IACUC Meeting Minutes

February 2019

ATTENDEES

Member	Yes	Alternate Member	Yes
███	x	███	
███	x	███	x
D. C.		(arrives 3:20)	x
D. F.	x	(arrives 2:04)	x
███	x	███	x
███	x		
███			
███	x		
███			
███			
███	x		
███			

Guests invited: ██ , ██ , ██ , ██

The meeting began at 2:02 p.m. and adjourned at 3:11 p.m. A quorum of 8 voting members was maintained.

ANNOUNCEMENTS None

PREVIOUS MINUTES Vote: For = 8, Against = 0, Abstentions = 0

AGENDA ITEMS

Item	Outcome
Vivarium Update	Changes to Vivarium staffing have occurred. Vivarium oversight will move under Office of Research—finalizing the financial model.
Inspections	Schedule inspectors: IACUC inspectors volunteered for inspection sites—ORCA will assist with scheduling inspections.
	Inspect web/app demo: IACUC would like Inspect web/app to fix issue with collapsing categories for easier viewing of findings before rolling out to PIs—ORCA will follow-up with Risk & Safety Solutions on issue. ORCA will record upcoming inspection results in Inspect—notifications to PIs will be turned off.
	Field protocols: Discussion on inspections for field studies.
	Motion: For protocols where wild animals are held more for more than 12 hours off campus, in either protocol or annual update, investigators

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	provide a picture of animal holding site when in use.
	Vote: For = 8, Against = 0, Abstentions = 0
	Investigator-maintained protocols with and without funding and MOUs: ORCA will report to IACUC on results from UCOP's meeting about whether or not MOUs are required for investigator-maintained protocols with and without funding.
Updated SOPs, Guidelines, Policies FYI	IACUC designated committee has reviewed and updated IACUC SOPs, Guidelines, and Policies.
Request from SJSU to send UCSC IACUC minutes, USDA inspection report, semiannual report (█████ conducting subaward work for SJSU)	Motion: All in favor of sharing UCSC IACUC minutes, USDA inspection report, and semiannual report with SJSU. Vote: For = 8, Against = 0, Abstentions = 0
Sharing UCSC IACUC paperwork with collaborators	Motion: All in favor of sharing UCSC IACUC paperwork with collaborators that receive funding from or provide funding to UCSC. Vote: For = 8, Against = 0, Abstentions = 0
Reviewer checklist	ORCA proposes using reviewer checklist. ORCA will do a completeness check on all future applications. Reviewer checklist is not required to be filled out and can used as a reference for IACUC review of applications.
Calling for full committee review at designated member review time	Motion: For DMR, committee review will change from 2 weeks to 3 days, and DMR reviewers have same 2 weeks to review. Vote: For = 8, Against = 0, Abstentions = 0
Semiannual Program Review- includes Institutional Policies and Responsibilities, Veterinary Care	ORCA asked IACUC if there were any general and specific changes to the animal care and use program since the last program review— references: Institutional Policies and Responsibilities and Veterinary Care of OLAW's Semiannual Program Review Checklist and OLAW's "Semiannual Program Review" Online Seminar. ORCA brought up a change to UCSC IACUC Policy on Cage Cards—the policy should include requirements for investigator-maintained ID cards per last meeting's decision to have investigator-maintained-specific cage cards.

Next IACUC Meeting: April 2019

IACUC Meeting Minutes

April 5, 2019

ATTENDEES

Member	Yes	Alternate Member	Yes
███		███	
███	x	███	x
D. C.	x	███	x
D. F.	x	███	
███	x	███	x
███	x		
███	x		
███	x		
███	x		
███			
███			
███			

Guests invited: ███ , ███ , ███

The meeting began at 2:05 p.m. and adjourned at 3:58 p.m. A quorum of 9 voting members was maintained.

PREVIOUS MINUTES Vote: For = 9, Against = 0, Abstentions = 0

AGENDA ITEMS

Item	Outcome
███ protocol review	Motion: All in favor of accepting protocol. Committee requests ORCA to send BSL-2 SOP with approval notification. Vote: For = 9, Against = 0, Abstentions = 0
Semiannual Program Review	Committee went through inspection findings and agreed upon minor deficiencies; some items have been fixed since the inspection already by vivarium management or on-site during inspection. Also discussed consistency and relevancy of information on cage cards—current the Cage Card Policy lists items that the Guide says SHOULD be present. Committee questioned whether some items really MUST be present as opposed to SHOULD. Change was suggested for such items as source of animals and/or date of birth (when not referring to DOB for a litter of mice). Some of this information could be better listed elsewhere in the PI records.

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	ORCA to contact AAALAC for clarification on their recommendation for cage card requirements and IACUC will revisit the Cage Card Policy at the next meeting. Motion: To approve Semiannual Report Vote: For = 9, Against = 0, Abstentions = 0 Motion: Animal care log expectations-care logs must be physically on-site or a way to access them (such as a notice on who to contact to obtain them) must be on site. Vote: For = 9, Against = 0, Abstentions = 0 Motion: Announce fall inspections to researchers 1 week before and include previous deficiencies in announcement. Vote: For = 9, Against = 0, Abstentions = 0
AAALAC Site Visit Fall 2019	The vet, ORCA, and EH&S have been working on the AAALAC Program Description. EH&S will do a controlled substances check in July. ORCA will double check to ensure animal concerns training material is in all CITI training courses.
Check the checker for animal care logs	██████ will need to find alternate method of double-checking animal care records when current checker discontinues responsibility of checking animal care lists in areas.
OHSS incident EH&S vivarium training workshop	OHSS physician flagged someone with an underlying condition who may not be able to work in the lab. Starting in the fall, biosafety staff will hold a mandatory workshop for animal users/lab managers about biohazardous material and controlled substances.
Volunteers for disaster plan updates, ██ expires Oct.	IACUC vice chair volunteered to revise ██ disaster plan.
Do I need a protocol-UCSB form, UCSC webpage	ORCA will compare our applications to UCSB's form on when IACUC review is needed to see if content can be added to UCSC webpage.

Next IACUC Meeting: June 2019

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IACUC Meeting Minutes

June 7, 2019

ATTENDEES

Member	Yes	Alternate Member	Yes
██		██	
██	X		X
D. C.	X		X
D. F.	X		X (arrived at 2:25)
██	X (arrived 2:20)	██	
██	X		
	X		
	X		
██	X (left at 3:10)		

Guests invited: ██ , ██ , ██ , ██

The meeting began at 2:01 p.m. and adjourned at 3:44 p.m. A quorum of 9-10 voting members was maintained.

ANNOUNCEMENTS   ORCA introduced new Director of Research Business and Operations, Office of Research Business Operations (ORBO). ██ will be leaving the committee. ██ will be alternate for new non-affiliate non-scientist member.

PREVIOUS MINUTES   Vote: For = 9, Against = 0, Abstentions = 0

AGENDA ITEMS

Item	Outcome
██ (expiring August) Class E renewal	Motion: Designate the Chair reviewer of Class E renewals and send notice of DMR to the IACUC. Chair can refer to full committee review if Class E procedures change/are not comparable. Vote: For = 9, Against = 0, Abstentions = 0
██ Class E	Motion: Designate the Chair reviewer of Class E amendments for studies already containing Class E. Send notice of DMR to the IACUC. Chair can refer to full committee review if Class E procedures change/are not comparable.

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	Vote: For = 9, Against = 0, Abstentions = 0
Inspections and Semi Annual Program Review	All minor deficiencies from last inspection resolved. ▮ will inform ▮▮▮ to put individual animals in a tray/enclosure and put cage card on the tray/enclosure. Vivarium technicians will check on ▮ animals. For next inspections, ORCA will provide location information to the committee. ORCA reminds IACUC of Program Review for Semi Annual Report. Motion: Chair to review and approve revised cage card policy. Vote: For = 10, Against = 0, Abstentions = 0
AAALAC Program Description update	The Vet announces that a draft of the AAALAC Program Description is available for review by the committee.
July 1, 2019–July 1, 2020 meeting dates	The IACUC requests meetings not fall on last day of classes.
Animal concern	ORBO will send an email from ▮▮ to all Vivarium users and staff that they need to get certification to use the Euthanex chamber. Viviarium manager will post a sign above the Euthanex chamber that certification to use the chamber is required.
Student alternates and PI meeting attendance	Motion: IACUC members may use graduate student as alternate as long as faculty member attends 2/3 meetings (students OK to observe other meetings), conducts semi annual inspections, and conducts designated member reviews regularly. Vote: For = 9, Against = 0, Abstentions = 0
Renewing OHSS/expired OHSS	ORCA will contact EH&S requesting 1) review of language in renewal emails from OHSS and if needed, edited to reflect how easy the renewal process is, and 2) review of the number of years that OHSS assessment is active, if possible extending to 5 years instead of 3.
Grant protocol congruence checks	ORCA will look into UC Davis's current grant protocol congruence check process that puts PIs in charge of their own checks. ORCA will get ▮▮ input on allowing PIs check their own grant protocol congruence, to be reviewed at future IACUC meeting.

Next IACUC Meeting: October 2019