

Title: **Reporting Animal Welfare Concerns**

Effective Date: **October 21, 2008**

Revision # **05**

Standard Operation Procedure Number: **IACUC-RPT-004 Last Committee Review: August 8, 2017**

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**Purpose/Scope**

The purpose of this Standard Operating Procedure (SOP) is to outline the IACUC's procedure for responding to the report of animal welfare concerns.

**Background**

In accordance 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 animal welfare concerns or suspected deviations from animal welfare laws and regulations, or from University policies and standards.

**Procedure**

1. Any employee with an animal welfare concern should submit a written report of the concern.
2. Reports of animal welfare concerns may be submitted to any University official including but not limited to the VP for Research and Economic Development (Institutional Official), IACUC Chair, University Laboratory Animal Veterinarian, Director of Research Compliance, Animal Care and Use Program Officer, Assistant Compliance Administrator or any member of the IACUC or by submitting a report via the MSU Ethics Line located on the MSU webpage.
3. If the person making the report wishes, the person receiving the report will remove the name and other identifying personal information before relaying the information. If the report is not clear or complete, the person receiving the report will contact the concerned employee to obtain additional information.
4. Within 3 working days after receipt of the report, the report will be sent to the IACUC Chair. If the report involves the IACUC Chair, the report will be sent the IACUC Vice Chair.
5. The IACUC Chair, or in the absence of the Chair, the Vice Chair is responsible for investigating the report; however, the Chair or Vice Chair may appoint/select someone else to lead the investigation.
6. The IACUC Chair will determine if the report warrants an audit hearing by the convened IACUC. If so, the IACUC will follow IACUC-RVW-011 Possible Non-Compliance.

**Reviewed:**

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IACUC Chairperson

Date

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Research Compliance Director

Date