



Policy Title: Review and Investigate Concerns
Category: Animal Care and Use
Policy Number: 114
Sponsor: Vice President for Research
Effective Date: January 2, 2006

INTRODUCTION AND PURPOSE. This document describes the specific IACUC function of reviewing and investigating, if warranted, concerns involving the 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 University encourages the reporting of concerns involving the care and use of animals at the University, including reports of noncompliance with the applicable laws or policies.

Knowingly making a false report is prohibited.

PROCEDURES.

1. **Reporting Systems.** The Chair shall publish, in an effective manner (e.g. electronically post on its webpage), the University mailing address and telephone number of the IACUC office that may be used by anyone (including members of the general public) to report concerns involving the care and use of animals at the University. The Chair may publish additional methods to report these concerns, including making reference to the reporting systems maintained by the Office of Compliance.
2. **IACUC Review of Concerns.** All concerns involving the care and use of animals at the University that were reported will be reviewed by the Chair of the IACUC to determine whether the concern includes an allegation of noncompliance with the law or policies.
 - a. If the concern includes an allegation of noncompliance with the law or policies, the Chair of the IACUC shall designate one or more members of the IACUC to investigate the allegation and brief the IACUC at the next convened meeting. The IACUC may, if warranted, require the matter be investigated further. The IACUC shall take action as deemed appropriate and, if a finding of noncompliance is made, the IACUC will consider various responses as described in Compliance Policy 140 (entitled "Responding to Noncompliance") and Animal Care and Use Policy 118 (entitled "Be Authorized to Suspend Activities").
 - b. If the concern does not include an allegation of noncompliance with the law or policies, the Chair of the IACUC shall brief the IACUC at a convened meeting of the concern and take action as deemed appropriate (e.g. see Animal Care and Use Policy 115 entitled "Make Recommendations").

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3. Documentation. The minutes of the convened IACUC meeting shall include an accurate summary of the concern received, investigation conducted (if any), and action taken by the IACUC. Written reports (such as investigation reports) should be created for matters that would be burdensome to be accurately summarized in IACUC minutes (in which case the IACUC minutes will make reference to and include a copy of such report).