

REPORTING TO THE INSTITUTIONAL OFFICIAL AND  
REPORTING TO REGULATORY AND SPONSORING AGENCIES

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**PURPOSE :** This Standard Operating Procedure (SOP) outlines the procedures for reporting results of program reviews and facility inspections to the Institutional Official (IO). It also outlines procedures for reporting incidents of non compliance to regulatory and sponsoring agencies.

**PROCEDURES FOR REPORTING TO THE INSTITUTIONAL OFFICIAL :**  
immediately. If correction requires a financial outlay, the IACUC Administrator will request support from the IO.

2. Following semi-annual program reviews and facility inspections, the IACUC will report all findings to the IO. The IACUC Administrator will prepare a memorandum summarizing significant and minor deficiencies that will be presented along with the completed report form(s) for IACUC review and approval. The memorandum will be signed by members of the IACUC who are present at the meeting. The IACUC Administrator will append copies of the approved program review and inspection reports to the memorandum and will forward it to the IO.

**PROCEDURES FOR REPORTING NONCOMPLIANCE TO REGULATORY AND SPONSORING AGENCIES :** The IACUC, through the IO, will promptly notify the Office of Laboratory Animal Welfare (OLAW), the Animal and Plant Health Inspection Service (APHIS) of the US Department of Agriculture, and/or any sponsoring agency that requires such reporting, the following situations:

- § Any serious or continuing noncompliance with the PHS Policy, USDA regulations, or sponsor requirements;
- § Any serious deviations from the provisions of the "Guide;"
- § Any significant deficiency which remains uncorrected after scheduled correction; or
- § Any suspension of an activity by the IACUC.

A full explanation of the circumstances and actions provided will be provided, and reports will be made within fifteen (15) days of the noted date of the noncompliance.