

Policies and Procedures

SECTION: Research and Compliance	NUMBER: R&C-IACUC-4.0			
CHAPTER: Institutional Animal Care and Use Committee (IACUC)	ISSUED: 11/2002	REV. A: 10/2005	REV. B: 11/2006	REV. C: 7/2007
POLICY: Reporting and Record Keeping by Project Personnel	REV. D: 7/2008	REV. E: 11/2009	PAGE 1 OF 2	

1.0 Reporting and Record Keeping by Project Personnel

All personnel working with animals are required to report any unapproved activities or any unexpected events that may compromise animal welfare (see Policy R&C-IACUC-6.0). In addition, certain procedures have specific record-keeping requirements that must be followed by project personnel.

1.1 Animal Incident Reporting

During the course of an IACUC approved research activity, an unanticipated or atypical event (including death of the animal) may occur. Such Animal Incidents are, by definition, occurrences that are not discussed in the Protocol covering the animal work. An unanticipated event is a serious event that impacts animal welfare and that may re-occur if no changes in procedures occur; examples would be unexpected complications from a surgical procedure, or injuries to animals during handling. An atypical event is generally a truly chance event that would not have been avoidable despite reasonable precautions; examples would be the loss of an animal due to an equipment failure or rare congenital condition.

If any Animal Incident occurs, personnel present at the event should immediately contact ARF personnel and/or the Attending Veterinarian if advice or assistance could reduce animal suffering or prevent a recurrence of the Incident. In all cases, an Animal Incident Report must be completed within 72 hours of the event and submitted electronically to the ARF Manager and IACUC Office; the form is available at <http://www.creighton.edu/researchcompliance/iacuc/forms/>. The Report describes the nature of the Incident and a Plan of Action to prevent recurrence, if appropriate. If a finalized Report cannot be submitted within 72 hours of the Incident, an initial Report should be submitted by this deadline with a follow-up Report submitted as soon as possible thereafter. The Report(s), including the Plan of Action, are reviewed by the Attending Veterinarian, ARF Director or designee, and the IACUC. Principal Investigators are reminded that any Plan of Action involving changes to procedures described in a Protocol will require an approved modification of the Protocol.

Failure to report an initial Animal Incident Report within 72 hours may result in corrective action by the IACUC and/or ARF.

1.2 Surgery Record Keeping

All surgeries on non-rodent mammals require detailed Standard Operating Procedures on file

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with IACUC. Investigators may choose to use the species specific Standard Operating Procedures developed by the Attending Veterinarian or to create their own Standard Operating Procedures. Modifications of the Standard Operating Procedures must be approved by the IACUC. The health records and protocol are kept with the animal at all times along with records of pre-operative, operative and post-operative care. This information must be recorded on the standardized forms available on the IACUC web site. These forms must be complete and available to all project personnel, the ARF personnel, and the Attending Veterinarian so the investigator can be quickly contacted and appropriate treatment decisions can be made. Animal Incident Reports are required for all unexpected and serious complications including, but not limited to death.

Surgery and recovery in rodents should be documented according to the ARF requirements including post-procedure care and health alert cards.