

**SEATTLE CHILDREN'S RESEARCH INSTITUTE
OPERATING POLICIES / PROCEDURES**

DEPARTMENT:	Institutional Animal Care and Use Committee
POLICY NUMBER:	IACUC-009
REPLACES:	
EFFECTIVE DATE:	June 10, 2005
REVISION DATE:	March 4, 2011
POSTED FROM:	

TITLE: Record Keeping Requirements

SUMMARY:

The IACUC shall prepare and maintain adequate documentation of its activities and shall retain documents for a period of three (3) years following the conclusion of a study. IACUC records are confidential and shall be maintained as records and proceedings of a committee established pursuant to Federal regulation. The IACUC shall permit an authorized representative of the Public Health Service (PHS), Animal and Plant Health Inspection Service (APHIS), and funding agencies, at a reasonable time and with sufficient notice, to inspect and copy those records required to be maintained under Federal regulations.

POLICY/PROCEDURE:

- 009-1 Seattle Children's Research Institute (SCRI) shall prepare and maintain adequate documentation of IACUC activities, including the following:
- 009-1.1 A copy of all research protocols submitted for and/or reviewed even if the proposal was not granted approval or animals were not used; amendments; progress reports; and any other information submitted by Investigators.
 - 009-1.2 Minutes of IACUC meetings.
 - 009-1.3 Copies of all correspondence between the IACUC and investigators.
 - 009-1.4 A list of current IACUC members including name, earned degrees, representative capacity, indications of experience such as board certifications, licenses and relationship to SCRI.

009-1.5 Written policies and procedures for the IACUC.

009-1.6 Copies of the Animal Welfare Assurance document approved by PHS, annual reports to the Office of Laboratory Animal Welfare (OLAW), and the Association for Assessment and Accreditation of Laboratory Animal Care International (AAALAC).

009-1.7 Records of semiannual IACUC reports and recommendations (including minority views) that may be forwarded to the IO.

Submitting Office: Office of Institutional Assurances

Approved by:

\s\ Anne Clancy, IACUC Chairperson, 3/24/2011

\s\ William R. Morton, VMD, Attending Veterinarian, 3/30/2011

\s\ Mason Craig Bailey, Manager/Office of Animal Care, 3/24/2011