



### Reporting Procedures and Guidelines for Handling Reports of Non-Compliance

Any member of the University or public may bring concerns or complaints regarding animal use at Florida State University to the attention of the ACUC. Reports may be made anonymously. The anonymity of individuals reporting concerns will be maintained to the degree legally possible.

No person shall be retaliated against as a result of voicing a concern. No FSU employee, student, or IACUC member will be discriminated against or subjected to any reprisal for reporting suspected noncompliance. The individuals against whom the allegations are made will be treated in a fair and professional manner throughout the investigation.

**Reporting Procedures:** Concerns should be brought directly to the attention of the individual performing the activity of concern whenever possible. If concerns cannot be handled directly or the resolution is not satisfactory, concerns may be reported to one of the following individuals or any ACUC member.

Name	Phone	Email
Dr. Pradeep Bhide <i>Chair, ACUC</i>	645-9847	phide@fsu.edu
Dr. William Hill <i>Director, Laboratory Animal Resources and Attending Veterinarian</i>	644-6411	wahill@fsu.edu
Dr. Stacey Patterson <i>Vice President for Research and Institutional Official</i>	645-4940	sspatterson@fsu.edu

**In emergencies,** the Attending Veterinarian (AV) or designee should be contacted immediately. The AV or designee shall take any necessary action to relieve animal suffering or address animal welfare issues. The concern and actions taken by the AV will be reported to the IACUC Chair or designee by the end of the next regular business day. The Chair or designee will then appoint an ad hoc subcommittee as described below.

**In non-emergency situations,** the concern should be submitted to the ACUC Chair, ACUC Coordinator, AV, or any other IACUC member. Within 72 hours of receipt of concern, the Chair or designee will appoint an ad hoc subcommittee.

**Notification and Invitation to Respond:** The ACUC Chair shall notify the individual or individuals who are the subject of the complaint, the respective department chair, and the Vice President of Research of the concern in writing, including a description of the allegation. The individual(s) who are the subject of the complaint will be invited to provide a written response to the concern within three business days of

notification and will be offered an interview with the subcommittee. At the discretion of the Chair, the three-day response period may be extended due to extenuating or unforeseen circumstances.

**ACUC Subcommittee Inquiry:** The subcommittee will be composed of no less than three ACUC voting members. The subcommittee shall conduct an inquiry into the basis for the complaint, collecting all relevant information for this purpose. The subcommittee may conduct inspections of facilities and relevant records and may request interviews of the individual(s) who are the subject of the complaint, the complainant, and any other person who has been reasonably identified as having information regarding any relevant aspects of the concern. The subcommittee may solicit the expertise of subject matter experts if required. The ACUC subcommittee inquiry may run concurrently with the notification and invitation to respond. The subcommittee will report its findings, including any mitigating or aggravating factors, to the ACUC at the next scheduled or called meeting. The individual(s) who are the subject of the complaint will be provided with the specific complaints and provided an opportunity to respond to the convened ACUC. Throughout the process, any information that potentially identifies the individual(s) making the complaint should be redacted from all communications and documents provided to the individual(s) who are the subject of the complaint.

**ACUC Determination:** The ACUC, by a simple majority vote of quorum, will determine whether non-compliance has occurred. A determination of non-compliance must be supported by a preponderance of the evidence (i.e., that non-compliance was more likely to have occurred than not to have occurred).

The ACUC may, by a simple majority vote of quorum, suspend an activity or impose lesser corrective remedies if activities are determined not to be conducted in accordance with an approved ACUC protocol or applicable provisions of Federal, state, and local animal care and use regulations and guidelines.

A written summary of the allegation, findings, determinations, and corrective actions will be forwarded to the concerned parties, including the individual(s) who are the subject of the complaint, Institutional Official, Department Chair, Associate Dean for Research, and Dean.

**Invitation to Respond:** The individual(s) who are the subject of the complaint will be invited to comment in writing on the ACUC's written summary, such as to correct or refute the ACUC's findings of fact, within twenty calendar days of the date of the initial determination letter. The ACUC will consider any communication received from the respondent at the ACUC's next scheduled or called meeting.

**Final Disposition:** After consideration of the response to the ACUC's written summary and correction of any discrepancies of fact, the determination of the ACUC will be final and not subject to additional review. If applicable, a final disposition letter will be issued to regulatory, accreditation, and funding agencies.

Revision History:

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