

Lincoln University Institutional Animal Care and Use Committee Bylaws

(Effective 12-1-2022)

I. Purpose and Composition:

- A. The Institutional Animal Care and Use Committee (IACUC) shall have the following duties:
- a. To review and approve/disapprove protocols and proposed activities related to animal care and use in research and teaching.
 - b. Conduct, at minimum, semi-annual inspections of active agricultural animal farms, facilities and study areas.
 - c. Prepare written reports detailing the findings of the semi-annual inspections and the institution's compliance regarding the humane treatment of animals to be submitted to the Dean of the College of Agriculture, Environmental and Human Sciences.
 - d. Investigate reports of noncompliance or animal care concerns involving agricultural animals at the institutions farms and/or facilities and report the findings to the Dean of the College of Agriculture, Environmental and Human Sciences.
 - e. Suspend activities involving animals which are deemed to be non-compliant with approved protocols related to the humane treatment of animals.
 - f. Make recommendations regarding the development and implementation of institutional policies and procedures to facilitate, support and monitor the humane and appropriate use of animals in agricultural research and teaching to the Dean of the College of Agriculture, Environmental and Human Sciences.

B. Committee Membership

- a. The IACUC committee shall consist of 5 voting members to include:
- i. A Lincoln University faculty/staff member who is a scientist with experience in agricultural research and teaching involving agricultural animals.
 - ii. A Lincoln University faculty/staff member who is an animal, dairy, or poultry scientist with training and experience in the management of agricultural animals.
 - iii. A Lincoln University faculty/staff member whose primary concerns are in an area outside of science.
 - iv. A veterinarian who has training and experience in agricultural animal medicine and who is licensed or eligible to be licensed to practice veterinary medicine. This position is referred to as the Veterinarian of Record (VOR) and is typically a practicing Veterinarian from outside the University.
 - v. An individual who is not affiliated with the institution and who is not a family member of an individual affiliated with the institution.
 - vi. Other members as required by institutional needs and applicable laws, regulations, policies and grant research funding agencies or groups.
 1. The Farm Superintendent shall serve as a permanent ad hoc (non-voting) member of the IACUC Committee.

- b. Appointment of individuals to serve on the IACUC Committee shall be made by the Institutional Official for a two-year term by July 1st of each year.
 - i. In order to assure Committee stability and continuity, Committee terms shall be staggered to avoid all new Committee membership at any given time. Therefore, the terms of Committee members appointed beginning in the fall of 2022 shall be as follows:
 - 1. A Lincoln University faculty/staff member who is a scientist with experience in agricultural research and teaching involving agricultural animals. **Term of Committee membership expires September 2024.**
 - 2. A Lincoln University faculty/staff member who is an animal, dairy, or poultry scientist with training and experience in the management of agricultural animals. **Term of Committee membership expires September 2023.**
 - 3. A Lincoln University faculty/staff member whose primary concerns are in an area outside of science. **Term of Committee membership expires September of 2024.**
 - 4. A veterinarian who has training and experience in agricultural animal medicine and who is licensed or eligible to be licensed to practice veterinary medicine. **Dr. Martin Kautsch has indicated he is willing to serve in this position. Committee membership expires September of 2023.**
 - 5. An individual who is not affiliated with the institution and who is not a family member of an individual affiliated with the institution. **Committee membership expires September 2023.**
- c. The Terms of office begin on October 1 and expire on September 30th.
- d. Outgoing officers will transition materials to the incoming officers in the October meeting.
- e. If a Committee member is absent from three consecutive IACUC Committee meetings or functions that committee position will be considered vacated.
- f. All vacated Committee appointments will be filled by the Institutional Official to serve the remaining term of the vacated position. All vacated Committee appointments shall be filled with individuals who possess the same qualifications and experience as the individual they are replacing and described in Section B (a) of these Bylaws.

C. Structure

- a. Lines of Authority
 - i. The University President shall serve as the Institutional Authority
 - 1. The Institutional Authority shall appoint members to the IACUC Committee based on the mandated requirements specified in Section IB of these Bylaws.

- ii. The Dean of the College of Agriculture, Environmental and Human Sciences shall serve as the reporting authority for the IACUC Committee to whom the Committee shall forward all reports and updates regarding the duties of the IACUC as outlined in Section IA of these Bylaws.
 - b. The IACUC Committee leadership shall consist of:
 - i. Committee Chair
 - ii. Secretary
 - c. Members of the IACUC Committee shall not serve in the same leadership role of Committee Chair and/or Secretary for more than 2 consecutive years.
 - D. Institutional Animal Care and Use Committee as a Part of Workload
 - a. Participation in IACUC meetings, inspections and events shall be considered part of an employee's overall workload.
- II. Leadership of the Institutional Animal Care and Use Committee:
- A. The IACUC Committee Chair responsibilities include:
 - a. Preside over Committee meetings
 - b. Work with the Secretary to schedule all meetings and facility/farm inspections.
 - c. Prepare meeting agendas
 - d. Serve as spokesperson for the IACUC Committee
 - e. To cast the deciding vote in the case of a deadlocked decisions
 - f. To insure all faculty and staff submit and gain IACUC Committee approval for research and teaching activities involving the use of animals prior to the submittal of grant applications and occurrence of teaching activities.
 - g. Notify faculty and staff of approval/disapproval for activities requiring IACUC Committee approval.
 - h. Schedule training opportunities related to proper handling, treatment and care of animals for employees who work with the animals.
 - B. The IACUC Committee Secretary responsibilities include:
 - a. Prepare and distribute the minutes from all IACUC meetings and other communications.
 - b. Maintain a permanent record of all IACUC meetings and communications.
 - c. Maintain a permanent record of all approval requests from faculty and staff for all research and teaching activities which involve the use of animals.
 - d. Work with the Committee Chair to schedule committee meetings and facility inspections.
 - e. Work with the Committee Chair to send the agendas of all planned meetings and inspections to all committee members in advance of the planned activities.

III. Procedures

A. IACUC Meetings

- a. The IACUC meeting shall meet on a regular basis as necessary to approve/disapprove research and teaching activity requests from faculty and staff members in a timely manner.
- b. Meetings need not all to be conducted in a face-to-face format. Meetings utilizing electronic technology including web based meetings and telecommunications are appropriate so long as the opportunity for all members to participate in an interactive manner is available.
- c. A quorum of 51% of the committee members must participate in all meetings, inspections and committee events in order to conduct official committee business.
- d. The Committee Secretary and Chairperson shall organize and publish the agenda for all meetings (with the exception of emergency meetings) to all Committee members a minimum of 7 days in advance.
- e. Committee members shall notify the Committee Chair of any anticipated absences from regularly scheduled meetings.

B. Facility/Farm Inspections

- a. The IACUC Committee shall conduct, at a minimum, semiannual inspections of agricultural animal facilities and study areas and prepare a written report to be submitted to the Dean of the College of Agriculture, Environmental and Human Sciences.
- b. The Committee Chair shall notify the Farm Superintendent and appropriate Farm Managers of the planned inspection a minimum of 48 hours prior to the inspection.
- c. The IACUC Committee may perform a facility and study area inspection without prior notice being given to the Farm Superintendent and/or Farm Managers when investigating a specific event or activity which raised concerns regarding the humane treatment of animals.

C. Research and/or Teaching Activity Requests Approvals

- a. All faculty and staff members shall submit a request for approval of any planned teaching activities or research grant proposals which involve the use of animals to the IACUC Committee Chair a minimum of 14 days prior to the teaching activity and/or grant submission to the University grant official.
- b. The Committee Chair shall distribute the approval request to all Committee members for their review and opportunity to request additional information. All questions, comments, and/or concerns related to animal welfare by committee members will be forwarded to the Committee Chair. The Committee Chair shall send those communications to the requestor for additional feedback and clarification.
- c. The IACUC Committee shall vote to approve/disapprove the request within 10 days of the receipt of the request.
- d. The Committee Chair shall notify the requestor of the IACUC Committee's approval/disapproval of the research activity.