



Policy Title: Prepare and Submit Reports
Category: Animal Care and Use
Policy Number: 113
Sponsor: Vice President for Research
Effective Date: January 2, 2006

INTRODUCTION AND PURPOSE. This document describes the specific IACUC function of making and submitting reports of the semi-annual program review and animal facilities inspection.

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 submit written reports of each semi-annual program review and animal facilities inspection to the Vice President for Research.

PROCEDURES.

1. **Preparation of Draft Report(s).** During the month following the semi-annual program review and semi-annual animal facilities inspection (i.e. during March and during September), the subcommittee(s) that conducted those evaluations shall prepare a draft written report of that evaluation. The draft report must:

- a. Contain a description of the nature and extent of the University's adherence to the USDA regulations;
- b. Specifically identify any departures from those regulations;
- c. State the reasons for any such departure;
- d. Distinguish significant deficiencies from minor deficiencies (a significant deficiency is one which, with reference to the USDA regulations and, in the judgment of the IACUC and the Vice President for Research, is or may be a threat to the health or safety of the animals); and
- e. If any deficiencies are noted, contain a reasonable and specific plan and schedule with dates for correcting each deficiency.

Note: Any failure to adhere to the plan and schedule that results in a significant deficiency remaining uncorrected shall be reported in writing within 15 business days by the IACUC, through the Vice President for Research, to APHIS and any Federal agency funding that activity.

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2. Approval of the Draft Report(s).

- a. The draft report(s) must be presented to all members of the IACUC who are reasonably available to review the draft report(s) and the subcommittee will respond to questions from members regarding the evaluation(s) and/or draft report(s).
- b. The draft(s) will become the approved written report(s) upon receiving concurrence through a signature of a majority of all members of the IACUC. Those members of the IACUC who reviewed the draft(s) but did not sign in concurrence shall prepare and submit written minority views, which must be attached to the written report.

3. Delivery of Approved Written Report(s). The Chair of the IACUC shall deliver the approved written report(s) to the Vice President for Research and respond to questions regarding the evaluation(s) and/or written report(s). The Chair of the IACUC shall retain a copy of each written report for three years.