



Animal Facility SOP 49.1 IACUC Procedures for Semiannual Review

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Reviewed by	

Semiannual Review Procedures

The IACUC will:

- 1) Review at least once every 6 months the Institution's program for humane care and use of animals, using the Guide as a basis for evaluation. The IACUC procedures for conducting semiannual program reviews are as follows:

Procedure for semi-annual reviews

The IACUC reviews the animal care program at a convened meeting for compliance with PHS policy and using the Guide for the Care and Use of Laboratory Animals. The committee uses the Institution's written Office of Laboratory Animal Welfare (OLAW) checklist as a guide. The review is conducted semi-annually by March 31st and September 30th each year. To conduct the review, sections of the Assurance document and Checklist are assigned to committee members prior to the meeting. During the meeting, 1) Animal Facility Director reports on correction to deficiencies noted in the prior semi-annual review and any issues that have arisen in the animal facility. 2) committee members present findings of their prior review of the program description. 3) The committee discusses any issues raised, determines actions to be taken, and approves the contents of the final report and the timeline for correction of deficiencies.

- 2) Inspect at least once every 6 months all of the Institution's animal facilities, including satellite facilities, animal surgical sites and laboratories where animals are used, using the Guide as a basis for evaluation. The current procedures are as follows:

Inspections are currently scheduled by the end of March and the end of September. All IACUC members are invited to conduct the inspection: at least two members (one being a program Veterinarian) will visit all of the Institution's animal facilities, including satellite facilities and animal procedure sites, using the Guide and the OLAW Sample semiannual program and facility review checklist as guidance.

A written report of the inspection is produced by the IACUC members conducting the inspection and is presented at the semi-annual review meeting for discussion. The committee discusses any issues raised, determines actions to be taken, and

approves the contents of the final report and the timeline for correction of deficiencies.

- 3) A combined report consisting of the semiannual program review and the outcome of the facilities inspection (as described above) is provided to the IO. As described below, the report contains:
- The Sample semiannual program and facility review checklist is used as guidance for evidence of adherence to the Guide and PHS Policy and the report is documented on the semiannual report to the IO form provided by OLAW
 - Documentation of any changes since last review, including correction of deficiencies identified in the previous review
 - Description of any IACUC-approved departures from the PHS Policy and the Guide and reason for each departure
 - Identification of any existing deficiencies in the program and designates each deficiency as either minor or significant with a schedule and plan for correcting deficiencies
 - resolution of corrected deficiencies from prior semi-annual facility inspection

The report is reviewed at the full IACUC committee meeting. IACUC members discuss the report, and it is signed by a majority of the IACUC. The final version is accepted as the final report, and any minority views are also recorded. The signed report is sent to the IO and then distributed to appropriate parties for action as appropriate. The animal facility director ensures all documentation is available for review by the IACUC, Office of Environmental Health and Safety and the IO. The facility director will follow up to ensure deficiencies are corrected on schedule.

