

ELECTRONIC COMMUNICATION	Some forms of electronic communication systems may be used to conduct IACUC functions. [2.31(d)(2)]
IACUC Meetings	<p>IACUC meetings must allow members to be in direct communication to consider, deliberate, and vote on areas of their responsibility. This is traditionally done by face-to-face meetings.</p> <p>The IACUC may conduct its activities using electronic communication systems which allow all members to be in direct communication, if all of the following criteria are met:</p> <ul style="list-style-type: none">• 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• the communication system 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. Note: A mail ballot or individual phone 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 as required by the AWA regulations <p>All activities conducted via electronic communication must be documented in writing and original signatures obtained when</p>

	<p>required.</p> <p>Examples of electronic communication systems include, but are not limited to:</p> <ul style="list-style-type: none">• conference calls• audio-visual conferencing <p>Fax, e-mail, and one-on-one communication via telephone are not acceptable methods for conducting IACUC functions which require a convened meeting, such as:</p> <ul style="list-style-type: none">• protocol review• approving a protocol• review and endorsement of semi-annual program review and facility inspection reports being sent to the Institutional Official• suspension of an activity
<p>Distribution of Information</p>	<p>Fax or e-mail is an acceptable method for the receipt or distribution of information by the IACUC, such as:</p> <ul style="list-style-type: none">• protocols from principal investigators• proposed changes to approved protocols from principal investigators• meeting notifications• agendas• meeting handouts• protocols/changes to protocols to IACUC members• request for a full committee review of a protocol• minutes of meetings• correspondence• reports• standard operating procedures (SOPs)