



Policy 301

Emergency Preparedness / Human Pandemics

Responsible Official:	Research Administration
Administering Division/Department:	Research Compliance and Regulatory Affairs / IACUC
Effective Date:	10/21/2009
Last Revision Date:	03/15/2023

301.1 Regulatory Background

There are provisions in the PHS Policy, the *Guide*, and the USDA APHIS to include emergency planning for conditions resulting from human pandemics (e.g., influenza, coronavirus disease 2019) or outbreaks that could jeopardize the health and wellbeing of animals because of a lack of personnel to care for the animals and/or to conduct IACUC official business.

OLAW's FAQ 9 under Section G says that the IACUC *should* develop a plan for conducting official business considering the following¹:

- The IACUC must continue to be properly constituted.
- A quorum is required to conduct official business at a convened meeting.
- The IACUC must ensure that protocol approvals are not allowed to expire or if they do expire, that no further animal activities (e.g., data collection) are conducted.
- Appointment and training of IACUC members (including nonscientific members and alternates) should be considered as a part of the plan. (See NOT-OD-11-053²)

301.2 Scope

This policy addresses the operations of the IACUC to ensure fulfillment of its functions. The Emory Primate Center and the EU DAR veterinary units have their unit-specific disaster plans as required.

301.3 Procedure

301.3.1 In order to ensure that the IACUC continues to meet the requirements specified in the Animal Welfare Act and Regulations, the Public Health Service (PHS) Policy, the *Guide* and the terms of the university's PHS-Assurance, and in recognition that certain exceptional circumstances may arise that make the traditional face-to-face meetings not viable, the IACUC shall be authorized to conduct official IACUC meetings via telephone or video conference.

301.3.2 In instances where official IACUC meetings are conducted by telephone or video conference, the committee must be properly constituted to conduct business; i.e., a quorum is required. The IACUC Office will confirm to the Chair or Vice-Chair when there is quorum to conduct the corresponding business.

301.3.3 While the IACUC may consider reducing the number of meetings as a means to address exceptional circumstances, the IACUC must meet the minimum requirements for the number of meetings per year, one every six months as specified in the *Guide*. In exceptional circumstances, it is incumbent upon the IACUC to continue to ensure that regulatory requirements are met in the absence of waivers provided by the federal government. In times of exceptional circumstances, the IACUC must meet its duty to review and approve protocols. The IACUC must make certain that protocol approvals do not expire as a consequence of its inability to meet in person, or in the alternative, if protocol approvals do expire, that no more animal activities are carried out that are associated with the expired protocols.



301.3.4 Notice of IACUC meetings convened under this policy must be disseminated to the entire IACUC membership as far in advance as reasonable, but no less than 1 week (7 days) prior. Documents required to conduct business must be made available to all members. A contact list is maintained by the IACUC office on all IACUC members and affiliates associated with the committee.

301.3.5 Facility inspection reports require that all individuals submit an email stating their agreement with the vote on the facility inspection. A majority of the quorum present for the vote will be recorded during the Full Committee meeting. If internet services are down, members will vote verbally, and the IACUC office staff will record the votes. These will be included in the meeting minutes for final approval by the IACUC as indicated under section 301.1.7 below.

301.3.6 Motion to vote will be conducted verbally. Voting will be done using the polling tool included in the videoconference platform. The IACUC chair or Vice Chair(s) shall poll participants present on the teleconference call.

301.3.7 The IACUC office is responsible for documenting the meeting minutes and distributing them to the committee for approval. Information on setting up the conference, including vendor name, call-in numbers, host code and guest code will be provided to all IACUC members in instances of exceptional circumstances.

301.3.8. Training for new members of the IACUC or IACUC refresher training for semi-annual inspections or program reviews are conducted using the videoconference electronic platform.

301.4 Definitions

301.4.1 "Exceptional Circumstances" are defined as situations leading to University closing or ramping-down activities for extended periods of time such as pandemics requiring social distancing or any other situations preventing normal face to face meetings.

301.5 Applicability

This policy applies to the IACUC and all Emory research related animal activities that fall under the IACUC's jurisdiction.

301.6 References

1. OLAW 9. How can institutions and their IACUCs best prepare for a pandemic?
<https://olaw.nih.gov/faqs#/guidance/faqs?anchor=question50386>
2. NOT-OD-11-053 Guidance to Reduce Regulatory Burden for IACUC Administration Regarding Alternate Members and Approval Dates <https://grants.nih.gov/grants/guide/notice-files/NOT-OD-11-053.html>

Contact Information

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Revision History

- 09/04/2019; 12/21/2022; 03/15/2023