

University of Colorado at Boulder; Office of Research Integrity; Institutional Animal Care and Use Committee			
SOP # 1	Title: Complaints about Animal Care and Use		
Date: 2/29/2008	Revision: initial	Effective Date: 2/29/2008	Pages: 3

1. PURPOSE

In most cases, concerns about animal care or use should initially be directed to the PI or animal care facility supervisor for resolution. If the situation is not resolved, or if an individual is unwilling to speak directly to the PI or animal care facility manager, a formal complaint may be filed with the IACUC, as described below.

2. DEFINITIONS

None

3. INFORMING COMMUNITY

Information about how to report concerns regarding animal care and use will be presented during regularly scheduled laboratory animal training sessions, and posted on the IACUC web site and throughout animal laboratory facilities.

4. RECEIVING AND HANDLING ALLEGATIONS

- 4.1. Reports of concerns involving the care and use of animals should be submitted, preferably in writing, to the IACUC Chair, the Vice Chair, the Institutional Veterinarian, IACUC Administrator, or any other member of the IACUC. Verbal reports are also acceptable; in these cases, the recipient IACUC member is responsible for documenting the concerns that have been communicated.
- 4.2. Reasonable steps should be taken to protect the confidentiality of the individual filing the concern. If anonymity is desired, they may contact the university Ombuds office or the CU Ethics Hotline (www.ethicspoint.com)
- 4.3. Reports of concerns involving the care and use of animals are sent to the IACUC Administrator and immediately distributed to the:
 - IACUC Chair
 - Institutional Veterinarian
 - Director of Research Integrity

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4.4. The IACUC Chair, Institutional Veterinarian and IACUC Administrator review the concern and determine whether it requires:

- Immediate action and further investigation
- No immediate action but further investigation
- No action

If immediate action and further investigation is needed, the IACUC Chair or designee notifies in writing or by email the individual or entity that is the subject of the concern. See Immediate Action below.

5. IF IMMEDIATE ACTION IS REQUIRED

5.1. The Institutional Veterinarian, or designee, and one non-veterinarian IACUC member will perform an investigation as soon as possible to determine whether the immediate health and well being of animals are compromised.

5.2. Deficiencies compromising the immediate health and welfare of the animals will be immediately corrected by the Veterinarian or designee. Also, the Veterinarian or designee has the authority to:

- Immediately stop any or all animal research related to the allegation if deemed necessary
- Contact oversight authorities for guidance in addressing reported incidents as needed

5.3. The authority of the Institutional Official of the University of Colorado at Boulder has been extended to the Veterinarian, one non-veterinarian IACUC member, and the IACUC Chair who may by unanimous decision maintain the halt of animal activities while an allegation is under investigation and animal welfare remains an ongoing concern. Such an action must be reported to the Institutional Official and be endorsed by the majority of the quorum of the convened IACUC as soon as possible.

5.4. A written report of findings and action taken will be prepared in consultation with the Institutional Veterinarian or designee and forwarded to the IACUC Chair.

6. IF FURTHER INVESTIGATION IS REQUIRED

6.1. A For-Cause Assessment is conducted, as described in IACUC SOP 2.

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7. IF NO ACTION IS REQUIRED

7.1. If no action is necessary, the IACUC Chair or designee notifies the IACUC of this determination.

7.2. If the IACUC agrees with this determination, the IACUC Administrator notifies in writing the person who filed the complaint why no action was taken.