

STONEHILL COLLEGE

Animal Care and Use Report Form

How to Report a Concern

Procedures for Completing the Stonehill College Animal Care and Use Reporting Form (Part A)

The Stonehill College Institutional Animal Care and Use Committee (IACUC) provides the following instructions and procedures for reporting animal care and use concerns:

1. If you have identified an animal care and/or use concern(s), please complete Part A of the "Stonehill College Institutional Animal Care and Use Concern Reporting Form." If you prefer to describe your concerns in person or by telephone, you may go to or contact the IACUC Administrator and an IACUC staff member will complete the report (Part A, Reporting Form) for you. ***If you are reporting a concern and wish to remain anonymous, please do not enter your name in section A.3, "Person Reporting Concern."*** Anyone reporting a concern is protected by the Stonehill College Whistleblower Policy.
2. Once Part A is completed, forward the form to the IACUC Office for review and action. If immediate or urgent veterinary care is required, the report will also be forwarded to the Attending Veterinarian.

IACUC Office

Phone: 508-565-1766

Fax:

Electronic mail: hyu@stonehill.edu

Campus mail: Shields Science Center room 217

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**Stonehill College Institutional Animal Care and Use Concern Reporting Form
(Part A)**

Part A. TO BE COMPLETED BY PERSON REPORTING THE CONCERN

Date:

Concern is:

- Animal Use/Protocol
- Veterinary Care
- Husbandry
- Occupational Health & Safety
- Policy
- Other

1. General Information:

Principal Investigator (PI) if known:
Protocol number, if known:
Species involved:
Number of animals involved:
Animal ID number(s), if known:
Location of animals (Facility, Building, Room #):

2. Please briefly describe your concern:

3. Person Reporting Concern (optional – Do not include if you wish to remain anonymous):
Contact information:

Submit completed forms to IACUC by:

- 1) campus mail at IACUC Office
or
- 2) electronic mail at hyu@stonehill.edu (include as an attachment)
or
- 3) phone 508-565-1766
or
- 4) fax
or
- 5) in person to the IACUC Office (Shields Science Center, room 217)

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**Stonehill College Institutional Animal Care and Use Animal Concern Reporting
Form (Part B)**

Part B. TO BE COMPLETED BY PERSON *EVALUATING* THE CONCERN

Name:

Telephone number:

Electronic mail address:

1. Was there an impact on the health or well being of the animal(s)? [] No [] Yes

2. If yes, describe the impact:

3. When was the Principal Investigator (PI) contacted?

4. What was the PI's response?

5. Who else was contacted to discuss this concern (include date and time; if more than one person, list each individually) and summarize discussion:

A. Person Contacted:

Date/time:

Issue(s) discussed:

B. Person Contacted:

Date/time:

Issue(s) discussed:

C. Person Contacted:

Date/time:

Issue(s) discussed:

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6. Was there a protocol, policy, or other violation? No Yes

7. Describe the violation:

8. If a protocol, policy, or other violation occurred, was corrective action taken? No Yes

9. Describe corrective action:

10. IACUC notification:

- Request for immediate subcommittee review and action
- For report at regularly scheduled IACUC meeting

IACUC Chair Signature:

Date:

Date Animal Care and Use Reporting Form received in IACUC Office:

Date of IACUC Review #1: Action Taken:

Date of IACUC Review #2: Action Taken:

Date of IACUC Review #3: Action Taken: