

## IACUC POLICIES, PROCEDURES, and GUIDELINES

### DOCUMENTATION OF IACUC ACTIVITIES

#### **Purpose:**

This document establishes guidelines for the documentation of the attendance, activities, and deliberations of the Institutional Animal Care and Use Committee (IACUC) of the University of Kentucky (IACUC Minutes).

#### **Responsibilities:**

The responsibility for the maintenance of records documenting the attendance, deliberations, and actions of the Institutional Animal Care and Use Committee is an Institutional responsibility. The Executive Secretary of the IACUC through the Office of the Attending Veterinarian (OAV) is responsible for documentation, preparation, and maintenance of the attendance, deliberations, and actions of the University of Kentucky IACUC. The IACUC is responsible for the review and final approval, by a majority vote at a convened meeting of a quorum of the IACUC, of all records of IACUC activities and deliberations.

#### **General Guidelines:**

##### IACUC Minutes

- Minutes of IACUC meetings must include:
  1. An attendance list including;
    - Full voting members
    - Alternate voting members and the member for which they are serving as the alternate
    - Alternate non-voting members
    - *Ex officio* non-voting members
    - Guests
    - IACUC staff
    - If members of the IACUC leave the room due to a conflict of interest, such shall be recorded in the minutes.
  2. A listing of each protocol and significant amendment presented for IACUC consideration along with summary of the IACUC deliberations related to the protocol or significant amendment.
  3. A record of the final IACUC actions regarding each presented protocol or significant amendment.

4. A summary of IACUC discussions and deliberations regarding issues not directly associated with a specific animal use protocol including, but not limited to, those related to the Animal Care and Use Program and IACUC policies and procedures.
- The IACUC minutes should not be a transcription of the meeting but rather a summary of the deliberations. Sufficient detail should be included to permit an outside person to determine that the IACUC considered the relevant topics and to ascertain the nature of the IACUC's discussions and conclusions regarding major topics discussed. Minority opinions, when present, should be documented in the minutes.
  - Individuals involved in the deliberations should not be specifically identified in the minutes.

#### Semiannual Report to the Institutional Official (IO)

- The semiannual report must include:
  1. A description of the nature and extent of the institution's adherence to the *Guide for the Care and Use of Laboratory Animals*, the *Public Health Service Policy on the Humane Care and Use of Laboratory Animals*, and the *Animal Welfare Regulations*.
    - Departures from the requirements must be specifically identified and the reason for each departure stated.
    - A reasonable and specific plan and schedule for the correction of facility or program deficiencies must be provided. Modifications to previously established correction dates for minor deficiencies with no direct/immediate impact on animal welfare or occupational health items are delegated to the IACUC Chair.
    - The report must distinguish significant from minor deficiencies. A significant deficiency is one which in the judgment of the IACUC and the Institutional Official is or may be a threat to the health or safety of the animals.
  2. A list of facilities that are accredited by the Association for the Assessment and Accreditation of Laboratory Animal Care, International (AAALAC). Any changes in the accreditation status from the previous semiannual report must be noted.
  3. A list of the date and the IACUC members present during the inspection of each animal housing site, each animal study site, and each investigator laboratory inspected and evaluated as a component of the semiannual facility and program review will be maintained and available for review, but not included in the report.

4. A list of the date and the IACUC members present during the semiannual program review and evaluation will be maintained and available for review, but not included in the report.
- Each member must be provided the opportunity to include minority opinions and views in the semiannual facility inspection and program review report. If after the opportunity is provided no such reports are received, such shall be recorded in the semiannual facility inspection and program review report.

## Regulatory Guidance:

- Animal Welfare Regulations, 9CFR, Chapter 1, Subchapter A  
[https://www.aphis.usda.gov/animal\\_welfare/downloads/AC\\_BlueBook\\_AWA\\_FINAL\\_2017\\_508comp.pdf](https://www.aphis.usda.gov/animal_welfare/downloads/AC_BlueBook_AWA_FINAL_2017_508comp.pdf)
- Public Health Service Policy on Humane Care and Use of Laboratory Animals, Office of Laboratory Animal Welfare, National Institutes of Health, August 2015 <https://grants.nih.gov/grants/olaw/references/phspol.htm>
- *Guide for the Care and Use of Laboratory Animals*, National Academy Press, 2011 <https://grants.nih.gov/grants/olaw/guide-for-the-care-and-use-of-laboratory-animals.pdf>
- PHS Policy on Humane Care and Use of Laboratory Animals - Frequently Asked Questions. Revised: February 26, 2008  
[http://www.grants.nih.gov/grants/olaw/faqs.htm#IACUC\\_7](http://www.grants.nih.gov/grants/olaw/faqs.htm#IACUC_7)
- *Animal Welfare Inspection Guide*, United States Department of Agriculture, Animal and Plant Health Inspection Service, Animal Care  
[https://www.aphis.usda.gov/animal\\_welfare/downloads/Animal-Care-Inspection-Guide.pdf](https://www.aphis.usda.gov/animal_welfare/downloads/Animal-Care-Inspection-Guide.pdf)

Approved and Adopted by the  
Institutional Animal Care and Use Committee  
October 15, 2008

Approved and Adopted by the  
Institutional Animal Care and Use Committee  
June 21, 2017

Approved and Adopted by the  
Institutional Animal Care and Use Committee  
June 19, 2019