

Institutional Animal Care & Use Committee
Texas A&M University-Commerce
Minutes from April 4, 2019
1:00 – 3:00 p.m.

IACUC Committee				
#	Name	Department	Status	Present
1	Misty Lair	Applied Sciences	Chair	Y
2				Y
3	Dustin Dorris		Attending Vet	N
4				Y
5				Y
6				Y
7				N
8				Y
9				Y
10				Y
11				Y
Quorum Needed: 6 Quorum: Achieved with 8 voting members present at the beginning of the meeting. One committee member arrives late. Final quorum met with 9 voting members present.				

Guests: None

Late Arrivals: arrived at 1:10.

Minutes by:

I. Call to Order:

The meeting was called to order at 1:05 p.m. by the Chair. There are 8 voting members present at the beginning of the meeting time. Quorum is reached.

a. Approval of Minutes from the March 7, 2019 meeting

Minutes from the March 7, 2019 meeting were emailed to all committee members prior to the meeting and the minutes were reviewed again by the committee at the current meeting. The Chair asks if there are any questions or comments on these minutes as written. There was no further discussion.

Action Taken: A motion was made and seconded in favor of approving the March 7, 2019 minutes as written.

The motion passes with a vote of: For – 8; Oppose – 0; Abstain – 0

arrives at 1:10 p.m.

Quorum present with 9 voting members attending.

II. Old Business

- a. None

III. New Business

The Chair states that the full board review will be discussed at this time. While _____ is present, the Committee discusses his protocol.

a. Full Board Review

P19-009 –

The Chair asks the committee if there are questions regarding this protocol. One committee member asks what a _____ is. _____ states that it is

Another committee member notes there are several typographical errors. The Chair asks if there are any other comments or questions. No further comments received.

Due to a conflict of interest, _____ recuses himself at 1:18 p.m. Quorum is still present with 8 voting members attending.

Action Taken: A motion was made and seconded in favor of approving this protocol once the corrections have been made. A letter will be sent to the PI outlining the corrections that need to be made. The PI will send a revised protocol to the Chair. Once the corrections are verified, a final approval letter will be sent to the PI.

The motion passes with a vote of: For – 8; Oppose – 0; Abstain – 0

_____ returns to the meeting at 1:22 p.m. Quorum is present with 9 voting members present.

The Chair states that the next agenda item to be discussed is the investigation. Due to a conflict of interest, she is unable to Chair the meeting and will be recusing herself. She asks _____ to Chair the meeting. There are also 2 other committee members that have a conflict of interest as a result of this investigation. These members are _____ & _____ assumes the Chair of the committee at 1:23 p.m. Ms. Lair, _____ are recused at 1:24 p.m. Quorum is still present with 6 voting members present.

b. Investigation – 2019-01-11 OSHP Non-Compliance

_____ reminds the committee that this investigation is confidential. The investigation involves the students that are participating in activities involving the use of animals and biohazardous materials. Students were not required to complete the Occupational Health and Safety Questionnaire.

The committee received and examined the investigative report. The committee found evidence of non-compliance. The committee reviewed the recommendations on this report.

Action Taken: A motion was made and seconded in favor of approving the report and recommendations provided.

The motion passes with a vote of: For – 6; Oppose – 0; Abstain – 0

Ms. Lair, return at 1:43. Ms. Lair assumes the role of IACUC Chair.

c. Semiannual Inspection – May 16, 2019

The Chair announces that the Semi Annual inspection will be held on May 16, 2019. She asks the Research Compliance Coordinator (RCC) to present the details of the inspection. The RCC states that the facilities inspection for the Animal Care Facility will be held in the morning and the farm will be held in the afternoon. The program review should be conducted by the IACUC committee members. Each member is assigned a section of the review. These reviews will be sent to the RCC to compile into one report to be presented to the committee. The RCC states that she will send out an email to all committee members outlining the details of the inspections and program review.

d. Standard Operating Procedure (SOP) #300 – Review and Approval of Applications (protocols, amendments, and annual reviews) submitted to IACUC

The Chair reminds the committee that this was discussed at last month's meeting. The discussion regarded the purchase of animals on protocols. Currently, all changes to an approved protocol require IACUC approval and must be submitted through an amendment form to the IACUC prior to implementing the change. The Chair and RCC discussed this SOP after the last meeting to determine what changes may be needed. The Chair states that the committee needs to decide if they would like to change the SOP, continue to have the PI submit an amendment form, or create a new form for Acquisition of Animals. One committee member states that the amendment form is helpful and it allows him to keep track of what is being done, but they can take time to complete. The Chair states that she will look other universities to see what their standards and create a draft. She will present this at a future meeting. .

leaves at 2:00 p.m. Quorum is still present with 8 voting members.

e. Standard Operating Procedures (SOP) #305 Post Approval Monitoring of IACUC Approved Protocols for Lab Animals and # 306 Post Approval Monitoring of IACUC Protocols for Vertebrate Animals

This states that the RCC asked to put these SOPs on the agenda. The RCC states that the current SOPs allow for Research Compliance to conduct the reviews. At the time they were written, there were 2 compliance personnel that conducted the reviews. Now, there is only the RCC to do them. The RCC states that currently the IRB SOP allows for a committee member to conduct the reviews with the RCC. A committee member states that it might be a good idea to have a member present. The RCC states that the SOPs would need to be re-written to make the change. The Chair asks the RCC to send out the SOPs again to the committee members for review and recommendations. These recommendations will be presented at a future meeting.

f. Updates on Full Board Member Review (FCR)

The RCC presents the following list of protocols that were reviewed with Full Board Member Review and lists the status for each protocol.

Protocol	Researcher	Title	Status
P19-007	Owen		Final Approval received 03/07/2019

g. Updates on Post Approval Monitoring (PAM) Reviews Conducted

The RCC presents the following list of protocols that had Post Approval Monitoring (PAM) reviews conducted and the finding from the reviews.

Protocol	Researcher	Title	Status
P16-009			Amendments should be kept by the PI; Rosters should be kept by the PI; and Occupational Health Approval letters should be kept by the PI
P17-044	Cheriyath		No findings

h. Updates on New Housing Facilities

The RCC presents the following list of new housing facilities that were inspected. The request to inspect these facilities was requested by Dr. Randy Harp, Dean of the College of Agricultural Sciences and Natural Resources. The committee members were invited to attend the inspection.

Facility	Date Inspected	Animals Approved	Date Approved
Drip Shed Pens	03/20/2019	Swine, goats, sheep, and dogs	03/20/2019
Lower Swine Barn	03/20/2019	Swine, goats, and sheep	03/20/2019
Drip Shed Pens	03/29/2019	Cattle	03/29/2019

IV. Other:

The next IACUC meeting will be held on May 16, 2019 from 11:30 -1:30 p.m.

V. Adjournment

Action Taken: A motion was made and seconded in favor of adjourning the meeting at 2:10 p.m.

The motion passes with a vote of: For –8; Oppose – 0; Abstain – 0

**Institutional Animal Care & Use Committee
Texas A&M University-Commerce
Minutes from May 16, 2019
1:00 – 3:00 p.m.**

IACUC Committee				
#	Name	Department	Status	Present
1	Misty Lair	Applied Sciences	Chair	Y
2				Y
3	Dustin Dorris		Attending Vet	Y
4				N
5				Y
6				Y
7				Y
8				N
9				Y
10				Y
11				Y
Quorum Needed: 6				
Quorum: Achieved with 9 voting members present at the meeting.				

Guests: Ms. Cece Gassner, Dr. Bruce Whitney, and Dr. Matt Wood

Late Arrivals: None

Minutes by:

I. Call to Order:

The meeting was called to order at 11:44 p.m. by the Chair. There are 8 voting members present at the meeting. Quorum is reached. The Chair stated that we have three guests at our meeting. The guests are identified as Ms. Cece Gassner, Vice President for Economic Development, Dr. Bruce Whitney, System Chief Research Compliance Officer and Dr. Matt Wood, TAMUC Vice Provost for Research. The Chair asked the committee to introduce themselves.

a. Approval of Minutes from the March 7, 2019 meeting

Minutes from the April 4, 2019 meeting were emailed to all committee members prior to the meeting and the minutes were reviewed again by the committee at the current meeting. The Chair asked if there are any questions or comments on these minutes as written. One member noted a typographical error on page four. The Chairs asked for any additional comments. There was no further discussion.

Action Taken: A motion was made and seconded in favor of approving the April 4, 2019 minutes with the correction of the typographical error on page four.

The motion passes with a vote of: For – 9; Oppose – 0; Abstain – 0

II. Old Business

a. Semiannual Program Review and Facilities Inspection

The Chair stated that different sections of the Semiannual Program Review were assigned to committee members. Each member was responsible for performing a complete review for their section. These sections were submitted by the committee members and submitted for a preliminary committee review today. The Chair stated that the preliminary was being conducted to allow the committee members to discuss their sections with Dr. Whitney. The Chair asked the members if they had any questions regarding their sections. The following questions were addressed by the committee members and Dr. Whitney:

- Section 2 – Disaster planning – The committee member assigned this section stated that the former ACF director was asked to update the disaster plan before the May 2019 Semiannual review regarding the preservation of critical or irreplaceable animals and providing the emergency plan to law enforcement. At this time, no updated plan was received. Can we request additional time for the new director to review and update? Dr. Whitney responded “yes”. The updated plan should be made a part of the University plan and should be shared with University Police and Emergency Personnel.
- Section 10 – Occupational Health and Safety of Personnel – The committee member assigned had a question regarding the waste anesthetic gases scavenged. How should this be handled? Dr. Whitney stated that if any surgeries are being performed and anesthesia, then the PI must state in their protocol how they are containing these wastes. When approving a protocol, then the IACUC needs to make sure the PI is meeting all of the requirements. The PI should keep a log of how this is being done and the log should be reviewed as part of the Semiannual Program review.
- Veterinary care – Section 2 – Random source of dogs – The Attending Veterinarian asked if the guard dogs donated could be considered a random source. Dr. Whitney stated only if the dogs were obtained from a shelter or pound.

The Chair asked if there were any additional questions or comments regarding the program review. No further comments were received. The Chair stated that that the committee would review the final version as the next convened meeting.

A guest, Ms. Cece Gassner leaves at 12:20 p.m.

The next topic of discussion for the Semiannual Review was the facilities inspection. The Animal Care Facility was inspected this morning. The Chair presented some of the findings that were noted in the inspection:

- Animal Rooms -Some chemical were not identified with expiration dates
- Animal Rooms - Paint chipping off of the walls in some of the animal housing areas
- Animal Rooms – Temperature readings inadequate. Thermometers that are being used are not sufficient
- Animal Rooms – Rooms that are not being used should still be checked for the temperatures and humidity or decommissioned
- Cage Wash – Current eye wash station is expired. An faucet mounted eye wash station should be installed
- Cage Wash – No records could be found (SOP, temperature readings)
- Aquatic area – Expired dates on food and chemicals being used
- Aquatic area – Daily health sheets are not being completed. Weekends are not being shown. Are the fish being fed on the weekends? The temperature reading in the tanks should be logged
- Storage Room - First Aid cabinet has expired items
- Storage Room – Personal items should be removed (body lotion, aloe, etc.
- Storage Room – Empty card board boxes should be removed or stored in container

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Dr. Whitney stated that all of these items should be addressed by the IACUC committee. Some items can be quickly addressed while it may take longer for others. But everything should be addressed and corrected before the next Semiannual inspection. The Chair states these items will be reviewed on the final version at the next convened meeting. The Chair also stated that the Farm inspections will be conducted later today and any finding from that inspection will be reported at the next convened meeting.

III. New Business

a. Updates on Full Board Member Reviews (FCR)

The RCC presents the following list of protocols that were reviewed with Full Board Member Review and lists the status for each protocol.

Protocol	Researcher	Title	Status
P19-009			Final Approval received 04/09/2019

b. Updates on Designated Member Reviews (DMR)

The RCC presents the following list of protocols that had Post Approval Monitoring (PAM) reviews conducted and the finding from the reviews.

Protocol	Researcher	Title	Status
P19-010			Final Approval received 05/07/2019
P19-011			Final Approval received 05/14/2019
P19-012	Owen		Final Approval received 05/13/2019

IV. Other:

The next IACUC meeting will be held on June 13, 2019 from 1:00 -3:00 p.m.

V. Adjournment

Action Taken: A motion was made and seconded in favor of adjourning the meeting at 12:40 p.m.

The motion passes with a vote of: For –9; Oppose – 0; Abstain – 0

**Institutional Animal Care & Use Committee
Texas A&M University-Commerce
Minutes from June 13, 2019
1:00 – 3:00 p.m.**

IACUC Committee				
#	Name	Department	Status	Present
1	Misty Lair	Applied Sciences	Chair	Y
2				N
3	Dustin Dorris		Attending Vet	N
4				Y
5				Y
6				Y
7				Y
8				Y-Virtually attended
9				Y
10				Y
11				Y
Quorum Needed: 6				
Quorum: Achieved with 7 voting members present at the start of the meeting. Two members arrive late.				

Guests: None

Late Arrivals: _____ and _____

Minutes by: _____

I. Call to Order:

The meeting was called to order at 1:00 p.m. by the Chair. There are 7 voting members present at the start of the meeting. Quorum is reached.

a. Approval of Minutes from the March 7, 2019 meeting

Minutes from the May 16, 2019 meeting were emailed to all committee members prior to the meeting and the minutes were reviewed again by the committee at the current meeting. The Chair asked if there are any questions or comments on these minutes as written. No comments received. There was no further discussion.

Action Taken: A motion was made and seconded in favor of approving the May 16, 2019 minutes with the correction of the typographical error on page four.

The motion passes with a vote of: For – 7; Oppose – 0; Abstain – 0

_____ arrives at 1:05 p.m.

_____ arrives at 1:06 p.m.

Quorum has reached 9 voting members.

II. Old Business

a. Semiannual Program Review and Facilities Inspection

The final report for the May 16, 2019 Semiannual Program Review and Facilities Inspections was emailed to the committee member prior to the meeting for review. The report is being reviewed again by the committee. Committee members were assigned a section of the Semiannual Program Review and were responsible for performing a complete review for their section. The completed sections were submitted to the Research Compliance Coordinator and were compiled into the final report being presented today.

The facilities inspections were conducted by several committee members for the Animal Care Facility and the University Farm. The results of those inspections were compiled into the final report being presented today.

The Chair asked if there were any additional questions or comments regarding the final report being presented today. The Chair noted that one issue was not written into the final report regarding the facilities inspections. This issue involved insulation hanging down from the ceiling in the Equine Barn. The Research Compliance Coordinator indicated that this was an oversight on her part and she will add this to the final report.

The Chair asked if there were any other comments regarding the program review or the facilities inspections. No further comments were received.

Action Taken: A motion was made and seconded in favor of approving the May 16, 2019 Semiannual Program Review and Facilities Inspections. The issue regarding the insulation will be written into the facilities inspections section. This revised report will be sent to the Chair for verification.

The motion passes with a vote of: For – 9; Oppose – 0; Abstain – 0

III. New Business

a. Updates on Post Approval Monitoring (PAM) Reviews

The RCC presents the following list of protocols that received Post Approval Monitoring (PAM) reviews and the findings from each one.

Protocol	Researcher	Title	Findings
P16-034	Harp		Study Personnel Incorrect. An amendment should be filed to update personnel
P18-011			Animals used on protocol could not be identified. Spreadsheet should be created.
P18-018	Reyna		Study Personnel Incorrect. An amendment should be filed to update personnel

IV. Other:

a. Meeting schedule for fall 2019

A preliminary calendar was presented to the committee using Tuesdays as the meeting day. The committee discussed the calendar for fall 2019. Most faculty members have their fall schedules and based on these schedules, the best time for the meetings will be on Wednesdays. The Chair asked the Research Compliance Coordinator to revise the schedule for fall 2019 and send this out the committee members.

b. Next meeting

Based on the preliminary schedule, the next IACUC meeting will be held on September 4, 2019 from 1:00 - 3:00 p.m.

V. Adjournment

Action Taken: A motion was made and seconded in favor of adjourning the meeting at 1:40 p.m.

The motion passes with a vote of: For –9; Oppose – 0; Abstain – 0

**Institutional Animal Care & Use Committee
Texas A&M University-Commerce
Minutes from September 4, 2019
1:00 – 3:00 p.m.**

IACUC Committee				
#	Name	Department	Status	Present
1	Misty Lair	Applied Sciences	Chair	Y
2				Y
3	Dustin Dorris		Attending Vet	N
4				Y
5				Y
6				Y
7				N
8				Y-Virtually attended
9				Y
10				Y
Quorum Needed: 6				
Quorum: Achieved with 8 voting members present at the start of the meeting.				

Guests: None

Late Arrivals: None

Minutes by:

I. Call to Order:

The meeting was called to order at 1:03 p.m. by the Chair. There are 8 voting members present at the start of the meeting. Quorum is reached. It was noted by the Chair that _____ has resigned from the committee and _____ has been appointed to as his replacement. It was also noted that _____ has left the University.

a. Approval of Minutes from the June 13, 2019 meeting

Minutes from the June 13, 2019 meeting were emailed to all committee members prior to the meeting and the minutes were reviewed again by the committee at the current meeting. The Chair asked if there are any questions or comments on these minutes as written. No comments received. There was no further discussion.

Action Taken: A motion was made and seconded in favor of approving the June 13, 2019 minutes as written.

The motion passes with a vote of: For – 8; Oppose – 0; Abstain – 0

II. Old Business:

None

III. New Business

a. Full Board Review

P19-018 Johnson

This protocol was emailed to the committee prior to the meeting for review. The Chair asked the committee if they had reviewed the protocol and did they have any questions or comments. No comments received. There was not further discussion.

Action Taken: A motion was made and seconded in favor of approving the protocol as written.

The motion passes with a vote of: For – 8; Oppose – 0; Abstain – 0

b. Updates on Post Approval Monitoring (PAM) Reviews

The Research Compliance Coordinator (RCC) presented the following list of protocols that received Post Approval Monitoring (PAM) reviews and the findings from each one.

Protocol	Researcher	Title	Findings
P18-010			The PI should be provided with a copy of the farm inventory to determine that the number of species is appropriate. Study Personnel Incorrect. An amendment should be filed to update personnel

One committee member stated that he had a question regarding a Post Approval Monitoring (PAM) review that was conducted on one of his protocols. The review indicated that he should keep an inventory and usage report for the number of animals that are listed on his protocol. He asked for documentation to be provided from the IACUC handbook that states this should be required. The Chair stated that she would look at his protocol and the Post Approval Monitoring Review to determine what was requested. She would then look at the IACUC handbook to determine if this documentation was required and determine what will be required.

c. Updates on Designated Member Reviews

The RCC presented the following list of protocols that were reviewed with Designated Member Review and lists the status for each one.

Protocol	Researcher	Title	Status
P19-013	Owen		Final Approval received 07/11/2019
P19-014	Owen		Final Approval received 07/17/2019
P19-015			Final Approval received 07/25/2019
P19-016			Final Approval received 08/12/2019

P19-017			Final Approval received 08/12/2019
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d. Updates on Continuing Review

The RCC presented the following list of protocols that were reviewed with Continuing Review forms and the findings from each one.

Protocol	Researcher	Title	Findings
P17-036			No issues found
P18-001			No issues found
P18-002			No issues found
P18-007			No issues found
P18-008			No issues found
P18-017			No issues found
P18-021			No issues found

The Chair states that committee members were not presented with copies of the continuing review forms and would like the RCC to send copies to each of the committee members. The Chair asks each committee member review continuing review form and send comments to her if there are any issues. If any of the committee members have an issue with any of the forms, it will be placed on the next agenda for further discussion by the committee.

e. Review and Updates on Standard Operation Procedures (SOP) and Training

The chair stated that some of the SOPs need to be reviewed and updated. At this time, three SOPs are being presented for review and approval by the committee.

1. SOP#309 "Assigning Animals into USDA Pain and Distress Categories"

The committee discussed this SOP. Several committee members felt this SOP was not necessary. The categories are noted on the research protocol application and in the IACUC handbook. If this SOP is not needed, then it should be rescinded. The discussion for this tabled at this time and will be brought to a future meeting.

2. SOP#310 "Process for Review and Approval of Protocols with Biohazardous Materials"

The committee discussed the SOP. Several committee members felt this SOP was not necessary. This SOP discusses a Memorandum of Understanding Agreement (MUA) with the IBC. This is not currently being done, so why is this SOP necessary. The discussion for this tabled at this time and will be brought to a future meeting.

3. SOP#311 "Designated Member Review (DMR)"

The committee discussed this SOP. The Research Compliance Coordinator (RCC) stated that she asked the Chair to put this SOP on the agenda. Some of the wording needed to be updated to reflect how the DMR process is being conducted. The RCC also asked the committee if they felt that two designated reviewers were needed or could it

be reduced to one designated member. The committee stated that one reviewer should be sufficient. The Chair asked the RCC to update the SOP and place on the next agenda for committee review and approval.

4. SOP#330 *"Managing Expectations from Standards of Care"*

The committee discussed the SOP. Several committee members felt this SOP was not necessary. Any change in the standard of care would be reported in an amendment form and must be approved by the IACUC and Attending Veterinarian. The discussion for this tabled at this time and will be brought to a future meeting.

The Chair stated that a spreadsheet will be created that will list all of the approved SOP and their expiration dates. It will provide pertinent information about each SOP. Those SOPs that are due to expire will be sent to the committee for comments/questions. All of these SOPs will be brought to a future meeting.

IV. Other:

a. Farm Inventory Update – Bull #581

The Chair stated that bull #581 was found dead at the farm. A report of death form was completed and submitted by the Interim Farm Manager. It appears that the bull drowned in the pond. The Attending Veterinarian was contacted and approved the burial for this bull.

b. ACF & Farm Inventories

A copy of the farm inventory was present to the committee for review. The inventory provided the number of animals for each species. The Chair would like to present this inventory to the committee as they are provided by Financial Services.

The Director of the Animal Care Facility (ACF) did not present an inventory at this time because there are not animals being house.

Based on the preliminary schedule, the next IACUC meeting will be held on September 4, 2019 from 1:00 - 3:00 p.m.

c. Next meeting

The next meeting will be held on October 2, 2019 at 1:00.

There is one more item that the Chair wanted to discuss. On August 13, 2019, the USDA inspector conducted a surprise visit to campus. She wanted to look at the ACF. After looking at the ACF, she stated that she did not see any issues and would provide a letter to the University.

V. Adjournment

Action Taken: A motion was made and seconded in favor of adjourning the meeting at 1:49 p.m.

The motion passes with a vote of: For –8; Oppose – 0; Abstain – 0

**Institutional Animal Care & Use Committee
Texas A&M University-Commerce
Minutes from October 2, 2019
1:00 – 3:00 p.m.**

IACUC Committee				
#	Name	Department	Status	Present
1	Misty Lair	Applied Sciences	Chair	Y
2				Y
3	Dustin Dorris		Attending Vet	N
4				Y
5				Y
6				N
7				Y
8				Y-Virtually attended
9				Y
10				Y
Quorum Needed: 6				
Quorum: Achieved with 6 voting members present at the start of the meeting.				

Guests: Cece Gassner

Late Arrivals: arrives at 1:09 and arrives 1:20 p.m.

Minutes by:

I. Call to Order:

The meeting was called to order at 1:08 p.m. by the Chair. There are 6 voting members present at the start of the meeting. Quorum is reached.

Cece Gassner and arrive at 1:09. Quorum is still present with 7 voting members present at this time.

a. Approval of Minutes from the September 4, 2019 meeting

Minutes from the September 4, 2019 meeting were emailed to all committee members prior to the meeting and the minutes were reviewed again by the committee at the current meeting. The Chair asked if there are any questions or comments on these minutes as written. No comments received. There was no further discussion.

Action Taken: A motion was made and seconded in favor of approving the September 4, 2019 minutes as written.

The motion passes with a vote of: For – 7; Oppose – 0; Abstain – 0

II. Old Business:

a. Review and Update on Standard Operating Procedures (SOP)

The following Standard Operating Procedures were emailed to all of the committee members prior to the meeting:

SOP #104 – Horse Sedation

SOP #309 – Assigning Animals into USDA Pain Categories

SOP #310 – Guidelines for Process for Review and Approval of Protocols with Biohazardous Materials

SOP #311 – Designated Member Review

SOP #330 – Guidelines for Managing Exemptions from Standard Care

SOP #602 – Horse Vaccinations

SOP #613 – Guideline Equine Pour On Insecticide Application

The Chair asked the members if they have had the opportunity to review the SOPs before the meeting. All members stated that they had.

The first SOPs to be discussed are 104, 602, and 613. The Chair stated that _____ asked for SOPs 104, 602 and 613 to be discussed at the meeting. She asked him to explain why these needed to be discussed. _____ stated that these SOPs are obsolete. The wording for these three SOPs is now covered in the current SOP #504 – Equine Husbandry. These three protocols should be rescinded. The Chair asked if there are any questions or comments on these SOPs. No comments received. There was no further discussion.

Action Taken: A motion was made and seconded in favor of rescinding these SOPs # 104, 602 and 613.

The motion passes with a vote of: For – 7; Oppose – 0; Abstain – 0

SOP #309 – Assigning Animals into USDA Pain Categories is discussed. This SOP was discussed at the last meeting and tabled until a review could be completed by the committee members. A committee member stated that this SOP is redundant. The pain categories are covered in the protocol form and also in the IACUC handbook. There should be no need for a separate SOP. Several members agree. The Chair asked if there are any questions or comments on this SOP. No comments received. There was no further discussion.

Action Taken: A motion was made and seconded in favor of rescinding SOP #309.

The motion passes with a vote of: For – 7; Oppose – 0; Abstain – 0

SOP #310 – Guidelines for Process for Review and Approval of Protocols with Biohazardous Material is discussed. This SOP was discussed at the last meeting and tabled until a review could be completed by the committee members. A committee member stated that this SOP is not applicable. Currently, there are no Animal Biosafety Labs on campus and there are no research being conducted with animals and biohazardous material. The Chair asked if there are any questions or comments on this SOP. No comments received. There was no further discussion.

Action Taken: A motion was made and seconded in favor of rescinding SOP #310.

The motion passes with a vote of: For – 7; Oppose – 0; Abstain – 0

SOP #311 – Designated Member Review is discussed. This SOP was discussed at the last meeting and tabled until a review could be completed by the committee members. There were suggested changes at the last meeting. These changes included reducing the number of reviewers from two to one and changing the number of business days for review from five to three. These changes have been made and included in the copy that was sent to the

committee for review. The Chair asked if there are any questions or comments on this SOP. No comments received. There was no further discussion

Action Taken: A motion was made and seconded in favor of approving SOP #311 as written.

The motion passes with a vote of: For – 7; Oppose – 0; Abstain – 0

SOP #330 – Guidelines for Managing Exemptions from Standard Care This SOP was discussed at the last meeting and tabled until a review could be completed by the committee members. A committee member stated that the information in the SOP is helpful, but it is currently written in the protocol form. The information contained in the SOP should be addressed by the PI when the protocol is written and submitted for approval. Blanket approval of rescinding this SOP should not be given until other SOPs have been reviewed to determine if this information needs to be included. The first SOP to be reviewed should be the current SOP for rodents and it should be compared to SOP #330 to determine if rodent SOP has information regarding the Exemptions from Standard Care listed in detail. SOP# 330 should be tabled until a comparison can be done. The Chair asked if there are any questions or comments on this SOP. No comments received. There was no further discussion

Action Taken: A motion was made and seconded in favor of tabling SOP #330 and placing it on the next committee meeting. The rodent SOP will be sent to the committee for review and comparison to SOP #330.

The motion passes with a vote of: For – 7; Oppose – 0; Abstain – 0

arrives at 1:20 p.m. Quorum is still present with 8 voting members present.

III. New Business

a. Updates on Continuing Review

The RCC presented the following list of protocols that were reviewed with Continuing Review forms and the findings from each one. Copies of the Continuing Reviews were sent to the committee members prior to the meeting.

Protocol	Researcher	Title	Findings
P18-020	Khan		No issues found
P19-004			No issues found

b. Amendment Reviews

1. P18-017

An amendment was submitted by _____ to his P18-017

No comments received. There was no further discussion

Action Taken: A motion was made and seconded in favor of approving this amendment.

The motion passes with a vote of: For – 8; Oppose – 0; Abstain – 0

2. P19-009

An amendment was submitted by _____ to his P19-009

Action Taken: A motion was made and seconded in favor of approving this amendment.

The motion passes with a vote of: For – 8; Oppose – 0; Abstain – 0

IV. Other:

a. Farm Inventory Update

1. Rodeo Calf #15

The Chair stated that rodeo calf #15 was found dead on 07/17/2019. The calf was delivered with other rodeo calves and was the weakest and lightest out of the group. The calf was not worked by the rodeo team and was able to get some strength back and was eating in the days before it was found dead.

2. Calf #G103

The Chair stated that rodeo calf #G103 was born on 09/19/19 at a weight of 45 lbs. and has struggled since then. The calf was having a hard time nursing and never received good strength or nourishment from the mother. Dr. Gray has provided treatment and therapy recommendations since the calf was born, but the calf still died.

3. Stillborn Calves

The Chair stated that the farm has had several stillborn calves at the farm. The farm staff has been working with Dr. Gray to determine if there are any issues with the cows regarding nutrition and care. There have been no changes in how the cows are being handled from previous years. Dr. Gray has requested serology on one of the calves and the cows. These will be sent out for testing.

b. Research Compliance Software

The Research Compliance Coordinator (RCC) stated that 4 vendors have been chosen to present software demonstration for a Research Compliance Software system. These demonstrations will be held in October. A copy of the demonstration dates and times is presented to the committee. The RCC hopes that committee members will be able to attend these demos.

c. Next meeting

The next meeting will be held on November 13, 2019 at 1:00.

V. Adjournment

Action Taken: A motion was made and seconded in favor of adjourning the meeting at 1:54 p.m.

The motion passes with a vote of: For –8; Oppose – 0; Abstain – 0

**Institutional Animal Care & Use Committee
Texas A&M University-Commerce
Minutes from October 29, 2019 Special Meeting
1:00 – 2:00 p.m.**

IACUC Committee				
#	Name	Department	Status	Present
1	Misty Lair	Applied Sciences	Chair	Y
2				Y
3	Dustin Dorris		Attending Vet	Y-Virtually attended
4				N
5				Y
6				Y
7				Y-Virtually attended
8				Y-Virtually attended
9				Y
10				Y
Quorum Needed: 6				
Quorum: Achieved with 9 voting members present at the start of the meeting.				

Guests: None

Late Arrivals: None

Minutes by:

I. Call to Order:

The meeting was called to order at 1:02 p.m. by the Chair. There are 9 voting members present for the meeting. Quorum is reached.

II. New Business:

a. Standard Operating Procedure # 501- California Quail

This Standard Operating Procedure was emailed to all of the committee members prior to the meeting. The SOP was created in order for quail to be housed in the Animal Care Facility. The Chair asked the committee if there were any comments or questions regarding the SOP.

One committee member stated that she had several items that should be addressed:

Facilities and Environment:

1. Housing – it is not clear if there will be one male & female in each cage or will there be a breeding pair in each cage. Additional wording is needed
2. Procedures – daily health checks are required for all animals. Bird and maintenance logs should be kept daily and the records kept in the Animal Care Facility and made available for review during inspections

(not kept in laboratory filing cabinet). This is mentioned under Section V. (C.) but it should be included in this section as well.

Veterinary Care:

1. Report of Death (2) Place bag in freezer – will the bird be kept for necropsy? If not the bag should be marked for disposal. Placing in the freezer is not a disposal method.
2. Carcass disposal – a fully outlined description should be included in the SOP. Dr. Reyna should discuss the proper disposal method with the Animal Care Facility Director to determine what is appropriate.

Records and Documentation:

1. Report to IACUC – any adverse event will be reported to the IACUC immediately. This wording should be added.

Action Taken: A motion was made and seconded in favor of asking the PI to make the changes to the SOP. Once the changes have been made, the revised SOP will be sent to the IACUC Chair and Attending Veterinarian for final approval.

The motion passes with a vote of: For – 9; Oppose – 0; Abstain – 0

b. Full Board Reviews

P20-002 Reyna

This protocol was emailed to the committee prior to the meeting for review. The Chair asked the committee if they had reviewed the protocol and if they had any questions or comments. One committee member provided the following comments:

The question is regarding experimental design.

A second comment

The member's suggestion

The Chair asked if there are any questions or comments on this AUP. No comments received. There was no further discussion

Action Taken: A motion was made and seconded in favor of sending the comments to Dr. Reyna for clarification and asking him to revise his protocol. The revised protocol will be returned for final review and approval by and the IACUC Chair.

The motion passes with a vote of: For – 9; Oppose – 0; Abstain – 0

P20-003 Reyna

This protocol was emailed to the committee prior to the meeting for review. The Chair asked the committee if they had reviewed the protocol and if they had any questions or comments. One committee member provided the following comments:

A committee member stated there were some typographical errors that needed to be corrected. These errors are located on the following pages:

The Chair asked if there are any questions or comments on this AUP. No comments received. There was no further discussion

Action Taken: A motion was made and seconded in favor of sending the comments to Dr. Reyna for correction and asking him to revise his protocol. The revised protocol will be returned for final review and approval by the IACUC Chair.

The motion passes with a vote of: For – 9; Oppose – 0; Abstain – 0

c. Semi-Annual Review

The Research Compliance Coordinator reminded the committee members that the program reviews are due by November 8, 2019. The facilities inspections will be held on November 13, 2019 starting in the Animal Care Facility at 1:00 p.m. committee for review. The Chair asked if there are any questions or comments on this. A committee member asked that the program review assignments be sent out again.

V. Adjournment

Action Taken: A motion was made and seconded in favor of adjourning the meeting at 1:34 p.m.

The motion passes with a vote of: For –9; Oppose – 0; Abstain – 0