

United States Department of Agriculture
Animal and Plant Health Inspection Service
Teachable Moments

Legal Name: TEXAS A&M UNIV. SYSTEM HEALTH SCIENCE CENTER

Customer Number: 1411

Certificate Number: 74-R-0039

Inspection Date: 12-FEB-18

Site Number: 001

Inspector: CYNTHIA DIGESUALDO, D V M

Section: _____

2.35(a)(1) RECORDKEEPING REQUIREMENTS.

The IACUC meeting minutes refer to committee members by abbreviations. While trying to determine which abbreviation applied to which member it was noted that the IACUC meeting consisted of members from the facility and a virtual member from the College Station site. Between the abbreviations and the virtual component it was difficult to determine which members were at this meeting.

IACUC meeting minutes are intended to be a record of the meeting. As such they should include the following:

- * A list of members who attended and/or who did not attend
- * All the activities conducted by the IACUC at the meeting
- * Any dissenting opinions
- * Approval of the minutes (usually of the previous meeting) by the IACUC

(recommended, but not required)

- * Substance of the deliberations of the IACUC, not just the decisions reached

IACUC meeting minutes should give anyone reading those minutes a clear understanding of who attended and what occurred during the meeting.

IACUC meeting minutes should be easily accessible by any member of the IACUC committee.