

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

<b>DEPARTMENT:</b>	Institutional Animal Care and Use Committee
<b>POLICY NUMBER:</b>	IACUC-009
<b>REPLACES:</b>	
<b>EFFECTIVE DATE:</b>	June 10, 2005
<b>REVISION DATE:</b>	November 6, 2008
<b>POSTED FROM:</b>	

**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 hospital 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 Childrens 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 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 CHRMC.

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 Animal Care

Approved by:

\\s\ Anne Clancy, IACUC Chairperson, October 17, 2007

\\s\ William R. Morton, VMD, Attending Veterinarian, September 19, 2007

\\s\ Brian M. Umrysh, Manager/Office of Animal Care, September 11, 2007