

**University of Wisconsin-La Crosse**  
**Institutional Animal Care & Use Committee (IACUC)**  
**Operating Guidelines and Organizational Policies**  
**(Approved by the IACUC 11/18/2024)**

**I. Purpose of the Board**

- A. The University of Wisconsin-La Crosse (UWL) Institutional Animal Care & Use Committee (IACUC) is charged with responsibility for oversight of research and instructional activities using live vertebrate animals to ensure the health and safety of animals, researchers, animal caretakers, and the campus community. This includes the oversight of privately owned animals visiting the campus for demonstration, training, and/or educational purposes. The IACUC is further responsible for the oversight of the welfare of live vertebrate animals owned by the University that are not used for research and instructional activities. The IACUC is authorized to approve, require modifications to secure approval, or disapprove proposed research and instructional activities. The IACUC is authorized to fully investigate potential violations or compliance issues and suspend, rectify, and/or mitigate them. The IACUC is further authorized to suspend or revoke authorization for previously approved research that is not being conducted in accordance with the approved protocol, the IACUC's requirements, federal or state laws or regulations, or applicable institutional policies. The IACUC may also suspend or revoke authorization for previously approved research when the research, instructional activities, or its conduct creates an unexpected serious potential threat to health and safety of animals, researchers, or community members. In addition, the IACUC is authorized to draft and implement policy and to set other requirements related to the use of vertebrate animals in research or teaching, and privately owned animals visiting campus for demonstration, teaching, and/or educational purposes.

**II. Statutory Authority of the Committee**

- A. The Institutional Animal Care & Use Committee (IACUC) is mandated by the US Public Health Service (PHS) Office of Laboratory Animal Welfare (OLAW), and US Department of Agriculture (USDA) Animal & Plant Health Inspection Service (APHIS) for research and instructional activities involving the use of vertebrate animals. The UWL Animal Care & Use Program is fully accredited by the Association for Assessment & Accreditation of Laboratory Animal Care (AAALAC) International and is managed in accordance with the OLAW *Guide for the Care and Use of Laboratory Animals* (Guide); USDA APHIS Animal Welfare Regulations mandated by the Animal Welfare Act (Public Law 89-544, effective 24 August 1966; as amended through Public Law 115-334, effective 20 December 2018); and PHS Policy on Humane Care & Use of Laboratory Animals mandated by the Health Research Extension Act of 1985 (Public Law 99-158, effective 20 November 1985) and US Government Principles for the Utilization & Care of Vertebrate Animals Used in Testing, Research, & Training (effective 1986).
- B. The Chancellor, as chief executive officer of the University, is responsible for ensuring that the UWL IACUC operates in accordance with all applicable laws. The Chancellor has designated the Associate Vice Chancellor for Academic Affairs/Research Integrity

Officer (RIO) to act as the Institutional Official (IO) for the IACUC, monitor the operation of the IACUC, and appoint its membership.

### **III. Review Policies and Procedures**

- A. The IACUC shall establish (and update as needed) policies and procedures for the review and conduct of research and instructional activities involving live vertebrate animals and shall disseminate these broadly and regularly to all appropriate faculty, staff, and students at the University. IACUC policies, procedures, forms, and other resources are available in electronic format through the UWL IACUC webpage.

### **IV. Membership of the Board**

- A. Federal law requires that each IACUC shall have at least five (5) members who possess sufficient expertise, experience, and breadth of knowledge to provide complete and adequate review of research and instructional activities commonly conducted at the institution. The IACUC membership must have professional competence necessary to review specific research activities, as well as knowledge of institutional regulations and commitments, applicable laws, and standards of professional conduct and practice.
- B. The law further requires that each IACUC shall at minimum include the following types of individuals in its membership. UWL additionally designates each of these as voting members:
  - 1. One veterinarian with training or experience in laboratory animal science and medicine, who has direct or delegated authority and responsibility for activities involving animals at the institution.
  - 2. One practicing scientist experienced in research with animals.
  - 3. One member whose primary concerns are in a nonscientific area (e.g., ethicist, lawyer, member of the clergy).
  - 4. One member who is not affiliated with the institution other than as a member of the IACUC. These members are referred to as community members.
- C. The law also instructs the following:
  - 1. The IACUC must have a designated Institutional Official (IO) “who, as a representative of senior administration, bears ultimate responsibility for the Program and is responsible for resource planning and ensuring alignment of Program goals with the institution’s mission” (Guide, p. 13). UWL has designated the Associate Vice Chancellor for Academic Affairs/Research Integrity Officer (RIO) for this role.
  - 2. The institution must file a semi-annual report to the IO about the status of the Program, including any recommendations. The report will include:
    - a. Description of the nature and extent of the institution’s adherence to the Guide
    - b. Any departures from the Guide, identified specifically with reasons for each departure stated

- c. Any Program or facility deficiencies, distinguishing significant from minor deficiencies, and include plans and schedules for correcting each deficiency. A significant deficiency is defined as one that is or may be a threat to animal health or safety.
  3. Semi-annual reports to the IO should only be submitted to OLAW if requested, or if the institution is submitting a new or renewal Animal Welfare Assurance to OLAW and is not accredited by AAALAC International. However, if serious or continuing deviations from PHS Policy are identified, they should be reported to OLAW promptly.
- D. The UWL IACUC will consist of not fewer than five (5) full voting members who are appointed by the Institutional Official (IO) under the authority of the Chancellor.

## V. Term of Appointment

- A. Each voting member of the IACUC will serve at minimum for a three-year term. The goal of appointments to the IACUC will be to stagger rotation, such that no more than one-third of the IACUC would be reappointed or replaced in a given year.
- B. The Institutional Official (IO) may reappoint any member for additional term(s).

## VI. Permanent and *Ex Officio* Members and *Ad Hoc* Consultants

- A. The Institutional Official (IO) shall appoint IACUC Membership. Ordinarily, the IACUC Member shall be a member of UWL faculty or academic staff, but one member must be from the local community.
- B. The IO shall appoint an IACUC Chair. The appointed Chair shall serve a three-year term. This individual may be re-appointed for a period commensurate with their term of appointment (see above, Section V).
- C. The IO shall appoint an IACUC Coordinator for a period of 3 years, with an option to seek reappointment. Ordinarily, the IACUC Coordinator shall be a member of UWL faculty or academic staff. The Coordinator reports directly to the IO and shall serve as an *ex officio*, voting member of the IACUC. The Coordinator shall serve as the designated IACUC Administrator for the University.
- D. The IO shall serve as a permanent, non-voting, *ex officio* member and consultant to the IACUC.
- E. The attending veterinarian is appointed by the IO and acts as a consultant to the IACUC. The attending veterinarian may also serve as an IACUC member. The College of Science and Health (CSH) will assist with identifying the attending veterinarian and back-up veterinarian, and will support this appointment.

- F. The IACUC has the authority, at its discretion, to invite individuals with specialized expertise to participate in its sessions as non-voting, ad hoc consultants. The IACUC also has the authority to appoint subcommittees and ad hoc committees of subject matter experts to address specific issues.
- G. The Research & Compliance Specialist from the Office of Research & Sponsored Programs (ORSP) shall serve as a permanent, non-voting, *ex officio* member, and consultant to the IACUC.
- H. Roles and responsibilities for IACUC members are archived in ORSP.

## **VII. Meetings**

- A. The IACUC Chair is responsible for convening the IACUC according to an established routine schedule that permits researchers to have their projects reviewed in a timely manner.
- B. A majority of the full appointed voting membership shall constitute a quorum for the purpose of holding an official meeting. A majority of those voting members present at an official meeting shall be sufficient to issue official verdicts, actions, and judgments.
- C. All meetings shall be conducted in accordance with the State of Wisconsin's Open Meetings Law and any other appropriate state and/or federal regulations governing the operation of this public IACUC.
- D. Meeting minutes will be taken at every IACUC meeting in accordance with federal requirements. A recorder will be appointed by the Chair. Transcription software may be used as well.
- E. Meeting minutes can be requested by the public in writing according to UWL's public records notice. In accordance with federal guidelines, certain information may be redacted from IACUC minutes prior to public sharing to protect matters of a private and/or proprietary nature.

## **VIII. Conflict of Interest Procedures**

- A. Any member of the IACUC who has an actual or apparent conflict of interest in the initial or continuing review of a research project may not participate in the IACUC's deliberations or voting (except to provide general or specialized information that may be requested by the IACUC).
- B. It is the responsibility of the individual IACUC member to identify a conflict of interest and remove themselves voluntarily by informing the IACUC Chair. The specific nature of the conflict of interest need not be revealed. If the Chair recuses themselves, the Coordinator will act as the Chair for as long as applicable.

- C. If someone believes that there is an actual or apparent conflict of interest in the participation of an IACUC member in a particular case, and that person has not removed themselves from the proceedings, a challenge may be raised either by a member(s) of the IACUC or by the researcher(s) whose project is under review. A conflict-of-interest challenge must be raised prior to the IACUC's action on the project and takes immediate precedence as a point of order during an official meeting.
- D. The IACUC minutes must clearly show that any member with a conflict of interest was excused from the deliberations due to the conflict of interest.
- E. If quorum is lost due to a voting member recusing themselves, that event may not be addressed until quorum is re-established.

## **IX. Institutional Review**

- A. Affirmative decision of the IACUC may be subject to further review by University officials. The Associate Vice Chancellor for Academic Affairs/Research Integrity Officer (RIO), Provost/Vice Chancellor for Academic Affairs, and/or Chancellor may, at their discretion, conduct additional, independent inquiry into a decision of the IACUC and may, if their findings so warrant, disapprove a research project previously authorized by the IACUC. Such action is anticipated only in extraordinary circumstances, such as when a decision by the IACUC conflicts with federal regulations or institutional policies. Written explanation of the rationale for the decision will be documented by the RIO, Provost, and/or Chancellor, and will be provided to the IACUC and researcher and kept on file in IACUC records.
- B. In no case may the Provost/Vice Chancellor for Academic Affairs, and/or Chancellor approve or reinstate a research project that the IACUC has previously disapproved or suspended

Operating Guidelines and Organizational Policies of the University of Wisconsin-La Crosse Institutional Animal Care & Use Committee adopted November 18, 2024.



11/17/2024

FIRST NAME LAST NAME

Sandra Grunwald

Associate Vice Chancellor for Academic Affairs

Research Integrity Officer (RIO)

Institutional Official (IO)

Date



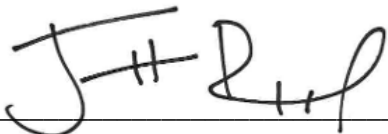
11/18/2024

FIRST NAME LAST NAME

Betsy Morgan

Provost & Vice Chancellor for Academic Affairs

Date



11/18/2024

FIRST NAME LAST NAME

James Beeby

Chancellor

Date