

## REPORTS TO THE INSTITUTIONAL OFFICIAL

The IACUC must prepare and submit reports of its program review and facility inspection to the Institutional Official. [2.31(c)(3)]

### Program Review Report

The Program Review Report must: [2.31(c)(3)]

- describe how and to what extent the research facility meets the AWA regulations and standards (title 9, chapter I, subchapter A - Animal Welfare)
- describe in detail any departure from the AWA regulations and standards and include:
  - ▶ the reason for the departure
  - ▶ a classification of the departure as a significant deficiency or a minor deficiency. Note: A significant deficiency is one which is or may be a threat to the health or safety of the animal.
  - ▶ a reasonable and specific plan for correcting the deficiency
  - ▶ a schedule with dates for correcting the deficiency
- identify any IACUC-approved exemptions and variances and include:
  - ▶ a description of the exemption/variance, and
  - ▶ reason for the exemption/variance
- describe any recommendations to the Institutional Official regarding any aspect of the research facility's:
  - ▶ animal program
  - ▶ personnel
- include any minority views
- be reviewed and signed by a majority of the IACUC members

An updated Program Review Report must be submitted to the Institutional Official at least once every 6 months. [2.31(c)(3)]

NOTE: This report may be submitted separately or in combination with the Facility Inspection Report.

<b>Facility Inspection Report</b>	<p>The Facility Inspection Report must: [2.31(c)(3)]</p> <ul style="list-style-type: none"><li>• describe how and to what extent the research facility meets the AWA regulations and standards (title 9, chapter I, subchapter A - Animal Welfare)</li><li>• describe in detail any departure from the AWA regulations and standards and include:<ul style="list-style-type: none"><li>▶ the reason for the departure</li><li>▶ a classification of the departure as a significant deficiency or a minor deficiency. Note: A significant deficiency is one which is or may be a threat to the health or safety of the animal.</li><li>▶ a reasonable and specific plan for correcting the deficiency</li><li>▶ a schedule with dates for correcting the deficiency</li></ul></li><li>• describe any recommendations to the Institutional Official regarding the animal facilities</li><li>• include any minority views</li><li>• be reviewed and signed by a majority of the IACUC members</li></ul> <p>An updated Facility Inspection Report must be submitted to the Institutional Official at least once every 6 months. [2.31(c)(3)] NOTE: This report may be submitted separately or in combination with the Program Review Report.</p>
<b>Uncorrected Significant Deficiency</b>	<p>If a significant deficiency remains uncorrected due to failure to adhere to the correction plan or date, the IACUC, through the Institution Official, must: [2.31(c)(3)]</p> <ul style="list-style-type: none"><li>• prepare a written report describing:<ul style="list-style-type: none"><li>▶ the uncorrected deficiency</li><li>▶ the reason why the deficiency was not corrected</li><li>▶ the research facility's plan of action</li></ul></li><li>• send the written report:<ul style="list-style-type: none"><li>▶ within 15 business days of the correction date</li><li>▶ to the appropriate Animal Care Regional Office and any Federal agencies funding this activity</li></ul></li></ul>