assist in the review of complex issues; however, these consultants may not vote on IACUC decisions.
 - c) Requested deviations from regulations require appropriate justifications with scientific merit.
 15. Review all protocols annually and require renewal with full submission every three years.
 16. Notify investigators in writing of its decisions. If the IACUC decides to withhold approval of an activity, it should include a statement of the reasoning for the decision and give the investigator the opportunity to respond.
 17. Animal Use Protocols that have been approved by the IACUC may be subject to further review by other institutional committees (such as Biosafety, Radiation Safety, IRB, etc.); however, other committees cannot approve an activity involving the care and use of animals that has not been approved by the UNT IACUC.
 18. Suspend activities involving the care and use of animals if determined that the activity is not being conducted in accordance with applicable regulations.
 - a) Review of the matter should happen at a convened meeting of a quorum of committee members and should be reported to UNT Research Integrity and Compliance and the IO.
 - b) Suspended activities should be documented, reviewed, and appropriate actions

should be taken and reported to OLAW.

REFERENCES

1. PHS Policy
2. The Guide
3. The Animal Welfare Act

APENDICES

IACUC Standard Operating Procedures