

Document Number: ANP030	ANIMAL CARE AND USE COMMITTEE: REPORTING PROCEDURE <i>CONFIDENTIAL INFORMATION</i> MOLECULAR MEDICINE RESEARCH INSTITUTE	Effective Date: January 2005
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1.0 PURPOSE

- 1.1 The objective of this Standard Operating Procedure is to establish a reporting policy and procedure for alleged violations, problems or deficiencies involving the care and use of animals at MMRI.

2.0 SCOPE

- 2.1 This procedure applies to reporting complaints, writing the report, ACUC response to complaints and institutional responses.

3.0 POLICY

- 3.1 It is the policy of MMRI to make provisions for company employees, particularly research and animal care personnel, to report any deficiencies in animal care and treatment or noncompliance with policies or the Animal Welfare Act. No company employee shall be discriminated against or be subject to any reprisal for reporting any such violations or condition.

4.0 RESPONSIBILITIES

- 4.1 It is the responsibility of the Manager of the Animal Facility and Animal Use and Care Committee to accept, evaluate and act upon any report pertaining to the deficiencies in animal care and treatment or noncompliance with regulations or company policies.

5.0 REFERENCES

- 5.1 Animal Welfare Act, 9 CFR Part 2, Subpart C, Section 2.31
- 5.2 Institutional Animal Care and Use Committee Guide Book, NIH Publication 92-3415.

6.0 PROCEDURE

- 6.1 Reporting Complaints
- 6.1.1 Reports of problems, deficiencies, deviation or questionable practices can be made verbally or in writing. Alleged serious violations must be made in writing.
- 6.1.2 Address the report to the Chair of the Animal Use and Care Committee.

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6.1.3 If the person reporting the issue believes that it is an emergency, i.e. presenting a significant risk of substantial harm to any animal, the report may be made orally to the Chair or the consulting veterinarian.

6.1.4 The informal approach for reporting less serious allegations is acceptable. An oral report may be made to the consulting veterinarian. This will be followed by conversations with the animal care staff and the investigator who will work together to prevent or correct problems.

6.2 The Report

6.2.1 The report should contain complete details of the condition and include the employee's name and signature. Reports can be made anonymously, however the ACUC will use its best judgment to evaluate significance of undocumented reports.

6.2.2 The report can be made by anyone. There will be no threat of reprisals against those reporting perceived mistreatment or non-compliance.

6.3 ACUC Response to Complaints

6.3.1 If allegation has sufficient substance, then the ACUC may proceed further.

6.3.2 The allegation must remain confidential.

6.3.3 If the complainant has identified himself or herself, then the committee acknowledges the allegation, and decides the level to which they wish to keep that person informed.

6.3.4 The committee will decide to perform the investigation as a whole or delegate the task to a subcommittee. Either way, inform all members of the results, and allow presentation of minority views.

6.3.5 The committee will inform all persons involved the purpose of the investigation and the manner in which the investigation will be conducted.

6.3.6 At an ACUC meeting, an opportunity will be given to those against whom the complaint is addressed, to explain their side of the issue.

6.3.7 The committee will collect and review as much documentation as is necessary. (i.e. animal records, receiving records, housing and health records.)

6.3.8 The committee will conduct interviews and inspection of the facilities as needed.

6.3.9 When the committee has made a decision, it will distribute a copy of the final result to all parties involved.

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6.3.10 Ultimately, it is the responsibility of the Institutional Official to take corrective action.

6.4 Institutional Responses

6.4.1 If the violation is verified by the ACUC, then they are empowered by the USDA and the PHS to suspend a previously approved project.

6.4.2 If the activity is supported by PHS funds, then the committee and the Institutional official must file a written report to OPRR.

6.4.3 The committee's proceedings in this matter and the final result are to be archived as part of the records of the ACUC.