

**HACKENSACK UNIVERSITY MEDICAL CENTER**  
**Research Department Policy Manual**

**Name: Institutional Animal Care and Use  
Committee (IACUC) – Conducting a Semi-Annual  
Review**

**Policy# IACUC 115**

**Effective Date: November, 2012**

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**GENERAL**

**Purpose: Define** How The IACUC will conduct a semiannual review of the HackensackUMC Laboratory Animal Facility and Animal Care Program.

**Administration:** The IACUC is responsible for the review and revision of this policy.

**Policy:** The IACUC will follow the guidelines set by the Animal Welfare Act, Public Health Service Policy on Humane Care and Use of Laboratory Animals, and The Guide for the Care and Use of Laboratory Animals to evaluate the HackensackUMC Laboratory Animal Facility and Animal Care Program.

**PROCEDURE**

1. The IACUC will follow the guidelines set by the Animal Welfare Act, Public Health Service Policy on Humane Care and Use of Laboratory Animals, and The Guide for the Care and Use of Laboratory Animals to evaluate the HackensackUMC Laboratory Animal Facility and Animal Care Program. A review checklist of the program will be used for such an evaluation as recommended by OLAW. If any additional comments are needed, they will be attached to the end of the checklist listing positive and negative results of the inspection.

2. Members of the IACUC will be assigned different sections of the Animal Facility and Program to inspect. The sections of the facility will be assigned randomly to the IACUC members by the IACUC administrator. The Clinical Veterinarian and Animal Facility Manager (if an IACUC member) will not be selected to inspect the Animal Facility. Reports will distinguish significant deficiencies from minor deficiencies. Where Program or Facility deficiencies are noted, reports will contain a reasonable and specific plan and schedule for correcting each deficiency.

3. The IACUC at a scheduled meeting will review the entire Animal Care Program and inspection reports, discuss the program, facilities, and/or personnel

training at the end of semiannual reviews and draft a plan of action to be implemented in the next quarter. Approved recommendations will be in accordance with the Guide and PHS Policy. If any additional comments are needed, they will be attached to the end of the checklist listing positive and negative results of the inspection.

4. The IACUC will prepare semiannual reports of the IACUC's evaluations as set forth in the PHS Policy IV.B.3 and submit the reports to the Institutional Official.

5. The IACUC procedure for developing reports and submitting them to the Institutional Official (IO) are as follows:

**a.** The reports shall be prepared upon completion of the semiannual program review and facility inspection. They will be maintained by the IO and the IACUC and made available to OLAW upon request.

**b.** All IACUC semiannual reports will include a description of the nature and extent of HackensackUMC's adherence to the Guide. Any departures from the Guide will be identified specifically and reasons for each departure will be stated.

**c.** Reports will distinguish significant deficiencies from minor deficiencies for both the program review and the facility inspection. A significant deficiency is one which, consistent with this Policy and, in the judgment of the IACUC or the IO is or may be a threat to the health or safety of the animals. Where program or facility deficiencies are noted, reports will contain a reasonable and specific plan and schedule for correcting each deficiency.

**d.** The report will identify which facilities, if any, are accredited by accrediting bodies recognized by the PHS.

**e.** The report shall include a description of the changes in the care of animals, personnel training, and the laboratory areas included in the on-site inspections,

as well as the concerns and comments of the workers. Unfavorable as well as favorable findings and recommendations will be included.

f. Member(s) of the IACUC who wish to prepare a minority report will be given 10 working days after receipt of the semiannual report to submit their concerns. Minority reports, if any, will be submitted by the Chairman to the IO along with the semiannual report signed by a quorum of the IACUC.

Semiannual reports of IACUC evaluations will be maintained by this Institution and made available to the OLAW upon request.

6. Semiannual reviews are completed every six months, in May and November of the year. Each semiannual report is due the following month (June and December).

**References:**

Public Health Service Policy on Humane Care and Use of Laboratory Animals:

National Institutes of Health, Office of Laboratory Animal Welfare. Public Health Service: *Policy on Humane Care and Use of Laboratory Animals* (8/7/02). Section IV: Implementation by Institutions. Retrieved from

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