



Policy Development, Review, and Revision

300.1 Purpose

The Emory Institutional Animal Care and Use Committee (IACUC) is under a federal mandate to monitor all research activities related to animal use. Pursuant to the eighth edition of “*The Guide for The Care and Use Of Laboratory Animals (Guide)*,” this includes the generation of both standard operating procedures as well as official IACUC policies. Further, these policies must be subject to review on a regular basis. This document provides guidance as to the generation of policies and for the frequency and manner of their review and revision. Please note that policy revisions restricted to spelling, grammar and formatting are not subject to this policy and can be performed by the office at any time.

300.2 Establishment of New Policies

As the need for new policies arises, the following procedure will occur.

300.2.1 At a regularly convened meeting of the full IACUC the rationale and need for the proposed policy will be discussed. If it is deemed that the development of a new policy is required, then the IACUC Director will either request volunteers, or appoint either specific committee members or other experts outside the committee to a subcommittee for development of the new policy. One of these members will be appointed as the chair of the subcommittee. An IACUC staff member will also be appointed as an *ex officio* member of the committee to assist as deemed appropriate.

300.2.2 It is expected that the subcommittee will hold appropriately scheduled meetings (in person or teleconference), and will keep detailed minutes that will be provided to the IACUC office. All effort should be made to provide a timely generation of a rough draft, with the understanding that the timeliness will very much be dependent upon the policy being developed

300.2.3 Once the subcommittee has generated a rough draft of the policy, it will be disseminated to the full IACUC for review. A minimum of five (5) business days will be allowed for review of the document prior to presentation before the full IACUC committee.

300.2.4 At the next appropriate full IACUC meeting, the policy draft will be presented and discussed. If no revisions are required, then a vote to accept or reject the policy will be made at that time. If revisions are required the IACUC can either vote to accept the policy with revisions, or require that the policy be brought back to full committee for approval. If approved with revisions a redlined, edited version of the policy will be sent out to all committee members by email and posted on the shared drive prior to final approval. Committee members will be given five (5) business days to review the policy prior to final approval.

300.2.5 If deferred, the policy will be revised through subcommittee, and then will be brought back to the full committee as per steps 300.2.2 and 300.2.3 above.

300.3 Review and Revision of IACUC Policies

All official IACUC policies must be reviewed on a regular basis to ensure both “best practice” and adherence to federal regulations. In that regard, policies are also subject to review and revision on an “*ad-hoc*” basis in response to substantial alterations in either regulatory guidelines or best practice guidelines. All IACUC policies will be reviewed at least every three (3) years.. The mechanism for protocol revision is documented below:

300.3.1 The schedule for standard policy review will be tracked by the IACUC office. Two months prior to the deadline for any given policy the IACUC office will initiate the review process. Requests for *ad hoc* policy review will be forwarded to the IACUC Director or Chair for consideration.

300.3.2 Once a policy is designated for review/revision, it is assigned to a minimum of two (2) IACUC members for review. The assignment for review is managed through a similar process as protocol reviews, and thus all committee members can access the policy and comment as desired.

300.3.3 The reviewers will have a minimum of five (5) business days to conduct the review. They will then present their conclusions before the full committee at the next appropriate meeting. At that time one of the following four actions will be taken:

- Vote to accept the policy as currently written;
- Vote to approve the policy through the DMR process with minor revisions;
- Recommend that a subcommittee be appointed to revise the policy. In general, it is assumed that the two primary reviewers will serve on this committee, although that is not a requirement. The process for review at this point is identical to that outlined above for the development of a new policy; or
- Recommend that the policy be archived and removed from the officially approved policy list.

300.4 Dissemination of Information to the Emory Research Community

Once approved it is critical that the new, or newly revised, policy is disseminated to the Emory community. Several steps will be taken to ensure that this occurs.

300.4.1 Once approved the policy will be placed into standard IACUC format and placed onto the IACUC website in a timely manner. If the policy is accepted without, or with only very minor revisions that require no action on part of the PI or staff, no other steps will be required.

300.4.2 For all new policies, or revised policies which require action, an email or other correspondence such as the IACUC-New listserv will be sent to PI's and relevant staff by the IACUC Office. An email or letter may also be sent by the IACUC Director, Associate Director or IACUC Chair, but this is not required.

300.4.3 Copies of the new policies, once approved, will be disseminated to relevant staff including veterinarians, animal care staff, and training coordinators at both Main Campus and Yerkes. These individuals will include the new policies in their initial and ongoing training, and may provide them to research staff as needed.

300.4.4 During the next semiannual site inspections and IACUC PAM walkthroughs, the new or revised policies may also be disseminated to investigators and research staff.

300.5 Document Properties

Authored by: IACUC

Administering Division/Department: IACUC Office

Original Approval Date: 03/05/2014

Revised: 11/19/2014

Version: v. 20141119