



INDIANA UNIVERSITY
Office of Research Compliance (ORC)
Institutional Animal Care and Use Committee (IACUC)

Semi-Annual Inspection & Program Review

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Effective: 2.2012
Last Updated: 6.2018

Responsible University Office:
 Office of Research Compliance IACUC Office(s)

Responsible University Administrator:
 Vice President for Research

Policy Contacts:
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Scope

This policy applies to the research activities performed within Indiana University School of Medicine facilities and for activities where funding for any aspect of the project flows through accounts administered by the IUSM.

Policy Statement

It is the policy of the Indiana University School of Medicine Institutional Animal Care and Use Committee that the School's Animal Program and Facilities undergo a semi-annual (every 6-months) inspection.

Reason for Policy

Semi-annual inspections of the IUSM program and facilities will be performed for compliance with the Animal Welfare Act and PHS Policy.

Procedures

Guidance for Performing the Semi-Annual Inspection

- The Guide is used as a basis for this evaluation when performing the semi-annual inspection of the program and facilities. See the IACUC SOP for a detailed description of the program review and facility inspection.
- Any deficiencies identified in the report must be categorized as "minor" or "significant" and an appropriate time frame and a specific date for correction must be included on the inspection sheet.

Deficiency Correction Key		
G	General Concern	<i>Action towards correction is needed within 4 weeks. This is deemed a minor deficiency.</i>
IC	Important Concern	<i>Correction is needed prior to continuing animal work in this capacity. This is deemed a minor deficiency.</i>
AWC	Welfare Concern	<i>Request a Halt to animal work. Inform the IACUC Chair and AV</i>

		<i>for further action and next steps. These are deemed as Significant deficiencies.</i>
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- Any significant deficiency that is not corrected by the specified date is reported to the IO immediately and to the appropriate regulatory agencies within 15 business days following the specified date.
- Any minor deficiency that is not corrected by the specified date is reviewed by the IACUC, and necessary action is determined on a case-by-case basis.
- In any instance, the IACUC subcommittee members may ask for immediate corrective actions to be implemented either during the inspection or immediately following the inspection - for example, deficiencies that may have a substantial impact on animal health or human safety.
- Deficiencies related to the overall LARC facilities will be listed on the LARC inspection report and communication will be sent to the LARC Director.
- If a deficiency is within the LARC facilities and relates to activities or equipment of a PI or PI's personnel, communication will be sent directly to the investigator.
- Deficiencies noted in laboratories used by multiple investigators must identify which investigator is responsible for the physical facilities for that location so if there are related deficiencies they are placed on the correct report.
- It is the responsibility of the LARC Director or PI to ensure that all deficiencies identified during the inspection are corrected within the time frame required by the IACUC.

Areas Requiring Inspection

- Within LARC facilities, occupied animal rooms, bedding storage, food storage, and cage wash. Empty rooms and cage storage are not inspected on the premise the rooms and cages are not presently in use and would meet requirements before use.
- Investigator laboratories where animals have been housed 12 or more hours for USDA or 24 hours for rodent in the last six months or will be housed in the next six months for ongoing protocols.
- Investigator laboratories where survival and non-survival surgery has been performed in the last six months or will be performed in the next six months for ongoing protocols.
- All investigator laboratories in Veteran's Administration will be inspected if any live animal use occurs in those locations.
- All vehicles that will transport live animals.

Schedule

All areas requiring inspection would be separated into three groups. Each group of areas would be inspected every six months on a rotating schedule. Included are samples for a schedule, subcommittee composition, and responsibilities for the parties involved in a complete inspection.

Subcommittee Composition

Each member will be asked to sign up for a subcommittee based on the Inspection Schedule. All members will have the opportunity to participate in any inspection. In cases where there are insufficient members to conduct an inspection; additional member(s) will be assigned.

- [The subcommittees comprise of at least two \(2\) IACUC members](#) when conducting the semi-annual program review.
- [The subcommittees for non-USDA regulated species are comprised of no less than one IACUC member.](#)
- [For areas where USDA species are used, the inspections are conducted by two voting \(2\) IACUC members.](#)