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Standard Operating Procedure

1. Purpose

To ensure that IACUC records are maintained for the time periods required by Public Health Service (PHS) Policy, the Animal Welfare Act (AWA), state, and College regulations.

2. Scope

The IACUC Office will adhere to the records retention requirements described in the PHS Policy, the AWA, and the Community Colleges Records Retention Schedule.


3. Responsibilities

The IACUC Office will adhere to the records retention requirements described in the PHS Policy, the AWA, and the Community Colleges Records Retention Schedule which require that all required records be maintained for five years. Records that relate directly to proposed activities (protocols) or proposed significant changes to ongoing activities (amendments) shall be maintained for the duration of the activity and an additional five years after the completion of the activity.

4. Procedure

The following records will be maintained by the IACUC Office for the specified periods of time:

- **Protocols and amendments** – will be maintained for five years after the protocol's expiration date.
- **Meeting minutes** – will be maintained six years from the date of the meeting.
- **Semi-annual program reviews and facility inspection reports** – will be maintained for five years from the date the review/inspection was conducted.
- **USDA inspection reports** – will be maintained for five years from the date of inspection.
- **Reports of concerns** – will be maintained for five years from the evaluation date. If the report relates directly to a protocol, it will be maintained for five years after the protocol's expiration date.
- **IACUC correspondence with OLAW, PHS, and USDA** – will be maintained for five years from the date of the correspondence. If the correspondence related directly to a protocol, it will be maintained for five years after the protocol's expiration date.

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The following records will be maintained by the veterinary services, individual laboratories or the individual animal facilities for the timeframe specified:

- **Acquisition/Disposition Records for College-owned USDA covered species** – will be maintained for five years after animal disposition.
- **Animal room temperature logs, daily check sheets, and husbandry logs** – will be maintained for five years.
- **Quality assurance records** – will be kept for five years.
- **Medical and surgery records** are covered under SOP# AV 20-111.

5. *References*

1. Institute of Laboratory Animal Resources: Guide for the Care and use of Laboratory Animals, National Academy Press, Eighth Edition (http://www.nap.edu/catalog.php?record_id=12910).
2. Animal Welfare Act and Animal Welfare Regulations. United States Department of Agriculture (https://www.aphis.usda.gov/animal_welfare/downloads/Animal%20Care%20Blue%20Book%20-%202013%20-%20FINAL.pdf).
3. National Institutes of Health: Public Health Service Policy on Humane Care and Use of Laboratory Animals (<http://grants.nih.gov/grants/olaw/references/phspol.htm>).
4. Animal Medical Records (SOP# AV 20-111)
5. Community Colleges Records Retention Schedule (<https://www.cocc.edu/its/infosec/cocc-standards/records-retention-schedule/>)

6. *Definitions*

1. IACUC – Institutional Animal Care and Use Committee – responsible for assessment and oversight of the institution’s animal care program components and facilities
2. Protocol – Animal Care and Use Protocol – protocol created by the principal investigator of the proposed research, testing, or educational study
3. Guide – the *Guide for the Care and use of Laboratory Animals*
4. AWA – Animal Welfare Act – requires that minimum standards of care and treatment be provided for certain animals bred for commercial sale, used in research, transported commercially, or exhibited to the public
5. PHS – Public Health Service – establishes guidelines for the proper care of animals to be used in research
6. USDA – United States Department of Agriculture – responsible for upholding and enforcing the Animal Welfare Act



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7. ILAR – Institute for Laboratory Animal Research – provide the *Guide for the Care and Use of Laboratory Animals* to assist institutions in caring for and using animals in ways judged to be scientifically, technically, and humanely appropriate
8. OLAW – Office of Laboratory Animal Welfare – oversees the Public Health Service Policy on Humane Care and Use of Laboratory Animals
9. College – Central Oregon Community College

Revision	Author	Revisions Made	Effective Date	Approval
1	Cindy Elston	<ul style="list-style-type: none">• New SOP		
		<ul style="list-style-type: none">•		