
Valdosta State University Institutional Animal Care & Use Committee

Standard Operating Procedure Number 007

INSTITUTIONAL ANIMAL CARE AND USE PROGRAM REVIEW

PURPOSE: This Standard Operating Procedure (SOP) outlines the procedures and defines the ratings to be used when the IACUC conducts its semiannual review of the VSU animal care and use program.

SEMI-ANNUAL PROGRAM REVIEW PROCEDURES:

1. The IACUC has established a program review report form. Modifications to this form may be discussed and approved by the IACUC at a convened meeting at any time such modifications are deemed necessary and prudent and a quorum is present.
2. Program reviews inspections shall be conducted at least every six (6) months in accordance with the Guide. They will be conducted during an IACUC meeting at which a quorum is present.
3. IACUC members will address each item on the program review form and will come to a consensus on the rating that should be assigned to each item. The consensus opinion, as well as any minority opinions, will be recorded. The IACUC Administrator or his/her designee (e.g. Research Compliance Specialist) will serve as recorder.
4. Ratings are defined as follows:
 - ◆ Acceptable (A) – Satisfactory without reservation
 - ◆ Minor Deficiency (M) – A deficiency that is not a potential threat to animal health
 - ◆ Significant Deficiency (S) – A deficiency that is or may be a potential threat to animal health or ongoing inattention to a minor deficiency
 - ◆ Not Applicable (NA) – Item is not applicable at the time of this particular inspection
5. If an Adequate is noted, no follow-up is required. If a Minor Deficiency is noted, the IACUC shall identify and record an appropriate corrective strategy, identify a person responsible for follow-up, and set a target date for correction. If a Significant Deficiency is noted, the IACUC shall identify and record an appropriate corrective strategy, identify a person responsible for follow-up, and set a target date for correction. The IACUC Administrator will prepare the program review report for review, approval, and signature at the next IACUC meeting. A copy of the approved program review report will be attached to the semi-annual report to the Institutional Official.
6. The IACUC Chair or the IACUC Administrator will notify the investigator if a deficiency relates to his/her specific protocol. The investigator will be asked to submit a corrective action plan and a reasonable timeline for correction and will be required to notify the

IACUC Chair and IACUC Administrator when the deficiency is corrected. If the Investigator disagrees with the findings of the IACUC inspection, he/she may file an appeal within fifteen days of notification of the deficiency. Such appeals will be considered by the IACUC on a case-by-case basis at the next convened meeting at which a quorum is present.

7. If a Significant Deficiency is noted, the Institutional Official will be informed immediately. If correction requires a financial outlay, the IACUC Administrator will request support from the Institutional Official (IO). Should significant deficiencies be found that are immediately and seriously jeopardizing the health and safety of the animals, the IACUC may, as necessary, suspend the protocol and assign full responsibility for care of the animals to the Attending Veterinarian or an appointed designee.
8. The IACUC Chair and/or the IACUC Administrator will monitor progress on correction of each Minor Deficiency and each Significant Deficiency and shall report to the full committee when the deficiency has been remedied. Correction of Significant Deficiencies shall also be reported to the IO. The IACUC Administrator will record on the original inspection report the date that each deficiency was corrected.