Reports of Animal Care and Use Concerns

**Purpose**
To establish the UC Davis policy for the reporting and investigation of concerns regarding animal care and use.

**Policy**
As required by the Animal Welfare Act (AWA), the USDA Animal Welfare Act Regulations (AWR), and the Public Health Service (PHS) Policy, UC Davis will provide a method by which

a) Employees, students, or members of the public may report animal-related concerns,

b) Concerns will be communicated to the IACUC,

c) The IACUC will review each concern in a timely manner,

d) The IACUC will take prompt, appropriate, and corrective action on such concerns when necessary.

All reports of concern will be formally investigated and documented. The IACUC Chair, Attending Veterinarian, IACUC Administrator, Institutional Official, and animal care leadership team will be notified of all reports.

**Procedure**

**A. Training**

Instruction on this policy and procedure for reporting a concern is included in the Animal Care and Use 101 (ACU 101) course.

**B. Guidance**

Instructions on this policy and procedure to report a concern is provided on the IACUC website UC Davis Institutional Animal Care and Use Reporting Form [1]. Additionally, animal care and use awareness posters that describe reporting procedures are posted in vivaria and laboratories where animals are located.

**C. Reports of Concern**

Reports of any animal care and use concerns can be submitted to the IACUC Office or the Attending Veterinarian via the campus mail, electronic mail, fax, by telephone, or in person. Individuals are encouraged to complete the on-line Concern Reporting Form [Part A] [1] and forward it to the IACUC Office for review and action. If the individual reporting the concern does not wish to complete the form, they may contact the IACUC staff and request an IACUC staff member to complete the form. Any individual reporting a concern may remain anonymous and is not required to put their name on the report form. The UC Davis Whistleblower Policy [2] PPM 380-17, protects employees who report improper government activities from retaliation.
Upon receipt of the report, the IACUC Office staff will review the report within one business day, make the appropriate notifications and begin the investigation. If immediate or urgent veterinary care is required, TRACCS Veterinary Services will be immediately contacted, and will take appropriate action.

D. IACUC Investigations

The following investigation and documentation procedure will be used for reports of animal care and use concerns:

1. The IACUC Office or TRACCS Veterinary Services will complete Part B of the reporting form to document his/her evaluation of the incident, any actions taken with respect to the health of the animals, and his/her initial assessment of whether there were any protocol and/or policy violations. As part of this assessment, the Principal Investigator will be notified immediately and provided the opportunity to respond to the reported concerns.

2. Following completion of Part B, the IACUC Office or TRACCS Veterinary Services will forward a copy of parts A and B to the IACUC Chair, IACUC Office, and the Attending Veterinarian. The report will be provided to the IACUC at its next regularly scheduled meeting.

3. If any significant animal health concerns or protocol or policy violations are found, the IACUC will review the report and take appropriate corrective action. If immediate action is required, an emergency IACUC meeting may be arranged to determine the best course of action.

4. Confidentiality will be maintained during all investigative procedures and documentation.

References

- Guide for the Care and Use of Laboratory Animals, Eight Edition
- Animal Welfare Regulations - 2.31.c.4

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Contact

IACUC-Institutional Animal Care and Use Committee
iacuc-staff@ucdavis.edu 530-752-2364

More information
/institutional-animal-care-and-use-staff-listing [3]

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