

POLICY

The IACUC will review at least once every six months the institution's program for humane care and use of animals, and the Institution's animal facilities, including satellite facilities and study areas using the "Guide", Public Health Service (PHS) Policy, and United States Department of Agriculture (USDA) regulations as a basis for review and evaluation.

The program review encompasses institutional policies and responsibilities (lines of authority and reporting channels), IACUC membership and functions, and IACUC record keeping and reporting procedures. It will also include a review of the adequacy and appropriateness of the veterinary medical care program, the training program for personnel, and the occupational health and safety program.

The facility review is a physical inspection of all buildings, rooms, areas, enclosures and vehicles (including satellite facilities) that are used for animal confinement, transport, maintenance, breeding, or experiments inclusive of surgical manipulation.

Laboratories in which routine procedures, such as immunization, dosing, and weighing, are conducted will be evaluated by other means such as random inspections. However, the institution, through its IACUC, is responsible for all animal-related activities regardless of where animals are maintained or the duration of the housing. The IACUC must have reasonable access to these areas for the purpose of verifying that activities involving animals are being conducted in accordance with the proposal approved by the IACUC.

REGULATION

Animal Welfare Act in accordance with, (9 CFR Ch. 1), Part 2 – Subpart C, 2.32(4c) *With respect to activities involving animals, the IACUC, as an agent of the research facility, shall: (1) Review, at least once every six months, the research facility's program for humane care and use of animals, using title 9, chapter I, subchapter A--Animal Welfare, as a basis for evaluation; (2) Inspect, at least once every six months, all of the research facility's animal facilities, including animal study areas, using title 9, chapter I, subchapter A--Animal Welfare, as a basis for evaluation; (3) Prepare reports of its evaluations conducted as required by paragraphs (c) (1) and (2) of this section, and submit the reports to the Institutional Official.*

The Public Health Service (PHS) Policy in accordance with IV.B. 1.-3. *All of the institution's programs and facilities (including satellite facilities) for activities involving animals have been evaluated by the IACUC and will be reevaluated by the IACUC at least once every six months, and reports prepared, maintained by the institution and made available to OLAW upon request.*

PROCEDURE

1.0 Prior to the semiannual inspection, all IACUC members are given:

1.1 Schedule of the inspections

1.2 Copy of the current Office of Laboratory Animal Welfare (OLAW) Sample Semiannual Program Review and Facility Review Checklists to be utilized in conjunction with the Guide.

1.3 A list of current IACUC approved exceptions from the Guide, and reasons for the departure.

1.4 The current UNMC/UNO PHS Animal Welfare Assurance

2.0 A semiannual inspection team is comprised of the following, at a minimum:

- 2.1 A subcommittee(s), which must consist of at least two IACUC members (AWRs).
 - 2.2 The IACUC Administrator/designee or the Protocol Assessment Liaison (PAL)
 - 2.3 No IACUC member will be excluded should she or he wish to participate in an inspection. *Ad hoc* consultants may be used although the IACUC remains responsible for the evaluations and reports.
 - 2.4 A record of attendance will be signed by members of the inspection team present.
- 3.0 The semi-annual inspection team, utilizing the OLAW Sample Semiannual Facility Inspection Checklist (attachment 1), conducts an on-site evaluation of:
- 3.1 Animal Housing and Support Areas
 - 3.2 Cage wash
 - 3.3 Aseptic Surgery Areas
 - 3.4 Procedure Areas
 - 3.5 Non-survival Surgery Areas
 - 3.6 Laboratories
 - 3.7 Rodent Surgery Areas
- 4.0 The semi-annual inspection team, utilizing the PHS Policy, USDA Regulations, the Guide and the OLAW Sample Semiannual Program Review checklist, convenes to discuss and evaluate the following:
- 4.1 IACUC Policies and Responsibilities:
 - A. IACUC Membership and Functions
 - B. IACUC Records and Reporting Requirements
 - C. Veterinary Care
 - D. Personnel Qualifications and Training
 - E. Occupational Health and Safety of Personnel
 - 4.2 Veterinary Medical Care
 - A. Preventive Medicine/Animal Procurement and Transportation
 - B. Surgery
 - C. Pain/Distress/Analgesia/Anesthesia
 - D. Euthanasia
 - E. Drug Storage and Control
 - 4.3 Institution's UNMC/UNO PHS Animal Welfare Assurance
 - 4.4 Lines of authority and reporting channels
- 5.0 During review of the program and inspection of the facilities and laboratories, specific deficiencies are identified by the inspection team and recorded by the IACUC Administrator or designee.
- 6.0 The IACUC inspection team will review the deficiencies at the time of the inspection and determine if deficiencies are significant or minor, and implement a plan for correcting each deficiency:
- 6.1 A Significant deficiency is one that is or may be a threat to the health and safety of the animals or personnel.
 - 6.2 The concern or problem will be immediately addressed by appropriate intervention or investigation.
 - 6.3 Significant deficiencies will require an emergency fully convened committee meeting to evaluate and determine a specific plan and schedule for correction.
 - 6.4 Significant deficiencies will also become a compliance case requiring further investigation by the IACUC and PAL.

- 6.5 The IACUC Chair will verbally notify the Institutional Official (IO) immediately of significant (S) deficiencies identified.
 - 6.6 Significant deficiencies in a USDA regulated activity that fail to adhere to the scheduled plan shall be reported, in writing, within 15 business days by the IACUC through the IO to the Animal Plant Health and Inspection Service (APHIS). OLAW will be notified in accordance with PHS Policy at IV.F.3.
 - 6.7 A minor deficiency may include, but is not limited to expired food, unsealed wood, missing ceiling tiles, dripping faucet, cracks in the wall.
 - A. Minor (M) deficiencies have 30 days to be corrected from the date that the notification of the deficiency is sent to the person responsible for correcting the deficiency.
 - 6.8 The IACUC Chair/designee will notify the persons responsible for correcting the minor deficiencies in writing no more than one week after the inspection, and will include the following information:
 - A. A detailed description of the minor deficiency noted by the inspection team.
 - B. Notice of required response from the responsible person acknowledging receipt, confirming completion within 30 days of the date of the notice.
 - 6.9 A request for an extension of time to complete the correction may be requested, but must be reviewed and approved by the IACUC Full Committee.
 - 6.10 Notifications and responses to minor deficiencies will be confirmed and recorded by the IACUC Administrator/designee and will be filed with the report.
 - 6.11 Deficiencies not determined as *significant* but requiring additional investigation and/or education may be referred to PAL as an *Animal Care and Use Inquiry*.
- 7.0 The IACUC Administrator or designee prepares reports of the IACUC evaluations as set forth in the PHS Policy IV.B.3.
- 7.1 The report reflects the nature and extent of the institution's adherence to the Guide and PHS Policy;
 - 7.2 The Report identifies specific departures from the provisions of the Guide and PHS Policy, and the reasons for each departure.
 - 7.3 The Report distinguishes minor deficiencies from significant deficiencies as define above and by the PHS Policy (IV.B.3).
 - 7.4 The Report will contain a reasonable and specific plan and schedule for correcting any program or facility deficiency.
 - 7.5 The Report will identify all facilities accredited by AAALAC International.
- 8.0 The semi-annual inspection report will be submitted to the full IACUC for review and discussion at the next convened meeting following the inspections.
- 8.1 Any minor deficiencies requiring an extension of the correction deadline must be reviewed and approved by the committee at the next fully convened meeting.
 - 8.2 A vote to accept the report is taken and any minority views are recorded and included in the report.
 - 8.3 The report is signed by a quorum of the IACUC members.
- 9.0 Situations requiring additional review by the IACUC Full Committee:
- 9.1 Any deficiencies that have not been responded to by the responsible person within the scheduled time frame will be reviewed by the IACUC Chair to determine if additional action is necessary. It will then be reviewed by the IACUC at a full committee meeting.
- 10.0 Within 10 days after the IACUC has reviewed and accepted the semiannual inspection report (no more than 60 days following the inspection);

- 10.1** A copy is sent to the IO.
- 10.2** A copy is sent to other appropriate officials as necessary.
- 10.3** Upon completion of all corrections the IO will be notified.

11.0 All reports of the semiannual inspection of animal facilities will be maintained by the institution and made available to OLAW upon request.

ADMINISTRATIVE APPROVAL:

James Turpen, PhD. Executive Chair, IACUC
Ernest D. Prentice, PhD. Institutional Official Alternate