

Procedure for Conducting IACUC Business in the Event of a Pandemic or Other Significant Emergency

The Office of Laboratory Animal Welfare at NIH (OLAW) expects each institution's IACUC to continue to conduct business according to requirements found in the PHS Policy, the Animal Welfare Act and Regulations, and the Guide.

A. IACUC Meetings.

1. **Requirement:** The IACUC must have at least 2 meetings a year, 6 months apart.
 - i. **Contingency:** The number of UMBC IACUC meetings may be reduced to as few as one every six months, the minimum allowed by the *Guide*.
2. **Requirement:** A convened meeting with a quorum present must conduct the following: review of suspension of a protocol and full committee review of protocols
 - i. **Contingency:** The UMBC IACUC has approved the use of the designated-member review (DMR) method if full-committee review (FCR) is not requested. A protocol will be distributed to all IACUC members to allow all members the opportunity to call for FCR and after seven (7) working days, designated review will be implemented.
 - ii. **Contingency:** The UMBC IACUC may institute alternatives to face-to-face meetings such as teleconference (see below)

Note: While optimal, there is no requirement to conduct the semiannual review of programs at a convened meeting with a quorum present

- i. **Contingency:** As semi-annual reviews and inspections are held every six (6) months, the IACUC may make arrangements to have at the minimum two (2) members presents to conduct review, with the campus veterinarian being one of those members present. The semiannual report to the IO for approval/acceptance via electronic means (email, and/or fax). A majority of the members must sign the report to the IO and can do so via email or fax.

B. Protocol Review.

1. **Requirement:** The only federal requirement for the full committee to review a protocol is when an IACUC member specifically requests full committee review of a given protocol. Full committee review (FCR) can only occur at a convened meeting with a quorum present.
 - i. **Contingency:** The UMBC IACUC has approved the use of the designated-member review (DMR) method if full-committee review (FCR) is not requested. A protocol will be distributed to all IACUC members to allow all members the opportunity to call for FCR and after seven (7) working days for members to consider a FCR, designated review will be implemented. All members will be notified 'prior to the review' as required. All major or significant modifications and amendments must be reviewed using the DMR method before changes can be made to any on-going protocol. Approvals will be documented in the minutes of the next scheduled meeting.
2. Minor changes or amendments will continue to be reviewed and approved by the IACUC chair. Documents will be forwarded electronically to the Chair; email approval from the Chair will be stored in the protocol file.

C. HARPO response during event

1. Investigators will follow protocol submission procedures found on <http://www.umbc.edu/research/HARPO/IACUC/IACUCprotdevelop.html>. These procedures require the electronic submission of protocol applications and related documents to a central email address, iacucsubmissions@umbc.edu.
2. In the event UMBC campus is closed and HARPO staff cannot come to campus, staff will review email during the campus downtime period. Staff will have the ability to connect to protocol databases and IACUC correspondence on the UMBC mainframe drives using remote access. All applications will be processed following the standard HARPO protocol processing procedures. Communication with investigators will be accomplished using email or telephone follow-up.
3. Protocol applications and reviewer checklists are forwarded electronically via email to all members of the IACUC
4. Questions, concerns and requests for more information from IACUC members will be dealt with using the designated-member review (DMR) method or full committee review using the teleconferencing method. HARPO has established an account with a conference service to conduct full meetings via the telephone.
5. Requests for more information will be sent electronically to investigators. Responses to these inquires will be forwarded to IACUC members.
6. Final approval documentation will be sent to investigators via email.

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Guidance on Use of Telecommunications for IACUC Meetings

(adapted from <http://grants.nih.gov/grants/guide/notice-files/NOT-OD-06-052.html>)

The IACUC chairperson, as the appointed leader of the committee, bears some responsibility for holding committee meetings in a manner that encourages participation and facilitates interaction among members.

Methods of telecommunications (e.g., telephone or video conferencing) are acceptable for the conduct of official IACUC business requiring a quorum, provided the following criteria are met:

- All members are given notice of the meeting. **Notice of this meeting will be forwarded to IACUC members no less than two (2) weeks prior to the meeting**
- Documents normally provided to members during a physically-convened meeting are provided to all members in advance of the meeting. All members have access to the documents and the technology necessary to fully participate. **All documents will be available via myUMBC on Blackboard (Institutional Animal Care and Use Committee organization link)**
- A quorum of voting members is convened when required by PHS Policy.
- The forum allows for real time verbal interaction equivalent to that occurring in a physically-convened meeting (i.e., members can actively and equally participate and there is simultaneous communication). **HARPO will set up conference call with members who are available to participate in a teleconference.**
- If a vote is called for, the vote occurs during the meeting and is taken in a manner that ensures an accurate count of the vote. To allow for appropriate discussion, all members must be connected simultaneously for a conference call to take place – “telephone polling” (where members are contacted individually) will not be accepted as a conference call.
- Opinions of absent members that are transmitted by mail, telephone, fax or e-mail may be considered by the convened IACUC members but may not be counted as votes or considered as part of the quorum.
- Written minutes of the meeting are maintained in accord with the PHS Policy, IV.E.1.b.