

REPORTING ANIMAL WELFARE CONCERNS

1. Purpose

In accord with federal law (9 Code of Federal Regulations Part 2 Regulations, Subpart C, 2.32 c (4)) on this matter, the University must provide a system whereby employees can report concerns about perceived or suspected deviations from animal welfare laws and regulations, or from University policies and standards.

Employees doing so must be assured that:

- 1) they can report their concerns without fear of reprisal,
- 2) their concerns will be promptly and fairly investigated, and
- 3) they will be informed of the outcome of the investigation.

2. Responsibility

Any employee with a concern that a possible violation of animal welfare policy has occurred should complete part 2 of the enclosed form. Concerns may include perceived problems, deviations, or deficiencies regarding animal housing, care, or use at Mississippi State University facilities.

3. How to Report

Item 2 of the attached Employee Concern Action Form (ECAF) should be filled out by the concerned employee, whose name should be known by the chairperson, Institutional Animal Care and Use Committee (IACUC) (Dr. Brian Rude, 325-2933). The ECAF is given to the chairperson of the IACUC. If the IACUC chairperson is not available, the ECAF should be given to the university laboratory animal veterinarian (Dr. Lucy Senter 325-0632).

4. Initiation of Investigation

After the chairperson of the IACUC has received and reviewed the submitted ECAF, he/she will remove the name of the person reporting the concern and other personal information before relaying the information. If the submitted ECAF is not clear or complete, the chairperson will interview the concerned employee to obtain additional information. Within 3 working days after receipt of the ECAF, the chairperson will complete and send a copy of the ECAF to the attending veterinarian.

The attending veterinarian and the IACUC chairperson are normally responsible for investigating the report; however, these individuals may decide on someone else to lead the investigation (normally someone not involved in the allegation).

5. Resolution of Investigation

Other items on the ECAF will be completed by the chairperson, IACUC, and by the attending veterinarian.

CONFIDENTIAL

EMPLOYEE CONCERN ACTION FORM (ECAAF)

This form initiates university review of possible violations of:

- a) animal welfare laws or regulations, or
- b) related university policies or standards, or
- c) unacceptable moral or aesthetic aspects of animal use.

1. Confidentiality: This report is not discussed with persons not involved in its follow up. Only the IACUC chairperson will retain the original copy, which may reveal the concerned employee's name and other personal information. Copies of this form will have this personal information removed before copies are passed to other individuals.

2. Employee's Animal Welfare Concern (Append additional sheets as necessary):
(Type or Print)

3. Signature of IACUC Chairperson:

Date Report Received:

4. Signature of Attending Veterinarian/Date:

5. Signature of Individual Leading Investigation:

Date Initiated: _____ Date Completed:

6. Summary of Findings: (append additional sheets as necessary)

7. Actions Taken/Recommended: (append additional sheets as necessary)

8. Discussed with Concerned Employee: ____ Yes ____ No
Date

Employee Concurred with Action Taken: ____ Yes ____ No
Date