

The University of Tennessee - Knoxville Policy for Reporting Noncompliance with Laboratory Animal Care and Use Guidelines

The University of Tennessee – Knoxville (UTK) is strongly committed to the highest standard of animal care and compliance with all applicable regulations, policies and guidelines. Our animal care and use program is governed by Federal Guidelines for the care and use of animals for research and teaching. The Institutional Animal Care and Use Committee (IACUC) oversees the entire program and reviews and approves all animal teaching and research activities. The animal care and use program at UTK is inspected by the United States Department of Agriculture (USDA) and is accredited by the Association for Assessment and Accreditation of Laboratory Animal Care, International (AAALACi) considered the highest endorsement of excellence. The animal care program is based on the Animal Welfare Act and Regulations, the Guide, and the institution's Letter of Assurance with the Public Health Service (National Institutes of Health).

If you observe or have knowledge of activities that you believe constitute inappropriate animal care and use, you are encouraged to report these activities so that they can be investigated.

As per federal regulations, no facility employee, student, IACUC member or laboratory personnel will be discriminated against, or be subject to any reprisal for reporting noncompliance.

1. Concerns or complaints regarding animal usage within UTK should be brought directly to the attention of the people involved whenever possible.
2. If the concern or complaint cannot be handled directly, or if an individual wishes to report anonymously, it may be handled one of two ways:
 - a. If an emergency situation exists, contact the University Attending Veterinarian or designee immediately. Call the Office of Laboratory Animal Care (OLAC) at 974-5634. If after hours, voice mail will provide emergency contact information or a message may be left. Emergency contact information is posted in each animal facility. An attempt will be made by the OLAC veterinarian to contact the principal investigator (PI) prior to any action being taken. The OLAC veterinarian will take any necessary action in the best interest of the animal.
 - b. If the situation is not an emergency, the concern or complaint may be submitted to the IACUC office, the IACUC Chairman, the Director of Animal Compliance Support (DACS) or the Institutional Official (IO). Contact information is posted in all animal facilities, satellites and laboratory areas *or found on the UT IACUC homepage (<http://iacuc.tennessee.edu/>)*. The individual indicated in the inappropriate activity will be informed that a noncompliance concern has been reported against them. The IACUC Chairman will form a subcommittee to investigate the concern which includes interviewing all involved individuals. A report will be prepared *including* the interview results and the subcommittee recommendations which will be discussed at the next scheduled IACUC meeting. The IACUC will determine what action will be taken to resolve the noncompliance.
3. A written report will be sent to the individual(s) primarily involved in the concern/noncompliance. The individual may respond in writing or by attending the next IACUC meeting to provide their point of view of the incident. The final report, with *IACUC* recommendations, will be sent to the Institutional Official, the PI's departmental chairman and if necessary, reported to the oversight organizations. All reports will be filed in the IACUC Office for documentation of the incident and the investigation.
4. The Institutional Animal Care and Use Committee may suspend an unapproved activity or an activity which was previously approved, if it determines that the activity is not being conducted as described in the approved protocol.

Contact information:

- Institutional Official 865-974-7262 jthomp70@utk.edu
- Office of Laboratory Animal Care 865-974-5634 OLAC@utk.edu
- Institutional Animal Care and Use Committee 865-974-3631 ebailey@utk.edu
- Director of Animal Compliance Support 865-755-3134 dglassma@utk.edu

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