

SHSU IACUC follows Procedures on Investigation of Alleged Deviation from the “[Guide for the Care and Use of Laboratory Animals](#) (aka *The Guide*),” Public Health Service Policy or the Animal Welfare Act.

When alleged incidents of noncompliance with the above regulations are reported to the IACUC, directly or via an attending Veterinarian, these procedures will be followed in investigation with the utmost concern for confidentiality and due process and without compromising the welfare of animals. Reports/complaints of alleged incidents of noncompliance are accepted either anonymously in writing or via email at iacuc@shsu.edu.

When a violation is reported:

1. If there is animal suffering, the attending Veterinarian may take any action required, including supportive care or euthanasia of the animals concerned. While a good faith effort will be made to contact the faculty/staff member in charge, this process can occur without their knowledge.
2. Once the animal’s welfare is addressed, the alleged violation will be investigated by a Complaint Assessment Committee (CAC):
 - a. This committee will comprise the IACUC Chair, the IACUC Veterinarian, a representative from the Office of Research and Sponsored Programs, and a community representative currently serving on the IACUC, as designated appointed by the Associate Vice President for Research.
 - b. If there is a conflict of interest between the faculty/staff member in charge and the IACUC Chair (such as same department affiliation), the Vice-Chair will assume responsibility for the entire proceedings.
 - c. The faculty/staff member in charge and all administrators will communicate with the Chair and vice versa, i.e., there will be only one line of communication.
 - d. The faculty/staff member in charge will be verbally notified of the violation within 24 hours of the report and informed of the actions necessary to correct the problem immediately.
 - e. The CAC will investigate the violation within 72 hours of the report. At the end of this time, the faculty/staff member in charge will be notified in writing of the issues of non-compliance and provided an opportunity to respond to the

Committee. The faculty/staff member in charge shall have 48 hours to provide CAC a written response.

- f. Once the CAC has determined the response and informed the Office of the Associate Vice President (AVP) for Research, further communications will be in accordance with the policies of that office.
 - g. In reports involving significant harm to animal welfare, the entire IACUC Committee will meet within seven (7) days of the investigation to recommend the course of action. At that time, the faculty/staff member in charge will be given the opportunity to address the committee. In other cases, the Complaint Assessment Committee will present the report and its investigation at a regularly scheduled IACUC meeting.
3. The IACUC, in its sole discretion, may take any of the following options:
- a. Determine the immediate corrective response was appropriate and sufficient.
 - b. Determine retraining of the faculty/staff member in charge and his/her laboratory/ranch staff is required, but no suspension is recommended (IACUC Chair will correspond with the faculty/staff member in charge).
 - c. Suspension of animal use and relearning programs for the faculty/staff member in charge and the laboratory staff.
 - (1) If the IACUC votes (simple majority of the members present) to suspend the use of animals by the faculty/staff member in charge, the AVP for Research will be notified within one working day of the meeting. The AVP will notify the faculty/staff member in charge and must also notify the NIH Office of Laboratory Animal Welfare (OLAW).
 - (2) A subsequent meeting of the IACUC will be called to determine if the faculty/staff member in charge has met the stipulations assessed by the committee and will vote on lifting the suspension. The faculty/staff member in charge (and the AVP) will be notified of the results of the meeting immediately (within 24 hours) in writing by the IACUC Chair.

APPROVED: _____ <signed> _____
Dana L. Gibson, President

DATE: _____ 7/9/14 _____

CERTIFICATION STATEMENT

This academic policy statement (APS) has been approved by the reviewer(s) listed below and represents SHSU's Division of Academic Affairs' policy from the date of this document until superseded.

Original: February 12, 2014
Reviewer(s): Council of Academic Deans
Academic Affairs Council

Review Cycle: February 1, ENY*
Review Date: February 1, 2016

Approved: _____ <signed> _____
Jaimie L. Hebert
Provost and Vice President
for Academic Affairs

Date: _____ 7/17/14 _____

*ENY = Even Numbered Year