



**Policy Title: Review Program**  
**Category: Animal Care and Use**  
**Policy Number: 111**  
**Sponsor: Vice President for Research**  
**Effective Date: January 2, 2006**

---

**INTRODUCTION AND PURPOSE.** This document describes the specific IACUC function of reviewing the University's program for the humane care and use of animals.

**SCOPE AND APPLICABILITY.** This document applies to all employees and others who are authorized to conduct activities involving animals at the University.

**POLICY STATEMENTS.**

The IACUC will review, at least once every six months, the University's program for humane care and use of animals, using USDA regulations and the Guide as a basis for this evaluation.

**DEFINITIONS.**

*Animal.* The term "animal" means any live vertebrate animal used or intended for use in research, research training, experimentation, teaching, testing, or exhibition.

*Guide.* The "Guide" refers to the *Guide for the Care and Use of Laboratory Animals*, National Academy Press 1996, Washington D.C., or succeeding revised editions.

**PROCEDURES.**

1. **Timing of Review.** The reviews will be semi-annual and shall be conducted during the month of February and again during the month of August of each year, unless an exception is granted by the Vice President for Research based on extraordinary circumstances. This review will normally coincide with the semi-annual animal facilities inspection.

2. **Subcommittee to Conduct Review.**

- a. During the month that precedes the month in which the review must be conducted (i.e. January and July), the Chair of the IACUC shall create a subcommittee of at least two current members of the IACUC to conduct this review. Any member of the IACUC who wishes to participate in the subcommittee to conduct a particular semi-annual review must so inform the Chair of the IACUC prior to the first day of the month in which that review is to be conducted; upon which that member will be allowed to participate.
- b. Upon the approval of the Chair of the IACUC and the Vice President for Research, ad hoc consultants may be utilized to assist in conducting the review.
- c. The subcommittee designated to conduct this review also may conduct the semi-annual animal facilities inspection.

3. **Basis for Review.** This review shall consist of comparing the existing program (i.e. the University's policies and practices) with the federal requirements (i.e. the relevant USDA

**Policy Title: Review Program**  
**Category: Animal Care and Use**  
**Policy Number: 111**  
**Sponsor: Vice President for Research**  
**Effective Date: January 2, 2006**

---

regulations and the Guide), as they relate to the care and use of animals. A checklist will be used as a tool to assist in conducting this review.

4. Report of Program Review. Upon completion of the review, the subcommittee will prepare a written report as described in the Animal Care and Use Policy entitled “Prepare and Submit Reports.”