# **PROCEDURE FOR REPORTING ANIMAL WELFARE CONCERNS**

1. Purpose

 In accord with federal law (Code 9 of Federal Regulations Part 2 Regulations, Subpart C, 2.32 c (4)) on this matter, the University must provide a system whereby employees can report concerns about perceived or suspected deviations from animal welfare laws and regulations, or from University policies and standards.

Employees doing so must be assured that:

* 1. they can report their concerns without fear of reprisal, anonymously if desired.
	2. their concerns will be promptly and fairly investigated, and
	3. they will be informed of the outcome of the investigation.
1. Responsibility

 Any employee concerned that a possible violation of animal welfare policy has occurred should complete part 2 of the enclosed form. For anonymous reporting, the following link provides an anonymous form: [Anonymous Form](https://docs.google.com/forms/d/1lpRi2TTHw0WioqSisWIqvzQu0VfA0HW9FFSeyTsz_6o/edit?usp=sharing)

 Concerns may include perceived problems, deviations, or deficiencies regarding animal housing, care, or use at Southeastern Louisiana University facilities.

1. How to Report

 Item 2 of the attached Employee Concern Action Form (ECAF) should be filled out by the concerned employee, whose name should be known by the chairperson of the Institutional Animal Care and Use Committee (IACUC). The ECAF (or anonymous form) is given (or submitted) to the chairperson of the IACUC (currently Dr. Penny Shockett). If the IACUC chairperson is not available, the ECAF should be given to the veterinarian serving on the IACUC (currently Dr. Farrel) or the PHS recognized Institutional Official (IO) (currently, Dr. Cheryl Hall, Director of the Office of Sponsored Research and Programs).

1. Initiation of Investigation

 After the chairperson of the IACUC has received and reviewed the submitted ECAF (or anonymous form), he/she will remove the name of the person reporting the concern and other personal information before relaying the information. If the submitted ECAF is not clear or complete, the chairperson will interview the concerned employee to obtain additional information. Within 3 working days after receipt of the ECAF, the chairperson will complete and send a copy of the ECAF to the University appointed veterinarian.

The veterinarian and the IACUC chairperson are normally responsible for investigating the report; however, these individuals may decide to have someone else lead the investigation (normally someone not involved in the allegation).

1. Resolution of Investigation

 Other items on the ECAF (or anonymous form) will be completed by the chairperson, IACUC, and by the attending veterinarian.

**CONFIDENTIAL**

**EMPLOYEE CONCERN ACTION FORM (ECAF)**

This form initiates university review of possible violations of:

* 1. animal welfare laws or regulations, or
	2. related university policies or standards, or
	3. unacceptable moral or aesthetic aspects of animal use.
1. Confidentiality: This report is not discussed with persons not involved in its follow up. Only the IACUC chairperson will retain the original copy, which may reveal the concerned employee’s name and other personal information. Copies of this form will have this personal information removed before copies are passed to other individuals.
2. Employee’s Animal Welfare Concern (Append additional sheets as necessary):

(Type or Print)

1. Signature of IACUC Chairperson:

Date Report Received:

1. Signature of Veterinarian on the IACUC/Date:
2. Signature of Individual leading Investigation:

Date Initiated: Date Investigation Completed:

1. Summary of Finding: (append additional sheets as necessary)
2. Actions Taken/Recommended: (append additional sheets as necessary)
3. Discussed with Concerned Employee:

Yes No Date:

Employee Concurred with Action Taken:

Yes No Date: