

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

<b>DEPARTMENT:</b>	Institutional Animal Care and Use Committee
<b>POLICY NUMBER:</b>	IACUC-014
<b>REPLACES:</b>	
<b>EFFECTIVE DATE:</b>	June 10, 2005
<b>REVISION DATE:</b>	November 6, 2008
<b>POSTED FROM:</b>	

**TITLE:** Reporting Requirements

**SUMMARY:**

The purpose of this policy is to establish a procedure for generating and submitting IACUC reports to insure compliance with Public Health Service (PHS) Policy, Animal Welfare Regulations (AWRs), and other accrediting bodies. Reports submitted by the IACUC shall include minority views filed by members of the IACUC and shall be maintained for three (3) years.

**POLICY/PROCEDURE:**

014-1 Semiannual Reports to the Institutional Official (IO)

014-1.1 At least once every six months, the IACUC shall submit a report to the IO following a review of the institution's animal care and use program and inspection of the animal facility. This report shall contain a description of the following:

014-1.1.1 The Report reflects the nature and extent of the institution's adherence to the Guide and PHS Policy;

014-1.1.2 The Report identifies specific departures from the provisions of the Guide and PHS Policy, and the reasons for each departure;

014-1.1.3 The Report distinguishes minor deficiencies from \*\*significant deficiencies as defined above and by the PHS Policy (IV.B.3);

014-1.1.4 The Report will contain a reasonable and specific plan and schedule for correcting any program or facility deficiency.

014-2 Annual Reports to the Office of Laboratory Animal Welfare (OLAW)

014-2.1 At least once every 12 months, the IACUC, through the IO, shall report in writing to OLAW:

014-2.1.1 Any change in the Institution's program or facilities {e.g., Association for Assessment and Accreditation of Laboratory Animal Care International (AAALAC) accreditation status} which would place the institution in a different category than specified in its Assurance (see PHS Policy IV.A.2);

014-2.1.2 Any change in the description of the institution's program for animal care and use as required by PHS Policy IV.A.1.a-l;

014-2.1.3 Any changes in IACUC membership;

014-2.1.4 Notice of the dates that the IACUC conducted its semiannual evaluations of the institution's program and facilities and submitted the evaluations to the IO.

014-2.2 If there are no changes to report, as specified in IV.F.1.a-c of the PHS Policy, the IACUC shall submit a letter, through the IO, to OLAW, stating there are no changes, and informing OLAW of the dates of the required IACUC evaluations and submission to the IO.

014-2.3 The IACUC, through the IO, shall promptly provide OLAW with a full explanation of the circumstances and actions taken with respect to:

014-2.3.1 Any serious or continuing noncompliance with PHS Policy;

014-2.3.2 Any serious deviation from the *Guide*;

014-2.3.3 Any suspension of activity by the IACUC.

014-3 Annual Reports to other Accrediting Bodies

014-3.1 Upon securing accreditation, the IACUC will submit, through the IO, an annual report to AAALAC.

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