

Procedure: IACUC-05  
Date: September 19, 2024  
Enabled by: AWA, PHS  
Supersedes: April 4, 2024

**UC Davis  
Institutional Animal Care and Use Committee (IACUC)**

**Title: IACUC Charge**

**I. Policy:**

The UC Davis Policy on the Care and Use of Animals in Teaching and Research requires that University practices for the procurement, housing, care, and use of animals must conform to:

1. *ILAR Guide for the Care and Use of Laboratory Animals*
2. *Guide for the Care and Use of Agricultural Animals in Research and Teaching*
3. All regulations of the United States Department of Agriculture (USDA) issued by the USDA implementing the Animal Welfare Act (AWA) and its amendments (9 CFR, Chapter 3)
4. *Public Health Service's Policy on Humane Care and Use of Laboratory Animals*

In addition, University policy requires that all facilities in which animals are housed, and the programs associated with those facilities, must be accredited by AAALAC International.

The campus is also obligated to file an Animal Welfare Assurance with the Public Health Service (PHS). This assurance requires review of the animal care and use sections of PHS funded proposals.

The Chancellor has delegated the responsibilities and authority of the Institutional Official (IO) to the Vice Chancellor for Research. The IO is charged with establishment of an Institutional Animal Care and Use Committee (IACUC) to assure complete and adequate review of animal facilities, laboratory/study areas, procedures, and animal care and use protocols. This authority is mandatory under the Health Research Extension Act (HREA) and the AWA.

**II. Responsibilities:**

The role of the IACUC is to oversee and routinely evaluate the Animal Care and Use Program. The UC Davis IACUC has the following responsibilities:

- A. Review, at least once every six months, the University's programs for the humane care and use of animals.
- B. At least once every six months the IACUC will inspect the institution's animal facilities, PI maintained housing areas (any areas that hold animals in a non-vivaria space and requires at least one cage change during the animals' stay),

Laboratory Housing Areas (any areas that hold animals overnight or over twelve hours in a non-vivaria space), and laboratories where investigators are conducting survival or terminal surgery.

- C. Laboratory/Study areas in which animals are housed for less than 12 hours and other animal use areas will be inspected on a regular basis at the IACUC's discretion but typically annually.
- D. Prepare reports of the IACUC program review and inspections and submit these reports to the IO. The IACUC staff shall prepare the reports for IACUC review and approval. The reports must contain a description of the nature and extent of adherence to the regulations, policies, and standards described in section I., above. Any departure from these provisions must be specifically identified and the reasons for each departure must be stated. All identified Program and facility deficiencies must be noted as either minor or significant and a corrective action plan established and described in the report.
- E. Review, and if warranted, investigate concerns involving the care and use of animals.
- F. Advise the IO about the animal care program, including:
  - 1. Compliance with applicable State, Federal, University, and campus regulations related to the care and use of live, vertebrate animals.
  - 2. Design and maintenance of animal facilities.
  - 3. Personnel training as it relates to animal care and use.
- G. Advise the IO on matters related to animal care and use protocols, including suspensions of any research or teaching activities.
- H. Review and approve, require modifications in (to secure approval), or withhold approval of animal care and use protocols.
- I. Review and approve, require modification, or withhold approval of proposed significant changes regarding the care and use of animals in ongoing activities.
- J. When warranted, suspend an activity involving animals as described in IACUC-11 "[Suspension of Animal Care and Use Protocol, Activity, or Personnel](#)".
- K. Functions as described in the UC Davis Animal Welfare Assurance to the National Institutes of Health (NIH) when reviewing protocols and amendments. In fulfilling this responsibility, the IACUC must consider for each animal care and use protocol and amendment:
  - 1. Proposed activities are in compliance with State and Federal laws and University policies.
  - 2. Activity is consistent with the *ILAR Guide*, unless an acceptable justification for a departure is presented and approved.
  - 3. Proposed activities involving the care and use of animals contain the following:
    - a. Identification of the species and the number of animals to be used.
    - b. Rationale for the use of animals and the appropriateness of the species selected and numbers of animals to be used.
  - 4. Discomfort, distress, and pain for the animals will be avoided or minimized as consistent with sound research design and practice.
  - 5. Procedures causing more than momentary or slight pain or distress to the animals will be performed with appropriate sedation, analgesia, or

- anesthesia, unless otherwise justified in writing for scientific reasons by the investigator and approved by the IACUC.
6. Animals that may experience severe or chronic pain or distress which cannot be alleviated will be euthanized at the end of the procedure or, if appropriate, during the procedure unless otherwise justified in writing for scientific reasons by the investigator and approved by the IACUC.
  7. Living conditions for the animals will be appropriate for the species and contribute to health and comfort; and the housing, feeding, and non-medical care of the animals will be directed by a veterinarian or other scientist trained and experienced in the proper care, handling, and use of the species being maintained or studied.
  8. Medical care for animals will be available and provided as necessary by a qualified veterinarian distanced from the project and typically from one of the UC Davis Animal Care Program veterinary services specific to the species.
  9. Personnel conducting procedures on the species being maintained or studied will be appropriately qualified and trained in those procedures and the species. These same personnel must participate in the UC Davis Occupational Health Program or have an Occupational Health Exemption on file.
  10. Methods of euthanasia used are consistent with the recommendations of the American Veterinary Medical Association (AVMA) Guidelines for the Euthanasia of Animal unless a deviation is justified for scientific reasons in writing by the investigator and approved by the IACUC.
- L. Review ongoing research and teaching protocols as frequently as necessary, with a complete review required at least every three years in accordance with IACUC-07 "[Protocol and Amendment Review Process](#)".
- M. The IO may assign other responsibilities to the IACUC.

### III. **Composition:**

The composition of the UC Davis IACUC will be in accordance with *PHS Policy (IV,A,3,b)* which states that an IACUC must consist of not less than five members and must include the Attending Veterinarian (AV), one practicing scientist experienced in research involving animals, one member whose primary concerns are in a nonscientific area, and one individual who is not affiliated with the institution in any way other than as a member of the IACUC and who is also not a member of the immediate family of a person who is or has been affiliated with the institution. This latter individual is meant to represent the general community interests in the use and treatment of animals and cannot be a laboratory animal user at a research facility. In addition, the composition must include a Chairperson as required by the Animal Welfare Regulations 9 CFR §2.31.

Given the broad scope of teaching and research at UC Davis, additional members from the campus community representing the Schools of Medicine and Veterinary Medicine; Colleges of Agricultural and Environmental Sciences, Biological Sciences, Engineering, and Letters and Sciences; and Office of Research will be included. The composition of the IACUC must always meet the PHS requirements stated above.

Additionally, the veterinary Clinical Trial Review Board (CTRB) Chair will hold an *ex-officio* appointment on the IACUC. This position is intended to foster increased communication and coordination between the IACUC and the CTRB.

A. Membership

Members of the IACUC are appointed annually by the IO, generally for a minimum of two-year terms, except as indicated below. Not more than three members from the same administrative unit can serve at the same time.

1. Chairperson

a. Appointment:

The Chairperson will generally serve a term of two years but may serve a term of one year if approved by the IO. The Chairperson's appointment is renewable by the IO.

b. Qualifications:

- i. Tenured faculty member.
- ii. Knowledgeable and effective leader.
- iii. Has been a member of the IACUC for at least two years and has served on the IACUC during an AAALAC site visit.

c. Responsibilities:

- i. Member of the Animal Care Program Leadership Team, aids in ensuring compliance with all applicable regulations and standards, and assists in maintaining the University's AAALAC accreditation.
- ii. Recommends membership changes to the IO in collaboration with other members of the Leadership Team (e.g., prior IACUC chairs) and the Faculty Participation Subcommittee (see below).
- iii. Makes recommendations to the IO for the vice-chairperson position.
- iv. Convenes/chairs meetings; designates acting chair if both the chairperson and vice-chairperson are unable to attend a convened meeting.
- v. Acts as spokesperson on behalf of the IACUC.

2. Vice-Chair

a. Appointment:

The Vice-Chair will be appointed by the IO.

b. Qualifications:

- i. A tenured faculty member who has served on the IACUC for at least two years.
- ii. The Vice-Chair appointment does not imply that the incumbent will become the next chair.

c. Responsibilities:

- i. To represent the IACUC in the absence of the IACUC chairperson with respect to the following functions:
        - Serve as chairperson at convened IACUC meetings.
        - Attend administrative meetings upon request.
        - Serve as chair when the chair has a conflict of interest (e.g., for protocols/amendments that are submitted by the chair or family member, either during a convened meeting or designated review request).
- 3. Members
  - a. Terms:
    - i. The initial term for faculty members and staff members representing specific campus units is a two-year commitment. Faculty and staff members may be reappointed by the IO.
    - ii. New members will be included in the quorum once they have been appointed by the IO, attended two meetings, and have completed the required training (see IACUC-01).
  - b. Qualifications:
    - i. Scientific members must have a faculty appointment with the University.
    - ii. Public members must not be affiliated with the institution in any way other than as a member of the IACUC and cannot be a member of the immediate family of a person who is or was affiliated with the institution.
    - iii. Non-Scientific members may have a staff or faculty appointment with the University (e.g. librarians, statisticians).
  - c. Requirements:
    - i. IACUC members must ensure confidentiality at all times and avoid discussion of topics addressed during meetings and related communications beyond the IACUC membership. Confidentiality of discussions must be maintained at all times and generally must be in convened meetings.
    - ii. IACUC members are expected to maintain professionalism at all times and participate in respectful discussion regarding research contained in and personnel associated with submitted/approved IACUC protocols and amendments.
- 4. Alternate Members

Alternate members will be appointed to the IACUC by the IO in accordance with PHS policy. An IACUC member and his/her alternate may not count toward a quorum at the same time or act in an official member capacity at the same time.
- 5. Ad Hoc

Non-voting attendees may be invited as needed. Examples of such attendees include, but are not limited to, representative(s) from Campus

Operations and Maintenance, IO or designee, and Past Chairperson (if no longer an IACUC member).

6. Consultants

The IACUC may invite internal or external consultants to assist the IACUC in its duties. Such consultants cannot vote, but can provide their professional opinion. They must also maintain confidentiality of any and all discussions (e.g., as stated in the official letter requesting consultation).

7. CTRB *Ex-officio*

The CTRB *ex-officio* is a non-voting member. Appointment to this position will follow the CTRB Chair title. The CTRB *ex-officio* is invited to participate in all IACUC meetings and activities however participation in inspections, subcommittees, and IACUC deliberations not involving veterinary clinical trials or shelter medicine animals is not required. The *ex-officio* CTRB member's responsibility is to focus on VMTH clinical trials and research involving shelter animals, as well provide insights to the IACUC regarding CTRB deliberations on these protocols.

**IV. Member Participation in IACUC Inspections:**

- A. All IACUC members are expected to participate in the required IACUC inspections either in person or virtually a minimum of four times annually. IACUC staff are expected to reach out to faculty members if participants are needed. Invitations to participate in inspections will include information on those that can be attended virtually (e.g., Zoom option).

**V. Meeting Attendance Requirements:**

The IACUC Office will maintain IACUC member attendance records based on the calendar year (see IACUC-14 "IACUC Meeting Minutes"). The Faculty Participation Subcommittee will meet twice annually to address updating activities and/or the attendance algorithm. The IACUC director (or designee) will provide the Subcommittee attendance records for review.

Member expectations include the following:

- A. Attend a minimum of 75% of the regularly scheduled meetings. For members with Alternates, 75% is required between the two members. For members that are unable to meet the 75% attendance requirement for a period of time, a meeting with the Faculty Participation Subcommittee is recommended to assist in addressing the IACUC member commitment and identifying alternatives to meet the requirements (e.g., consider a shared position). IACUC members either by choice or that are not able to meet the minimum requirements after exploring several options are expected to end their appointment.

- B. IACUC members are expected to notify the IACUC Office ([iacuc-staff@ucdavis.edu](mailto:iacuc-staff@ucdavis.edu)) if attendance at a meeting is not possible or if unavailable for designated member review assignments. Members also need to notify the IACUC office in advance if they need to leave a convened meeting early (and the time they will need to leave the meeting). This will ensure a quorum is present for voting.
- C. Members who are on sabbatical or other long term leave (greater than 3 months) will be temporarily removed from the IACUC and may be re-instated upon return.

## VI. **Member Training:**

All members must meet the “new member orientation/training” requirements in IACUC-01 “IACUC Membership Training Program”. This includes alternate IACUC members. IACUC members will also be provided with ongoing continuing education opportunities (e.g., webinars, seminars, conferences, AALAS Learning Library, virtual and on-site training sessions).

## VII. **Resources:**

1. Animal Welfare Act and Regulations  
<https://www.nal.usda.gov/awic/animal-welfare-act>
2. ILAR, Guide for the Care and Use of Laboratory Animals  
<http://nap.edu/12910>
3. PHS Policy  
<https://olaw.nih.gov/policies-laws/phs-policy.htm>
4. Guide for the Care and Use of Animals in Agricultural Research and Teaching  
[https://www.asas.org/docs/default-source/default-document-library/agguide\\_4th.pdf?sfvrsn=56b44ed1\\_2](https://www.asas.org/docs/default-source/default-document-library/agguide_4th.pdf?sfvrsn=56b44ed1_2)
5. IACUC-01 “IACUC Membership Training Program”
6. IACUC-07 “Protocol and Amendment Review Process”  
<https://research.ucdavis.edu/wp-content/uploads/IACUC-07.pdf>
7. IACUC-11 “Suspension of Animal Care and Use Protocol, Activity, or Personnel”  
<https://research.ucdavis.edu/wp-content/uploads/IACUC-11.pdf>
8. IACUC-14 “IACUC Meeting Minutes”