

**STANDARD OPERATING PROCEDURE
UTAH STATE UNIVERSITY
INSTITUTIONAL ANIMAL CARE AND USE COMMITTEE**

IACUC SOP#: 4
Inception Date: January 30, 2007
Modification Date:
Title: Semi-Annual Program review

- I. PHS policy and the AWA require the IACUC to conduct investigations of the University's program of animal care at least every six months.
- II. The IACUC should review all aspects of the animal care and use program using *the Guide* as an outline.
- III. Program reviews will cover the following:
 - a. Institutional policies, procedures and responsibilities including the IACUC organization and procedures, personnel qualifications and training and occupational health and safety of personnel.
 - b. IACUC records and reporting including reports to the IO, reports to OLAW, reports to the USDA and records including minutes, semi-annual reports maintained for 3 years, documentation maintained for 3 years after the end of a study, and review of all activities requiring animals which ensures that all required information is present.
 - c. Veterinary medical care including animal procurement and transportation, preventative medicine, surgery and post-operative care, management of pain and distress and methods of euthanasia and the institutional arrangement for training and the provision for backup veterinary care.
 - d. Personnel qualifications including an effective institutional training program, training of animal care personnel, training of research investigators, instructors, technicians, trainees, and students, and the content of the training which should include humane practices of animal use and care, research testing and methods that minimize the numbers of animals, research methods that minimize animal pain and distress, use of hazardous agents.
 - e. Occupational health and safety of personnel including a program which is implemented and covers all workers, and a program for medical evaluation and preventative medicine.
- IV. The IACUC can review the program using a checklist as a guide as provided by *The Guide*, but should not depend on a checklist as the only means for review. (*Sample semiannual program review checklist attached*).
- V. The IACUC can interview key staff members, such as veterinarians, research technicians, animal care supervisors, etc. Key members may also be asked to submit reports to or respond to questionnaires from the IACUC.
- VI. The IACUC can review selected reports, standard operating procedures, protocols, surgical records and other animal related records.

- VII. The IACUC can request that special presentations be made by ad hoc consultants or University staff.
- VIII. The IACUC can form special subcommittees to review areas of interest and report findings to the IACUC as a part of the program review.