5.3.1 Reporting to OLAW & USDA

**Annual Reporting**

As required by PHS Policy and the Animal Welfare Act, the IACUC, through the IO, will submit annual reports to OLAW and USDA by December 1 of each year. The University’s reporting period is October 1 – September 30. Annual reports will be submitted to AAALAC at least once every 12 months.

**Other Reporting**

The IACUC, through the IO, will promptly provide a full explanation of the circumstances and actions taken to the appropriate reporting agency as follows:

| USDA-APHIS | • A change of operation affecting the institution’s status as a research facility.  
|            | • An animal activity suspension by the IACUC during a convened meeting with a quorum present.  
|            | • A failure to correct a significant deficiency identified by the IACUC during a semiannual inspection. |
| OLAW       | • Any serious or continuing non-compliance with PHS Policy.  
|            | • Any serious deviations from the provisions of the Guide.  
|            | • Any suspension of an activity by the IACUC. |
| AAALAC, International | • Unexpected animal deaths  
|            | • Natural disasters  
|            | • Significant animal rights activities (e.g., protests, break-in, property damage, FOIA or other open records request that includes AAALAC documents)  
|            | • Inappropriate euthanasia techniques and/or failure to confirm euthanasia  
|            | • Allegations/complaints/reports regarding animal welfare concerns  
|            | • Lack of veterinary care  
|            | • OLAW/USDA investigations  
|            | • Changes in unit contact (include degree, title, address, phone and fax numbers, and email).  
|            | • Changes in facility size, location, name if site visit is pending before Annual Report is to be submitted. |
5.3.2 Reporting to Other Parties

All investigations by the Compliance Assessment Committee (CAS) and/or the IACUC will be reported internally at the completion of the investigation to the following individuals, as appropriate:

- Principal Investigator (PI) PI’s Department Chair
- PI’s School Director and/or College Dean
- Chair, IACUC
- Vice-Chair, IACUC
- Director, Office of Research Support and Compliance
- Director, Animal Resources Center
- Director, Office of Sponsored Projects (if project is externally funded)
- Vice President for Research

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<th>Approval Date</th>
<th>Change(s) Approved</th>
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<td>10/11/2021</td>
<td>Updated information regarding annual reporting to OLAW, USDA, AAALAC, Int.</td>
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