1. **INTRODUCTION**

The Institutional Animal Care and Use Committee (IACUC) was created by the Institute through its director, Dr. Remigio M. Olveda with Office Order no. 2002-332, in compliance with the Administrative Order No. 40, Rules and Regulation on the Conduct of Scientific Procedures Using Animals of the Department of Agriculture pursuant to the Republic Act 8485 otherwise known as the Animal Welfare Act of 1998. The purpose of the committee is to monitor the humane use of animals in research, diagnostics, biological production and demonstration.

The main functions of IACUC are to review, approve and grant IACUC certification for institutional researches that involve animals, as well as to monitor the implementation of the Animal Care and Use Program (ACUP).

1. **COMPOSITION**
   1. Chairman: Plans, organizes, directs and controls all the activities of the committee. Likewise, he/she must also perform the following specific duties:
      1. Initially screen all the submitted protocol prior to distribution to all the members
      2. Review scientific protocol unless there is an existing conflict of interest
      3. Approve or reject protocols in compliance with RA 8485, and issue the IACUC certification for all the approved research studies
      4. Lead the inspection, monitoring and review of ACUP
      5. Coordinate with other institutions for the updates on IACUC implementation
      6. Represents the committee in meetings, seminar, workshops and trainings
   2. Secretariat: Prepares, updates and maintains all the documents of the committee. And shall perform the following specific duties:
      1. Receives, and maintains a record of all the protocol received, reviewed and approved by the committee
      2. Distributes the protocol to all the members of the committee
      3. Acts a liaison officer between the committee and all the concerned division/department/study group
      4. Submits the approved protocol to BAI for scientific study permit
      5. Assist in the inspection and monitoring of ACUP and other approved and on-going research studies
   3. Committee Members: Supports the chair and the secretariat in attaining the main purpose of the committee, which is to ensure the welfare of all the animals involved in various studies. He/she must perform the following specific duties:
      1. Review scientific protocol assigned to them unless there is an existing conflict of interest
      2. Inspect, monitor and review ACUP in compliance with the main function of the committee
      3. Attend meetings, strategic planning and year-end assessment of the committee.
      4. May represent the committee in the RITM and other institutions meeting, seminar, trainings and workshops
      5. Prepare assigned documents and SOP concerning IACUC.
2. **ORGANIZATIONAL CHART**
3. **FUNCTIONS**
   1. The Institutional Animal Care and Use Committee (IACUC) shall perform the following functions and activities:
      1. Review research protocol and animal manipulations
      2. Monitor implementation of the approved study/ies
      3. Evaluate RITM animal facility and Animal Care and Use Program (ACUP)
         1. Annual inspection of animal facility
         2. Annual review, monitor, and evaluate the ACUP
      4. Revoke any approval on the bases of non-compliance to applied program/protocol despite repeated appeals in violations
      5. Provide necessary technical recommendation guidelines/references
      6. Review protocol only once if the animals are used for routine procedures (e.g., diagnosis or vaccine quality testing) provided that there are no amendments. in case that amendments will be done, review will be conducted.
4. **REFERENCES**
   1. Republic Act 8485, Animal Welfare Act of 1998.
   2. Department of Agriculture Administrative Order No. 40 s. 1999, Rules and Regulations on the Conduct of Scientific Procedures Using Animals, August 2, 1999.
   3. RITM Office Order No. 332 s. 2002, Creation of Institutional Animal Care and Use Committee, October 2, 2002.