



POLICY

TITLE:	Alternate IACUC Members
Policy Number:	2016-053
Responsible Department:	Institutional Animal Care and Use Committee
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Reviewed:	11/8/17 (No changes); 7/8/2020 (No changes)

Purpose of Policy: Establishes the provisions by which the Institutional Animal Care and Use Committee (IACUC) may use alternate members to conduct official Committee business.

Policy Information: Pursuant to the National Institutes of Health (NIH) notice [NOT-OD-01-017](#), the Office of Laboratory Animal Welfare (OLAW) and the Animal and Plant Health Inspection Service (APHIS) agree that alternate committee members may be utilized if the following provisions are met:

- Alternates must be appointed by the chief executive officer (CEO) of the entity for which the committee is established or by the official to whom the CEO has specifically delegated, in writing, authority to appoint IACUC members. Alternates should be listed on the IACUC rosters submitted to OLAW with Assurances and annual reports.
- There must be a specific one-to-one designation of IACUC members and alternates to ensure that a committee is properly constituted, **i.e., alternates must meet the qualifications for the member that they replace.** For example, an alternate for a non-affiliated IACUC member would need to also meet the non-affiliated member requirements. This does not preclude an alternate from meeting the qualifications of more than one member. Such alternates may stand in for multiple roles although they may not substitute for more than one member at a time.
- Use of a pool of alternates is not permitted.
- An IACUC member and his/her alternate may not contribute to a quorum at the same time or act in an official IACUC member capacity at the same time. An alternate may only contribute to a quorum and function as an IACUC member if the regular member for whom they serve as alternate is unavailable.
- Alternates should receive IACUC training or orientation similar or identical to that provided to regular IACUC members.

- Alternate members are expected to "vote their conscience" as opposed to representing the position of the regular member for whom they serve.
- Alternate members may attend IACUC meetings and participate in discussions and other IACUC activities even when the regular member is present, at the discretion of the institution, although they may not contribute to the formation of a quorum or vote unless the member for whom they substitute is not available.

Policy: Western University of Health Sciences' IACUC shall abide by all of the above provisions set forth in [NOT-OD-01-017](#).