

Clark University IACUC Standard Operating Procedure Reporting and Investigating Animal Care & Use Concerns

To be posted at the door to all animal care facilities on campus

Context: Labs that use vertebrate animals at Clark University set high ethical standards for the care and use of vertebrate animals. Nevertheless, there may be times when concerns regarding animal care or use arise, and these can and should be reported. Given the small size of the animal care and use program, it seems reasonable that some of these concerns may be dealt with directly by speaking directly with the respective facilities managers (Philip Bergmann for Reptiles and Amphibians, John Baker for Fishes) and rapid resolution of the issue. This is certainly preferred. However, if the reporter feels uncomfortable speaking directly to the person in charge of respective facility, or the concern is ongoing and unresolved, or of a particularly serious nature, it may be appropriate to report the issue to someone that is not directly involved in the care of those animals. This will trigger an investigation of the issue and involve the veterinarian that is on IACUC. A list of people with contact information that concerns can be reported to is posted at the door of each facility.

Procedure:

1. Reporter should decide whether concern can be reported to respective facilities manager, leading to rapid resolution, or requires reporting to an alternative person. If the latter, go to step 2.
2. Reporter should contact alternate person of authority with the details of the concern.
 - Details to report include whether concern is in response to a one-time occurrence or ongoing, whether the reporter feels the concern endangers the life or health of the animal, possible offending party if appropriate, and a description of the concern.
 - Reporter can report to the opposite facilities manager (i.e., J. Baker for Reptiles & Amphibians, P. Bergmann for Fishes), or the IACUC Veterinarian, or the Dean of Research.
 - If the reporter wishes to remain anonymous, they should use the phone numbers listed below and indicate that they wish to place their concern anonymously. Phoning after hours and leaving a message is a valid way of filing an anonymous concern. Using an anonymous e-mail address is another option.
3. The person of authority investigates the concern by contacting the IACUC veterinarian, contacting the responsible facilities manager and promptly inspecting the facility for evidence of the concern. The veterinarian must be involved or at least informed of all findings. The veterinarian always has the authority to inspect facilities without announcement. Corrective actions must be requested with a timeframe for correction of the respective facilities manager. The person of authority has the responsibility of keeping the reporter's identity confidential. This must be completed within three days of the concern being reported.
4. The veterinarian and person of authority (if they are different) write a report describing the concern, their determination of the severity of the concern, and the actions taken to remedy the concern. This report must be completed within ten calendar days of the concern report.
5. The report is sent by the veterinarian or person of authority to the Chair of IACUC, the Dean of Research, the respective facilities manager, and the reporter (protecting confidentiality).
6. The Chair of IACUC determines whether the concern is a significant deficiency and must be reported to the Office of Laboratory Animal Welfare. If the Chair of IACUC has a conflict of interest, then the Veterinarian makes a determination as to the severity of the deficiency.

Contacts for reporting animal care & use concerns:

Fish Facilities Manager: John Baker	Office: 508-793-7609	e-mail: jbaker@clarku.edu
Herp Facilities Manager: Philip Bergmann	Office: 508-793-7553	e-mail: pbergmann@clarku.edu
Chair of IACUC: Philip Bergmann	See Above	
Veterinarian: Jonathan Augusto	Office: 508-473-4434	e-mail: jaugusto@me.com
Dean of Research: Yuko Aoyama	Office: 508-793-7779	e-mail: yaoyama@clarku.edu