

<b>IACUC Policy on Member Compliance</b>	Policy No. <b>IACUC-020</b>
	Effective Date: <b>10/13/25</b>

## **IACUC MEMBER COMPLIANCE POLICY**

### **I. PURPOSE**

Serving as a member of the IACUC is a significant time investment; without member expertise and willingness to participate, the IACUC would not be able to meet its obligations and goals. The University community benefits greatly from IACUC member service. This policy outlines expectations for IACUC member compliance in key areas essential for the effective functioning of the committee and the institution's animal care and use program. It also describes the process and potential consequences for members who fail to meet these expectations.

### **II. SCOPE**

This policy applies to all appointed members of the Oklahoma State University IACUC, including voting and non-voting members.

### **III. POLICY**

All IACUC members are expected to uphold the highest standards of professionalism, ethics, and commitment to ensure the humane care and use of animals in research, teaching, and testing. This includes compliance in the following areas:

#### **A. Attendance**

Each IACUC member is required to attend at least one half (1/2) of the convened full committee meetings within a rolling twelve (12) month period. Active participation in IACUC meetings is crucial for informed decision-making and fulfilling the committee's responsibilities. Excused absences may be granted at the discretion of the IACUC Chair or Manager for valid reasons such as illness, professional travel, or significant personal circumstances. Understandably, members may have teaching, clinical duties, other committees and additional professional responsibilities, and the IACUC office requests that members notify us of a planned absence in advance, whenever possible. Chronic or unexcused absences below the minimum requirement will be considered non-compliance. Members must attend one facility inspection annually.

#### **B. Integrity and Character (Related to Inspection Violations)**

Members must not have any significant or repeated inspection violations identified during the semi-annual IACUC facility and program inspections related to their own animal use protocols or areas of responsibility. A significant violation is a deviation that may adversely affect animal health or well-being. A repeated violation is a similar issue occurring in two or more consecutive inspections. Minor, isolated violations promptly corrected will generally not be considered non-compliance. Members are expected to demonstrate integrity and a commitment to maintaining high standards of animal care and use within their own research, teaching and testing activities.

**C. Review Completion (Designated Member Review – DMR)**

Members assigned as Designated Member Reviewers must adhere to established deadlines for submitting their review findings. Timely completion of DMRs is essential for efficient and compliant review of protocols. Repeated missed deadlines without valid reason and prior communication will be considered non-compliance. Members who anticipate difficulty meeting a DMR deadline must notify the IACUC Office promptly to arrange for an extension or reassignment of the review. The IACUC office will assign reviews to all committee members throughout the year.

**IV. PROCESS FOR ADDRESSING NON-COMPLIANCE**

- A. **Initial Notification:** When a potential instance of non-compliance is identified, the IACUC Chair or Office will notify the member in writing (email), outlining the concern and allowing two weeks for response.
- B. **Review and Discussion:** The IACUC Chair will meet with the Executive Committee—comprised of the Chair, Vice-Chair, Attending Veterinarian, and Assistant Vice President of Research—to develop recommendations. Final decisions are made by the Institutional Official (IO). The matter may also be brought before the full IACUC during a convened meeting, at which time the member will have the opportunity to address the committee directly.
- C. **Determination of Non-Compliance:** The IACUC will determine whether non-compliance has occurred based on evidence and policy criteria. This determination will be documented in the IACUC meeting minutes.

**V. CONSEQUENCES OF NON-COMPLIANCE**

Failure to comply with this policy may result in one or more of the following consequences, depending on severity and frequency:

- A. **Formal Written Warning:** Issued by the IACUC Chair or IO outlining non-compliance and expectation for immediate improvement.
- B. **Required Remedial Actions:** The member may be required to undertake specific remedial actions such as attending additional training, developing a corrective action plan for inspection violations or adhering to a more structured review timeline.
- C. **Temporary Suspension of Voting Privileges:** For a specified period.
- D. **Recommendation for Removal:** In significant or repeated cases, the Executive Committee may recommend removal to the IO.

**VI. REINSTATEMENT OF REMEDIATION**

Members who have faced consequences for non-compliance may petition the IACUC Chair or IO for reinstatement after demonstrating sustained compliance and corrective action.

**VII. RECORD KEEPING**

The IACUC Office will maintain records of attendance, inspection findings, DMR completion, notifications of non-compliance, and resulting consequences.

### **VIII. POLICY REVIEW**

This policy will be reviewed every three years and updated as necessary by the IACUC to ensure effectiveness and relevance.

### **IX. REVISION HISTORY**

<b>Revision Number</b>	<b>Date</b>	<b>Signature</b>