

INSTITUTIONAL ANIMAL CARE AND USE COMMITTEE INTRODUCTION TO IACUC POLICIES AND PROCEDURES

In concurrence with
TTUHSC El Paso Assurance #D19-01056
and Federal Regulations and Guidelines

Purpose

This document outlines the Institutional Animal Care and Use Committee ("IACUC") Policies and Procedures at TTUHSC El Paso, which apply to all animal research and teaching on our campus and carried out under the authority of TTUHSC El Paso.

General

TTUHSC El Paso is subject to applicable state and federal laws and regulations that include but are not limited to the Animal Welfare Act and federal regulations implementing the Animal Welfare Act; the Health Research Extension Act of 1985; the Public Health Services Policy on the Humane Care and Use of Laboratory Animals; and the provisions and principles set forth in the 8th edition of the Guide for Care and Use of Laboratory Animals, published by the National Academy of Sciences, and the Guide for the Care and Use of Agricultural Animals in Agricultural Research and Teaching published by the Federation of Animal Science Societies.

TTUHSC El Paso Operating Policies

[TTUHSC El Paso OP 73.03](#), Animal Care and Usage, describes administration and committee responsibilities and authority with respect to animal research and teaching at TTUHSC El Paso.

The "Institutional Animal Care and Use Committee" (IACUC) is the committee established by the TTUHSC El Paso President and is responsible to review animal research and teaching protocols, animal research facilities, and to support and to protect the officially sanctioned use of animals in research, teaching and service at TTUHSC El Paso.

The "Institutional Official" with oversight responsibilities for animal care and use is currently the Vice President for Research (VPR).

Applicability

The IACUC, with oversight by the President, and the VPR/Institutional Official, hereby establishes policies and procedures governing animal research at TTUHSC El Paso. These policies apply regardless of whether the research is subject to Federal regulation, with whom it is conducted or the source of funding support (i.e., sponsorship).

All research or teaching involving animals in any way will be governed by these policies and procedures if the research or teaching is conducted by or under the direction of any employee or agent of TTUHSC El Paso using any TTUHSC El Paso property or facility.

Policy Non-Compliance

Failure to comply with any of the laws or regulations cited above, or in the TTUHSC El Paso IACUC Policies and Procedures may result in possible action under applicable TTUHSC El Paso policies, including but not limited to [IACUC Policy #11](#), Complaints of Mistreatment of Animals and Policy Noncompliance at TTUHSC El Paso. Any perceived violation shall be reported in accordance with Policy #11 even if immediate harm to animals is not present.

Confidential Medical Committee

The IACUC, and any sub-committees established under these Policies and Procedures, shall each be considered a "medical committee" as defined under Texas Health & Safety Code §161.031, and/or other applicable state and federal statutes. All documents generated by the IACUC, submitted to the IACUC, or created for the purposes of fulfilling IACUC duties are confidential and privileged and shall be identified as a "Confidential - Medical Committee Document." Persons with access to IACUC documents shall take adequate steps so that such information is not used by or made accessible or released to unauthorized sources.

Records Retention

All IACUC records shall be maintained for a minimum of three (3) years. However, records that are related directly to applications, proposals, and proposed significant changes in ongoing activities reviewed and approved by the IACUC shall be maintained for the duration of the activity plus a minimum of an additional three (3) years after completion of the activity. See the [PHS Policy on Humane Care and Use of Laboratory Animals](#) and the USDA [Animal Welfare Act](#).

Policy Creation and Review

All potential new policies will be approved or rejected by a simple majority of the voting members during a regularly scheduled IACUC meeting. All published IACUC policies will be reviewed by the IACUC periodically or as the need arises in order to: 1) continue the policy without change, 2) revise the policy or 3) rescind the policy. The goal will be to review each policy at least once every three years.

Inquiries about TTUHSC El Paso Animal Care and Usage

Internal inquiries regarding confirmation of protocol approval or status of research or teaching at TTUHSC El Paso must be directed to the IACUC Administrator in the Office of Research (OR). Only inquiries from an approved member of the study team, the Department Chair or Dean of a member of the study team, or representatives from TTUHSC El Paso Compliance or TTU System Audit Services or Office of General Counsel should be answered by the IACUC Administrator. All other requests for information will be treated as public requests for information, as described below.

All media or other external inquiries (letter, telephone, personal visit, etc.) and any presentation (video, oral or written) regarding TTUHSC El Paso Animal Care and Usage shall be referred to the IACUC Administrator in the OR. Such requests or presentations will require review and approval from some or all of the following, depending upon the nature of the request:

1. the VPR/Institutional Official or designee
2. the IACUC Chairperson or designee
3. the IACUC Administrator or designee from OR
4. the Institutional Veterinarian
5. a representative from the TTU System Office of General Counsel
6. a representative from the TTUHSC El Paso Office of Institutional Advancement

Related Policies

Investigators must comply with all other institutional policies at TTUHSC El Paso and Federal Guidelines. This list includes, but is not limited to, the following:

IACUC Policy #11, Complaints of Mistreatment of Animals and Policy Noncompliance at TTUHSC El Paso
LARC Policy on Recording Research Animals (Photography, Videos, and Audiotapes)

[LARC Policy of vivarium visitor](#)

[LARC Policy of visiting scientist](#)

TTUHSC El Paso OP 73.03