

IACUC BYLAWS

Article I - Name

The name of this Committee shall be the "Texas Tech University Health Sciences Center El Paso Institutional Animal Care and Use Committee (TTUHSC El Paso IACUC)".

Article II – Charge

The charge of this Committee shall be to:

1. Develop institutional policy to oversee all research, required research training, experimentation, biological testing, and related activities involving the humane care and use of animals;
2. Advise the Institution/Animal Research Personnel on regulations and policies involving humane care and use of animals in research;
3. Develop and update recognized standard and ethical procedures for research involving humane care and use of animals;
4. Ensure that the Institution/Animal Research Personnel are compliant with all required educational training;
5. Supervise the required institutional hands-on training programs related to the use of animals in research;
6. Review and approve, require modifications in (to secure approval), or withhold approval of PHS supported activities related to the care and use of animals according to PHS Policy IV.C.1-3;
7. Review and approve, require modifications in (to secure approval), or withhold approval of proposed significant changes regarding the use of animals in ongoing activities according to PHS Policy IV.C;
8. Conduct annual continuing review of each previously approved, ongoing activity covered by PHS Policy, including a complete review at least once every 3 years, according to PHS Policy IV.C.1.-5.
9. Notify Animal Research Personnel and the institution in writing of its decision to approve or withhold approval of those activities related to the care and use of animals;
10. Review at least once every 6 months, the Institution's program for humane care and use of animals, using the Guide as a basis for evaluation;
11. Inspect at least once every 6 months, all of the Institution's animal facilities, including satellite facilities and animal surgical sites, using the Guide as a basis for evaluation;
12. Prepare reports of the IACUC evaluations according to PHS Policy IV.B.3. and submit the reports to the Institutional Official;
13. Certify that applicable regulations governing research involving animals, such as the Public Health Service (PHS) Policy on Humane Care and Use of Laboratory Animals, Animal Welfare Act, U.S. Government Principles for the Utilization and Care of Vertebrate Animals Used in Testing, Research, and Training, and the Guide for the Care and Use of Laboratory Animals, are being adhered to;
14. Review concerns involving the care and use of animals at the institution;
15. Make written recommendations to the Institutional Official regarding any aspect of the Institution's animal program, facilities, or personnel training;

16. Suspend or terminate an activity involving animals according to PHS Policy IV.C.6 if it is deemed that it is not being conducted in accordance with the applicable regulations governing research involving animals and/or the IACUC's requirements;
17. Make recommendations to the Vice President for Research (VPR) concerning the animal research program.

Article III – Members

Section 1. The membership of this Committee shall consist of:

A least five voting members. The IACUC must include at least one Doctor of Veterinary Medicine, with training or experience in laboratory animal science and medicine, who has direct or delegated program authority and responsibility for activities involving animals at the institution; one practicing scientist experienced in research involving animals; one member whose primary concerns are in a nonscientific area (e.g., ethicist, lawyer, or member of the clergy); and one individual who is not affiliated with the institution in any way other than as a member of the IACUC (e.g. not a member of the immediate family of a person who is affiliated with the institution). A single member may fulfill more than one of these characteristics.

Section 2. The VPR or designee shall appoint the members of the Committee. Any interested party may recommend new members, including self-referrals.

Section 3. Members are appointed to a two-year term. Generally, terms will begin on September 1 of each odd-numbered year. If notice of resignation by the member or non-reappointment by the VPR is not given by August 31 of each year, each member's appointment shall be automatically renewed on a bi-annual basis.

Section 4. Members will sign an agreement to serve and a confidentiality agreement, and shall disclose any known or potential conflicts of interest.

Section 5. All members are required to have a current curriculum vitae on file and successfully complete, and maintain current, online courses offered through the University of Miami's Collaborative Institutional Training Initiative (CITI) Program. These include a) Essentials for IACUC Members, Working with the IACUC, and Conflict of Interest Course. There are also additional courses for the IACUC Chair and IACUC Community members, as applicable. In addition, members must submit a research financial disclosure form, at least annually.

Section 6. No member may participate in the IACUC's initial or continuing review of any project in which the member has a conflicting interest, either financial or non-financial, except to provide information requested by the Committee.

Section 7. Members with more than three (3) absences per fiscal year may be contacted to confirm their commitment/ability to continue as an IACUC member.

Article IV – Officers

Section 1. The officers of the Committee shall be a Chairperson and Vice-Chairperson. These officers shall perform the duties prescribed by these bylaws and by the parliamentary authority adopted by the Committee.

Section 2. The VPR shall appoint the Chairperson and Vice-Chairperson of the Committee. Unless notice is given to the Officers by the VPR or to the VPR by the Officers, these appointments shall be automatically renewed on a biannual basis.

Article V – Meetings

Section 1. The committee will meet monthly, in person, however, alternatives to face-to-face meetings, such as teleconference or video conferencing, may occur as needed.

Section 2. The regular meetings of IACUC will be held on the second Friday of each month, unless another arrangement is made by the Chairperson.

Section 3. A quorum is present when a simple majority of the appointed voting members (or their alternates) are present.

Section 4. Expedited or special reviews are limited to specific research procedures that present non-significant risk to animals. These reviews are handled via Designated Member Review (DMR). During times of extended shut downs of the university under special situations, including pandemic, war and inclement weather, when the committee cannot make quorum, or other circumstances when full committee review (FCR) is impractical, the IACUC may switch to full DMR review of all protocols, at the discretion of the IACUC chair. This review would occur according to the procedure specified for concurrence. FCR would commence on the normal schedule when the special circumstance has passed.

Section 6. The IACUC shall retain IACUC paper files for three (3) years after the final closure date of the research study. Electronic files are maintained in iRIS for a minimum of three (3) years after final closure date of the research study. Both paper and electronic records will be maintained for three (3) years after the final closure date of the research study, even if the project is cancelled without animal activity.

Article VI–Relation to other TTUHSC El Paso Compliance Committees

The TTUHSC El Paso IACUC functions independently of, but in coordination with other TTUHSC El Paso research committees, including but not limited to:

- Conflict of Interest Research Committee (COIRC)
- Institutional Biosafety Committee (IBC)
- Radiation Safety Committee (RSC)

The IACUC may request that approval from any of these, or additional, committees be obtained prior to TTUHSC El Paso IACUC approval. For detailed information refer to TTUHSC EP OP 73.14 Research Compliance.

Article VII – Review and Approval of Bylaws

These bylaws shall be reviewed at least bi-annually by the Chairperson of the Committee, the Sr. Director, and the Managing Director of the Office of Research Resources. Proposed changes to the Bylaws may be presented to the full Committee for review and comment. The IACUC Chairperson has authority to provide final approval of the Bylaws.

Article VIII – Amendment of Bylaws

These bylaws may be modified or amended as needed at the request of the VPR or designee, in consultation with the IACUC Chairperson.

Article IX – Confidentiality of Records

The IACUC is a committee of TTUHSC El Paso established for the purpose of carrying out requirements governing research involving the humane care and use of animals under all applicable regulations, federal law and TTUHSC El Paso policies and procedures. The IACUC is a “medical committee” as defined under Texas Health & Safety Code Chapter Section 161, and/or other applicable

state and federal statutes. All documents generated by, submitted to, or for the purposes of fulfilling IACUC committee duties are confidential and privileged as “medical committee documents.”