Policy # BP-12-2012

Policy Title: Animal Welfare Investigation and Reporting

Policy: Upon discovery, any event or situation that raises an animal welfare concern should be brought to the attention of the IACUC Chair, who will notify the IACUC at the next available IACUC Meeting. Incidents may be reported to the Chair, Research Compliance Services (RCS), or the Attending Veterinarian by phone, email, in-person or via the ACS Deviation Report/Adverse Event/Unexpected Outcome Report process.

Upon notification, the Chair may appoint a subcommittee of IACUC members and other personnel as appropriate to investigate and will keep the IACUC informed. The progress of the investigation, any corrective actions taken, and any necessary follow up will be documented in the meeting minutes. The Institutional Official will be informed of the investigation of animal welfare concerns via the meeting minutes, or sooner as appropriate.

Incidents that are reportable to the USDA and/or OLAW will be described in an official report. Reporting is required as provided in PHS Policy, the AWAR, and in accordance with AAALAC’s Rules of Accreditation. As soon as there is sufficient information to establish that a reportable incident has occurred, the IACUC Chair will notify either OLAW and/or the USDA as appropriate. The AV is responsible for notifying AAALAC; this can be accomplished either through forwarding of correspondence, via telephone, or through submission of the annual report. The official report is an internal record that describes relevant information that may include: the date of discovery and how discovery was made, a description of the event or situation including the date or range of dates of the event(s), a description of the immediate actions taken, a summary of IACUC review of the events and any subsequent actions required to be taken.