



Animal Program Policy

Title: Virtual IACUC Meetings
Date Created: 04/22/2020
Date Reviewed: 05/31/2023

In 2020 the NIH Office of Laboratory Animal Welfare (OLAW) released notice number [NOT-OD-06-052](#) regarding virtual conduct of IACUC business.

In accordance with this notice, Forsyth IACUC meetings may be held virtually and will fulfill the following criteria per OLAW:

- All members are given notice of the meeting.
- Documents normally provided to members during a physically-convened meeting are provided to all members in advance of the meeting.
- All members have access to the documents and the technology necessary to fully participate.
- A quorum of voting members is convened when required by PHS Policy.
- The forum allows for real time verbal interaction equivalent to that occurring in a physically-convened meeting (i.e., members can actively and equally participate and there is simultaneous communication).
- If a vote is called for, the vote occurs during the meeting and is taken in a manner that ensures an accurate count of the vote. A mail ballot or individual telephone polling cannot substitute for a convened meeting.
- Opinions of absent members that are transmitted by mail, telephone, fax or e-mail may be considered by the convened IACUC members but may not be counted as votes or considered as part of the quorum.
- Written minutes of the meeting are maintained in accord with the PHS Policy, IV.E.1.b.

The Forsyth IACUC uses institutional licenses for teleconference services (such as Zoom) for virtual meetings. Meetings will require a passcode for entry. When an IACUC member would normally leave the room to be recused from discussion on a protocol or amendment, that member will be placed in a “waiting room” or similar function in the virtual meeting space so that the member cannot see or hear the other members during the discussion. Signatures may be obtained digitally and/or asynchronously.