POLICY #05: INSTITUTIONAL ANIMAL CARE AND USE COMMITTEE (IACUC)
POLICY FOR USE OF ALTERNATE MEMBERS TO CONDUCT IACUC BUSINESS

Preamble: Public Health Service (PHS) Policy and the US Department of Agriculture (USDA) Animal Welfare Regulations (AWRs) are silent on the use of alternate Institutional Animal Care and Use Committee (IACUC) members. However, OLAW and APHIS agree that alternates may be used if specific provisions (NOT-OD-01-017 release date Feb 12, 2001) are met. Clemson University Institutional Animal Care and Use Committee (IACUC) By-Laws accommodate the use of alternates (Sec II A).

Purpose: This policy concerns an administrative IACUC issue and has been developed to ensure compliance with the PHS Policy and USDA AWRs as they pertain to the composition and conduct of business of the IACUC more efficiently.

1. Alternates must be appointed by the President and listed on the IACUC rosters submitted to OLAW with Assurances and annual reports.

2. An alternate may only serve as an alternate in the membership category(s) for which they are qualified. Membership categories are described in the PHS Policy at IV.A.3.b and the AWRs at 2.31(b). The specific name(s) of the regular member(s) for whom the alternate serves are not required in the appointment letter. If the regular member fulfills a specific membership requirement, his or her alternate must also fulfill that requirement. If the regular member fulfills more than one membership requirement, the alternate must meet the same membership requirements. One alternate may be appointed to serve for multiple regular members provided the alternate fulfills the specific membership requirement of the members for whom he or she is substituting. However, an alternate may not represent more than one member at any one time. Multiple alternates may be appointed to represent one regular member.

3. Alternates should receive training and orientation similar to what is provided regular IACUC members.

4. Alternates may only contribute to a quorum and function as an IACUC voting member if the regular voting member for whom they serve as alternate is unavailable. In such cases alternate members would be expected to “vote their conscience” as opposed to representing the position of the regular member for whom they serve.

5. Alternate members are encouraged to attend IACUC meetings and participate in other IACUC activities. They may only serve as primary reviewers if the regular member is not available. Alternates present at meetings are there as visitors, unless they have been assigned a specific task or are substituting for a regular member, and are participating at the discretion of the IACUC Chair.