7.0 Reporting Requirements

7.1 USDA Registration and Public Health Service Assurance

The IACUC is responsible for completing the USDA Registration and PHS Assurance. The IACUC may seek input from the ARF Director, General Counsel and other individuals as necessary to complete these documents. The USDA Registration is renewed every three years. The PHS Assurance is renewed every four years. The USDA Registration and PHS Assurance are signed by the Institutional Official and submitted to the appropriate agency by the IACUC.

7.2 Annual Reports

USDA/APHIS – The IACUC is required to submit an Annual Report to APHIS. The ARF shall prepare the Annual Report for signature by the Institutional Official. The Annual Report shall outline Creighton University’s compliance with the AWA, the location of all facilities where animals are housed or used, and specific animal information as required by the AWA. The report shall cover the previous federal fiscal year, October 1–September 30. The IACUC shall submit the signed Annual Report to the Animal Care Regional Director for Western Region on or before the first of December in each calendar year.

PHS/OLAW – At least once every 12 months the IACUC, through the Institutional Official, shall submit a written report, to include any minority views, to OLAW. The report shall include the following:

- Changes to Creighton University’s program or facilities that would place it in a different category than specified in our Assurance;

- Changes in the IACUC membership;

- Changes in the description of the Creighton University IACUC Policies and Procedures for animal care and use programs as outlined in the Assurance;

- Dates that the IACUC conducted its semiannual evaluations and submitted its reports to the Institutional Official.

If there are no changes, the report shall state that there are no changes and shall inform OLAW of the dates of the semiannual evaluations and submission of semiannual reports to the Institutional Official.

7.3 Semiannual Reports
Upon completion of semiannual reviews (see Policy RC-IACUC-5.0 section 5.1), the IACUC shall submit written semiannual reports (see Policy RC-IACUC-5.0 section 5.2) to the Institutional Official.

### 7.4 Other Reporting Requirements

The IACUC shall ensure reports are made when required by findings of noncompliance as set forth in Policy RC-IACUC-6.0.

### 7.5 Record Keeping Requirements

The IACUC shall maintain Applications and Continuing Review forms submitted for review; minutes of meetings, including records of attendance; activities of the IACUC and deliberations, records of proposed activities, and proposed significant changes, including whether the IACUC approval was given or withheld; records of semiannual reports and recommendations; and Creighton University’s Assurance, USDA Registration and annual reports to government agencies. These records shall be retained as follows:

- **Five-Year Retention** – The IACUC shall retain the Assurance for at least five years or until such time as a new Assurance is approved, whichever is longer.

- **Three-Year Retention** – The IACUC shall retain the following records for at least three years:
  - Records of semiannual IACUC reports and recommendations,
  - Records of animals,
  - Records of any accrediting body determinations, if applicable,
  - Annual reports,
  - USDA Registration.

- **Other** – The IACUC shall retain records relating to proposed activities and significant changes in ongoing activities reviewed and approved by the IACUC for the duration of the activity and three years after the end of the activity. Such records include, but are not limited to, records of Applications, Continuing Review forms, minutes of IACUC meetings, and records of investigations of noncompliance related to an approved protocol.