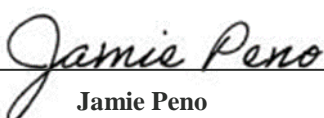
 <div> <div>DIVISION OF RESEARCH & INNOVATION</div> <div>Research Integrity & Compliance</div> </div>		Institutional Animal Care and Use Committee Standard Operating Procedures	
<p align="center">Title: IACUC Membership Training Requirements</p>			
Effective Date:	December 22, 2020	Document Number:	IACUC-SOP-01-03.00
Approval/Date: <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;">  <hr style="width: 100%;"/> <p>Jamie Peno Director, Research Integrity and Compliance</p> </div> <div style="text-align: center;"> <p>12/22/2020</p> <hr style="width: 100%;"/> <p>Date</p> </div> </div>			
REVISION HISTORY			
Date	Section	Author	

PURPOSE

This Standard Operating Procedure (SOP) is to outline how federal regulations mandate the responsibility of the institution to ensure IACUC members are trained appropriately to understand their role and responsibilities.

SCOPE

This SOP applies to members of the IACUC committee and administrators retaining documentation for The IACUC in Research Integrity and Compliance, in the Office of the Vice President for Research and Innovation.

DEFINITIONS AND ABBREVIATIONS

UNT- University of North Texas, Denton

IACUC- Institutional Animal Care and Use Committee

SOP/SOP's- Standard Operating Procedure(s)

CITI- Collaborative Institutional Training Initiative

PROCEDURES

I. New Members

- A. New members joining the UNT IACUC are required to complete training prior to participation in committee business.
 1. Must complete the online CITI program course titled "IACUC Chairs, Members and Coordinators" and its associated modules:
 - a) Essentials for IACUC Members: Introduction
 - b) Federal Laws, Policies, and Guidelines

- c) IACUC and IACUC Member Responsibilities
- d) IACUC Membership Requirements
- e) Quorum, Alternate Members, and Telecommunications
- f) THE IACUC, CEO, and IO
- g) Protocol Review
- h) Suspending Animal Activities
- i) Types of IACUC Review: Initial, Annual, Triennial
- j) Documenting IACUC Actions
- k) Semiannual Evaluations
- l) Facility Inspections and Program Reviews
- 2. New members should be given the opportunity to meet with the IACUC Chair, or other members of the IACUC to discuss the responsibilities and answer questions.
- 3. New members should be provided with access to applicable regulations:
 - a) The Guide for the Care and Use of Laboratory Animals
 - b) Institutional Animal Care and Use Committee Guidebook
 - c) Animal Welfare Act
 - d) PHS Policy on Humane Care and Use of Laboratory Animals
 - e) AVMA Guidelines for Euthanasia
 - f) UNT IACUC Policies and Procedures

II. Continuing Education for Current Members

- B.** Current members should be given opportunities for continuing education and refresher trainings.
 - 1. CITI training must be re-taken every 5 years for members of the UNT IACUC
 - 2. Various workshops, webinars, and conferences are available throughout the year.
 - 3. Members should be provided with relevant articles, updated regulations, and new or updated procedures for their review.
 - 4. Members should be able to ask questions and hold discussions at convened meetings.

REFERENCES

- 1. The Guide for the Care and Use of Laboratory Animals
- 2. Institutional Animal Care and Use Committee Guidebook
- 3. Animal Welfare Act
- 4. PHS Policy on Humane Care and Use of Laboratory Animals
- 5. AVMA Guidelines for Euthanasia
- 6. UNT IACUC Policies and Procedures

APENDICES

IACUC Standard Operating Procedures