

	UCSD INSTITUTIONAL ANIMAL CARE AND USE COMMITTEE POLICY MANUAL	POLICY # 1.04 Originally Issued: 4/18/91 Revised: 5/21/14
	Reporting Animal Concerns	

I. Background and Purpose

The University of California, San Diego is committed to the humane treatment of all animals used in research, and teaching. The privilege to use live animals for the advancement of science and medicine carries with it the responsibility to follow all applicable laws, policies, and procedures concerning animal welfare.

II. Who Should Read This Policy

Everyone who uses or observes animal use at UCSD.

III. Definitions

None

IV. Policy

1. This policy, containing all contact information and related information, shall be provided to all animal users and posted publicly.
2. Anyone who is aware of potential violations to existing animal care and use regulations or observes misuse or mistreatment of animals is strongly encouraged to report their concerns. Members of the University community are encouraged to report their concerns through normal lines of communication. They and individuals from the public at large may report their concerns to the individuals listed in VI. below OR through the University of California San Diego whistleblower hotline at 1-877-319-0265 <http://blink.ucsd.edu/go/whistleblower> .
3. The report should include a factual description with as many of the following as possible: date, time, location, animal species, numbers, identification of animals, personnel involved, and any other relevant details. Anonymous reports are accepted if sufficient detail is provided to allow adequate investigation of the allegations.
4. The complainant's identity will be kept confidential according to the federal and state whistleblower law and University policy.

V. Related Documents

UCSD Whistleblower hotline information site	http://blink.ucsd.edu/go/whistleblower
Animal Welfare Act and Regulations	http://www.nal.usda.gov/awic/pubs/IACUC/whi.htm

VI. Additional information**Methods for Reporting Animal Care and Use Compliance Violations at UCSD**

1. Often, the preferred first course of action is to discuss the issue and resolve it on site with the individuals present or to report it to your direct supervisor.

2. If this is not possible or is not successful, a report (anonymous or not) may be submitted to:

- IACUC/Animal Welfare Program phone 858-534-6069
- Email to iacuc@ucsd.edu
- Mail to IACUC/Animal Welfare Program mail code 0071
- The following individuals who are responsible for animal care and use at UCSD:

Director, IACUC Office	(858) 534-6968
Campus Animal Welfare Specialists	(858) 534-6069
Director, Animal Care Program	(858) 534-3188
Chair, IACUC	(858) 822-2466
Institutional Official	(858) 534-3526
Whistleblower Hotline	(877) 319-0265