

UWM Institutional Animal Care and Use Committee Operating Procedures

Last Review: 4/2022

Revision History:

1. **Need**

The scientific advancements which have enhanced the well-being of humans and animals over the last century have depended directly on research, including experimental research using animals. The intent of experimental research is to provide data that will advance knowledge and provide immediate or potential benefits to humans and animals. Examples of benefits achieved to date are dramatic increases in human life expectancy and improved quality of life for humans and animals through decreased pain and suffering.

Scientists recognize that there is a scientific and ethical responsibility for the humane care and use of animals utilized in research and education. Proper care and treatment of laboratory animals is based on research and teaching. Investigators have the obligation to plan and conduct animal experiments in accord with sound scientific principles.

The University of Wisconsin-Milwaukee supports teaching and research activities, funded publicly and privately, which utilize laboratory animals. To assist researchers in fulfilling the obligations they incur in using animals in teaching and research, the UWM Institutional Animal Care and Use Committee has been established.

2. **Mandate**

An Institutional Animal Care and Use Committee is mandated by: (1) National Institutes of Health regulations, Public Law 99-158; and (2) U.S. Department of Agriculture regulations ("Animal Welfare Act"), [FR 54:168, 36151-36158, August 31, 1989; 9CFR 2.31].

3. **Membership**

At least five members as follows: One Doctor of Veterinary Medicine who is responsible for animal care at UWM; one individual who is not affiliated with the institution in any way other than as a member of the

IACUC, and is not a member of the immediate family of a person who is affiliated with the institution; one member whose primary concerns are in a nonscientific area; and one practicing scientist experienced in research involving animals. An individual who meets the requirements of more than one of the above categories may fulfill more than one requirement. However, no committee may consist of less than five members.

At least one qualified research scientist from those departments, schools/colleges or other units actively engaged in research using animals will be represented on the IACUC if possible. When there is a vacancy on the Committee, a letter will be circulated electronically to the IACUC requesting that they nominate appropriate individuals to fulfill that role. The Deans/ Directors or Department Chairs of the appropriate Departments will also be copied on the email so they can provide input. Resumes will be requested from the nominees that will then be distributed to the IACUC electronically for comment. Once the IACUC approves a nominee the name will be forwarded to the Institutional Official. The Institutional Official will then make recommendations to the Vice Chancellor for Research and the Vice Chancellor for Finance and Administrative Affairs. All members are appointed by the Chancellor, upon recommendation by the Vice Chancellor for Research and the Vice Chancellor for Finance and Administrative Affairs, for a term of one to three years with the possibility of extensions.

The member of the community can be nominated by any member of the IACUC or any other interested individual. Qualifications for this position include the following: the member cannot be affiliated in any way with the institution and cannot be a member of the immediate family of a person who is affiliated with the institution; must represent the general community interests in the proper care and treatment of animals; cannot be a laboratory animal user; should believe in community and civil service; should believe in research involving animals; should be educated to the point to be able to read and have a basic understanding of protocols and must have the time to dedicate to the Committee. The candidates will be required to submit a curriculum vitae that will be reviewed by a working group of the IACUC. The working group will invite qualified candidates for an in-person interview. Recommendations from the working group will be presented to the full committee for final approval. The recommendation from the IACUC will be forwarded to the Institutional Official who will then forward it to Vice Chancellor for Research and Vice Chancellor for Finance and Administrative Affairs. Upon their approval the recommendation will be forwarded to the Chancellor for appointment for an initial term of one year with the possibility of extensions.

The Chair is appointed by the Chancellor, upon recommendation by the Vice Chancellor of Research and the Vice Chancellor for Finance and Administrative Affairs, for a term of one year with the possibility of extensions. The Chair shall be a member of the UW-Milwaukee faculty or academic staff.

A Vice Chair from a department other than that of the Chair is elected annually from among the committee membership. The Vice Chair serves in the Chair's absence or in cases of a conflict of interest. The Vice Chair is elected for a one year term and may be re-elected annually.

Alternate members may be appointed by the Chancellor. Alternate members will be selected by the same process as regular members as stated above. One alternate may act as an alternate for multiple regular members, provided the alternate for a member fulfilling a specific membership requirement (e.g., nonscientist) also fulfills that requirement. An alternate may not represent more than one member at any one time. More than one alternate may be appointed to represent a particular member, but again, if the member fulfills a specific membership requirement then the alternate must also fulfill that requirement.

4. Committee Functions

- a)** Review, at least once every six months, the institution's overall animal program for humane care and use of animals.
- b)** Inspect, at least once every six months, the institution's animal facilities.
- c)** Prepare reports of evaluations and submit them to the Institutional Official (the individual who has been delegated authority to sign UWM's Animal Welfare Assurance), including minority opinions, on the degree of adherence to the regulations, reasons for any departures from the regulations, significance of deficiencies which may be found and a time line for corrective actions.
- d)** Review, and if warranted investigate, concerns involving the use and care of animals resulting from complaints from the public or from research facility personnel.
- e)** Make recommendations to the Institutional Official regarding any aspect of the institution's animal program.
- f)** Review and approve proposed activities relating to animal use (e.g. animal use protocols).

- g) Review and approve proposed policy changes regarding the use of animals.
- h) If necessary, suspend an activity involving the improper use of animals as set forth in the Animal Welfare regulations.
- i) Make recommendations to the Chancellor, the Vice Chancellor, the Research Policy Committee and/or appropriate federal agencies through the Institutional Official.
- j) Ensure that the Institutional Official submits required reports, assurance statements and protocol approvals to the appropriate federal agencies.

5. Operations

The presence of any one specific member is not necessary in order to conduct official business or to meet the quorum requirement.

Attention should be paid to attendance at IACUC meetings to ensure that an appropriate mix of members attends meetings. Chronic nonattendance by IACUC members, especially those explicitly required by PHS Policy or USDA regulations, implies a lack of participation in the oversight responsibilities of the IACUC.

A quorum is a majority of the total number of voting members of the IACUC. A quorum must be convened, and there must be a vote of the members present, in order for the IACUC to (1) conduct full committee review and approval of a proposed project or of a significant change to a project, and (2) suspend an activity. Members may not participate in the review or approval of a project in which they have a conflict of interest, except to provide information, and may not contribute to the quorum for the vote on that project.

Abstentions from voting (for reasons other than conflict of interest) do not alter the quorum and do not change the number of votes required for approval. Recusal of a member due to a conflict of interest does alter the quorum and IACUCs must ensure that the necessary number of members are present if a quorum is required.

6. Committee Support

The Department of University Safety and Assurances (US&A) currently provides staff support for the Institutional Animal Care and Use Committee (IACUC). US&A provides assistance for: scheduling meetings; notifying members and appropriate University authorities of meeting dates, times and locations; recording, preparing and disseminating

meeting minutes, receiving and coordinating agenda items and preparing and disseminating agendas for future meets; retaining the official IACUC files; receiving, reviewing, forwarding and/or retaining official IACUC correspondence; and preparing and disseminating official IACUC correspondence.

US&A receives all animal use protocol forms submitted by UWM researchers. All protocols forms are forwarded to IACUC members for review. The Committee members then opt for either full committee review or a review by designated reviewers at the next working group review session. The Chair may also designate a reviewer to conduct an expedited review under certain conditions (e.g., when the Chair determines that full committee approval is not necessary or there are time constraints). If a protocol is not approved, it is returned to the PI along with a listing of conditions to be addressed and/or recommendations to be followed so it may pass a subsequent review. Once approved, an approval letter will be sent to the PI and other appropriate parties.