



Title: Reporting Animal Care and Use Concerns

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Department Institutional Animal Care and Use Committee

Standard Operating Procedure

1. Purpose

To establish guidelines for the reporting and investigation of concerns regarding animal care and use.

2. Scope

Anyone observing or having knowledge of activities that they believe constitutes inappropriate animal care and use is encouraged to report these activities so that they can be investigated.

3. Responsibilities

As required by the Animal Welfare Act (AWA) and the Public Health Service (PHS) Policy, Central Oregon Community College (COCC) will provide a method by which:

- Employees, students, or members of the public may report animal-related concerns,
- Concerns will be communicated to the IACUC,
- The IACUC will review each concern in a timely manner,
- The IACUC will take prompt, appropriate, and corrective action on such concerns when necessary.

All reports of concern/noncompliance will be formally investigated and documented.

4. Procedure

No employee, student, IACUC member or laboratory personnel will be discriminated against or be subject to any reprisal for reporting noncompliance.

Concerns or complaints regarding animal usage within Central Oregon Community College (COCC) should be brought directly to the attention of the people involved whenever possible.

If the concern or complaint cannot be handled directly, or if an individual wishes to report anonymously, it may be handled one of two ways:

1. If an emergency situation exists, contact the Attending Veterinarian immediately. Emergency contact information is posted in each animal facility and animal laboratory area. An attempt will be made by the Attending Veterinarian (AV) to contact the



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Principal Investigator (PI)/Instructor prior to any action being taken. The AV will take any necessary action in the best interest of the animal.

2. If the situation is not an emergency, the concern or complaint may be submitted to the IACUC Office, the IACUC Chair, or the Institutional Official (IO). Contact information is posted in all animal facilities and animal laboratory areas.
 - a. Upon receipt of a complaint, within one business day:
 - i. The Principal Investigator or Instructor indicated in the inappropriate activity will be informed that a noncompliance concern has been reported against them.
 - ii. The IACUC Chair will form a subcommittee to investigate the concern which includes interviewing all involved individuals.
 - b. Following the investigation:
 - i. A report will be prepared, including the interview results and the subcommittee recommendations, which will be discussed at the next scheduled IACUC meeting.
 - ii. The IACUC will determine what action will be taken to resolve the noncompliance.

A written report will be sent to the individual(s) primarily involved in the concern/noncompliance. The individual may respond in writing or by attending the next IACUC meeting to provide their point of view of the incident. The final report, with IACUC recommendations, will be sent to the Institutional Official, the PI's departmental chair and, if necessary, reported to the oversight organizations. All reports will be filed in the IACUC Office for documentation of the incident and the investigation.

The IACUC may suspend an unapproved activity or an activity which was previously approved, if it determines that the activity is not being conducted as described in the approved protocol.

Confidentiality will be maintained during all investigative procedures and documentation.

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



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(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. The Federation of Animal Science Societies: Guide for the Care and Use of Agricultural Animals in Research and Teaching, 3rd Edition, 2010 (http://www.fass.org/docs/agguide3rd/Ag_Guide_3rd_ed.pdf).
5. AVMA Guidelines for the Euthanasia of Animals: 2013 Edition (<https://www.avma.org/KB/Policies/Documents/euthanasia.pdf>).
6. Protocol suspension (SOP# IACUC-06)

6. **Definitions**

1. AV – Attending Veterinarian – responsible for the health and well-being of all laboratory animals used at the institution
2. SOP – Standard Operating Procedure – established or prescribed methods to be followed routinely for the performance of designated operations or in designated situations
3. IACUC – Institutional Animal Care and Use Committee – responsible for assessment and oversight of the institution’s animal care program components and facilities
4. Chair – Chairperson of the IACUC
5. PI – Principal Investigator – a Central Oregon Community College employee having the background and training in scientific and administrative oversight necessary to conduct and manage the proposed study
6. Protocol – Animal Care and Use Protocol – protocol created by the principal investigator of the proposed research, testing, or educational study
7. COCC – Central Oregon Community College
8. Guide – the *Guide for the Care and use of Laboratory Animals*
9. 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
10. PHS – Public Health Service – establishes guidelines for the proper care of animals to be used in research

7. **Attachments**

- Animal Concerns Reporting Signage (for posting at animal housing and laboratory areas)



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



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How to Report Concerns about Animal Use in Research, Teaching, or Testing

It is the policy of Central Oregon Community College that the best possible care be given to all animals used for research, teaching, and testing. The Institutional Animal Care and Use Committee (IACUC) is obligated to investigate concerns regarding the care and treatment of animals used in research, teaching, or testing at Central Oregon Community College in Bend.

Concerns about animal care and use should be reported to one of the following:

**Dr. Cindy Elston, DVM, IACUC Chair and Attending Veterinarian
Institutional Animal Care and Use Committee
541-330-4352
celston@cocc.edu**

**Chad Harris, PhD, Instructional Dean
Central Oregon Community College
541-383-7238
charris7@cocc.edu**

Individual(s) reporting concerns do not have to identify themselves, and the College will, to the maximum extent possible, protect the privacy of those who report concerns. The College prohibits unlawful retaliation against employees or individuals as a consequence of good faith actions in the reporting of, or the participation in an investigation pertaining to, allegations of wrongdoing.