

HACKENSACK UNIVERSITY MEDICAL CENTER
Research Department Policy Manual

**Name: Institutional Animal Care and Use
Committee (IACUC) - Recordkeeping**

Policy # IACUC 113

Effective Date: November, 2012

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GENERAL

Purpose: To assure records are kept in accordance with Federal regulations.

Administration: The IACUC is responsible for the review and revision of this policy.

Policy: To maintain IACUC records in accordance with federal regulations.

PROCEDURE

The HackensackUMC IACUC will maintain for at least three years:

1. A copy of the Assurance and any modifications thereto, as approved by the Office of Laboratory Animal Welfare (OLAW). (5yrs)
2. Minutes of IACUC meetings, including records of attendance, activities of the committee, and committee deliberations.
3. Records of applications, proposals, and proposed significant changes in the care and use of animals and whether IACUC approval was given or withheld.
4. Records of semiannual IACUC reports and recommendations (including minority views) as forwarded to the Institutional Official.
5. Records of accrediting body determinations.

The HackensackUMC IACUC will maintain records that relate directly to applications, proposals, and proposed changes in ongoing activities reviewed and approved by the IACUC for the duration of the activity and for an additional three years after completion of the activity.

All records shall be accessible for inspection and copying by authorized Office of Laboratory Animal Welfare (OLAW), United States Department of Agriculture (USDA) or other Public Health Service (PHS) representatives at reasonable times and in a reasonable manner.

REFERENCES:

Public Health Service Policy on Humane Care and Use of Laboratory Animals:

National Institutes of Health, Office of Laboratory Animal Welfare. Public Health Service: *Policy on Humane Care and Use of Laboratory Animals* (8/7/02). Section IV: Implementation by Institutions. Retrieved from
<http://grants.nih.gov/grants/olaw/references/phspol.htm#AnimalWelfareAssurance>

Committee for the Update of the Guide for the Care and Use of Laboratory Animals, Institute for Laboratory Animal Research, Division on Earth and Life Studies, National Research Council of the National Academies. (c2011). Animal Care and Use Program. In *Guide for the Care and Use of Laboratory Animals*, 8th ed. (Chapter 2). Retrieved from:
<http://grants.nih.gov/grants/olaw/Guide-for-the-care-and-use-of-Laboratory-animals.pdf>

Code of Federal Regulations, Title 9 (Animals and Animal Products), Subchapter A - Animal Welfare, Part 2 - Regulations, (3/22/13). Retrieved from
http://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title09/9cfr2_main_02.tpl
Revised 3/2013

Laber, K., & Smith A. (2006). Submission and Maintenance of IACUC Protocols. In J. Silverman, M.A. Suckow & S. Murthy (Eds.), *The IACUC Handbook* (pp. 93-112). Boca Raton : CRC Press.

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