

## ACUC Minutes

This document is intended to provide clarification of the categories of information that should be included in ACUC minutes. Attention to inclusion of these categories of information should further ensure an accurate and more complete record of ACUC deliberations and actions, and concomitantly preclude unintended confusion or misinformation brought about by otherwise incomplete minutes.

“The awardee institution shall maintain...minutes of IACUC meetings, including records of attendance, activities of the committee, and committee deliberations...”<sup>1</sup>

### Contents of ACUC minutes:

1. Listing of members present, absent, guests present, etc.
2. State that previous minutes were approved as distributed or modified to secure approval at future meeting.
3. Categories of ASP or amendment reviews – see below for recommended dispositions
  - ASPs approved following convened meeting
  - ASPs approved via designated review (following convened deliberation)
  - ASPs approved via designated review (in absence of call for full committee review)
  - Amendments – minor - list those administratively approved since last meeting
  - Amendments – significant - see below for recommended dispositions
    - Approved following convened meeting
    - Approved via designated review (following convened deliberation)
    - Approved via designated review (in absence of call for full committee review)
  - Renewals - see below for recommended dispositions
    - Approved following convened meeting
    - Approved via designated review (following convened deliberation)
    - Approved via designated review (in absence of call for full committee review)
  - Annual review – minor change- administratively approved since last meeting
  - Annual review – significant change- see below for recommended dispositions
    - Approved following convened meeting
    - Approved via designated review (following convened deliberation)
    - Approved via designated review (in absence of call for full committee review)
4. Program review –
  - Note discussion of any incremental program review topics
  - Note follow-up of correction of deficiencies noted in earlier semiannual reviews
5. Announcements
6. Other business
  - Listing of ASPs and amendments awaiting reply from PI since last meeting
7. Date, time and location for next meeting

### General notes regarding minutes:

1. Note when members with conflict recuse from voting
2. Note whether vote was unanimous or included nays or abstentions
3. List designated reviewer(s) for each ASP so processed (or refer to ACUC Policy/SOP)
4. ASP reference should include ASP #, PI, title, and eventual approval date (mm/dd/yyyy)
5. April & October minutes should reflect review of semiannual report

### Recommended ASP/amendment dispositions:

- Approved
- Disapproved
- Tabled –
  - For revision and re-review by the convened committee
  - For revision and re-review by the designated review process

<sup>1</sup> Public Health Service Policy on Humane Care and Use of Laboratory Animals, Revised August 2002, p. 17.