

# University of Hawaii: IACUC Policies & Guidelines

## Policy 7 – Reporting Concerns of Animal Misuse or Abuse (7/2007)

### 7.1.0 Purpose

The University of Hawai'i is committed to ensuring that animals used by personnel on behalf of the University are treated in a humane, ethical manner, with the highest standard of care according to applied Federal, State, and local regulations. This policy establishes a mechanism of reporting concerns regarding the misuse or abuse of animals in research, teaching, and training.

### 7.2.0 Statement

Reporting concerns regarding the humane care and use of animals used in research, teaching, and training is the responsibility of all institutional caretakers of animals. In accordance with Federal laws 1-3, individuals reporting violations of any regulation or standard of the Animal Welfare Act may do so without fear of being discriminated against or be subject to reprisals. The Institutional Animal Care and Use Committee is charged with the responsibility of reviewing these concerns. All complaints will be investigated.

1. *U.S. Government Principles for the Utilization and Care of Vertebrate Animals Used in Testing, Research and Training*
2. *Animal Welfare Act 9 CFR 2.31(c)(4), 2.32 (c)(4)*
3. *Public Health Service Policy on Humane Care and Use of Laboratory Animals*

### 7.3.0 Procedures

1. Any complaint regarding possible inappropriate care or handling of animals should be made to one of the offices identified at the end of this notice. The verbal or written complaint should include a factual description with date, time, location, animal species, numbers and identification of animals, specific care or handling concerns, and any other relevant details. Anonymous complaints are acceptable if sufficient detail is provided to allow adequate investigation of the charges.

2. The complainant's identity will be kept confidential when requested.
3. The office which initially received the complaint shall forward it to the Compliance Office as soon as possible and in no event more than 12 hours after receiving it.
4. The Compliance Office will review the complaint, contact the IACUC Chair, and schedule a subcommittee to review the complaint within three (3) business days. If in the opinion of the Compliance Office and IACUC Chair, immediate intervention is warranted, they shall contact the Office of the Chancellor immediately.
5. An initial review of the complaint and alleged violation shall be conducted by the IACUC (or designated subcommittee) with available information (except the name of the complainant). The subcommittee will establish the time frame necessary to investigate and determine the proper action needed to resolve the problem, and the Compliance Office will inform the complainant, if known.
6. If the initial review of the investigation reveals that any inappropriate care of the animals may be occurring, the IACUC will provide written notification to the personnel involved of the IACUC's concerns and provide the individual with an opportunity to respond to the complaint within 24 hours.
7. In cases where significant problems are identified which are not satisfactorily resolved between the IACUC and the investigator, the IACUC may make recommendations to the Office of the Chancellor for immediate corrective action.
8. The Office of the Chancellor or program designee may elect to intervene at any time to demand the Principle Investigator or Course Instructor cease and desist.
9. Any discrimination or reprisals as a result of reporting inappropriate care of animals will be reported to the Office of the Chancellor. Fabrication of false allegations will be reported to the Office of the Chancellor.
10. The IACUC will be responsible for maintaining a file documenting complaints, committee reviews and actions taken or recommended to rectify the problems identified. Significant violations will be reported to the appropriate Federal Agencies.

#### 7.4.0 Contact Offices

##### **UH-Systemwide And Island Of Oahu**

###### *Institutional Animal Care and Use Committee*

Chairman, c/o Compliance Office

2425 Campus Road

Sinclair 10

Honolulu, HI 96822

(808) 956-4552, 956-4446

###### *Office of the University Veterinarian*

Animal and Veterinary Services

1960 east West Road

Biomedical Sciences T210

Honolulu, HI 96822

(808) 956-4444

###### *Office of the Vice President for Research and Innovation*

2425 Campus Road

Sinclair 10

Honolulu, HI 96822

(808) 956-5006

#### 7.5.0 Effective Date

July 2002 IACUC *Approved*