

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

DEPARTMENT:	Institutional Animal Care and Use Committee
POLICY NUMBER:	IACUC-013
REPLACES:	
EFFECTIVE DATE:	June 10, 2005
REVISION DATE:	November 6, 2008
POSTED FROM:	

TITLE: Semiannual Program Review And Facility Inspection

SUMMARY:

The purpose of this policy is to describe the process used to conduct the semiannual review of institutional programs and facilities for the care and use of animals as required by the Public Health Service (PHS) Policy on Humane Care and Use of Laboratory Animals (IV.B.1.&2).

DEFINITIONS:

****Significant Deficiency:** One which, in the judgment of the IACUC and the Institutional Official (IO), is or may be a threat to the health or safety of the animals.

***Non-survival animal procedure:** Any animal procedure (tissue/organ harvesting, sample collection, terminal surgery, etc.) in which the animal is removed from the animal facility and sacrificed in the Principal Investigator's (PI) laboratory. A non-survival procedure is one in which the animal is humanely euthanized before recovering from anesthesia.

POLICY/PROCEDURE:

013-1 Overview and Requirements

013-1.1 The IACUC is required to inspect, at least once every six months:

013-1.1.1 All Animal Care Facilities including, but not limited to

013.1.1.1.1 The Animal Facility (Vivarium): animal holding rooms, treatment and procedure rooms, cage wash areas, storage areas and corridors;

013.1.1.1.2 All Laboratories where non-survival animal procedures are performed (*see definition above), and;

013.1.1.1.3 All areas where animals are held for more than 12 hours. (Note: all survival animal procedures are required to be performed in the animal facility).

013-1.2 Review of Animal Care and Use Program including, but not limited to:

013-1.2.1 IACUC Membership and Functions;

013-1.2.2 IACUC Records and Reporting Requirements;

013-1.2.3 Veterinary Care Program;

013-1.2.4 Personnel Qualifications and Training;

013-1.2.5 Occupational Health and Safety of Personnel;

013-1.2.6 Preventive Medicine/Animal Procurement and Transportation;

013-1.2.7 Surgery;

013-1.2.8 Pain, Distress, Analgesia, and Anesthesia;

013-1.2.9 Euthanasia, and;

013-1.2.10 Drug Storage and Control.

013-2 Inspection Process

013-2.1 A checklist based on the template provided by the Office of Laboratory Animal Welfare (OLAW) shall be used to facilitate the inspection process. The checklist is divided into three sections:

013-2.1.1 Semiannual Program Review (See 13.1.b. 1-5 above);

013-2.1.2 Veterinary Medical Care (See 13.1.b. 6-10 above);

013-2.1.3 Animal Housing and Support Areas (See 13.1.a. 1-3 above).

013-2.2 In order to satisfy Animal Welfare Act (AWA) requirements as stated in, Section 2.31,(c)(3), "The IACUC may use subcommittees composed of at least two IACUC members to conduct the above evaluations and may invite *ad hoc* consultants to assist them if desired. No IACUC member wishing to participate in the evaluation may be excluded."

013-2.3 The program review and facility inspection will be conducted as a discrete review process at an interval of at least once every 6 months either as part of a normal IACUC meeting or as a separate meeting.

013-2.4 Deficiencies:

013-2.4.1 Deficiencies noted during the program review or facility inspection must be distinguished as either minor deficiencies or significant deficiencies;

013-2.4.2 A reasonable and specific plan for correcting deficiencies will be included in the Report to the Institutional Official (IO), and;

013-2.4.3 The IACUC will be responsible for tracking and documenting correction of deficiencies, and submitting this documentation to the IO in a timely manner.

013-3 Semiannual Report to the IO.

013-3.1 The Semiannual Report (Report) is generated for the IO by the Manger/Office of Animal Care (OAC).

013-3.1.1 The Report is based on findings during the program review and facility inspection;

013-3.1.2 The Report reflects the nature and extent of the institution's adherence to the *Guide* and PHS Policy;

013-3.1.3 The Report identifies specific departures from the provisions of the *Guide* and PHS Policy, and the reasons for each departure;

013-3.1.4 The Report distinguishes minor deficiencies from **significant deficiencies as defined above and by the PHS Policy (IV.B.3);

013-3.1.5 The report will contain a reasonable and specific plan and schedule for correcting any program or facility deficiency;

013-3.1.6 The report shall contain any minority views;

013-3.1.7 The report will be reviewed and agreed upon by all IACUC members present at the program/facility review before submitting 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