

Policies and Procedures



Reporting and Responding to Deficiencies in Animal Care and Treatment

1.0 Purpose and Scope

The Owensboro Community and Technical College considers the humane care and use of animals used in teaching and research of utmost importance. The Institutional Animal Care and Use Committee (IACUC) encourage anyone who has a concern about animal care and treatment to report their observations according to one of the procedures listed below. An IACUC subcommittee will immediately investigate any allegation of misconduct concerning animal care and/or use. Individuals making the report are not required to identify themselves, and the IACUC will make every effort to protect their anonymity to the extent permitted by law. KCTCS employees are also protected against retaliation when acting in good faith.

2.0 Reporting Procedures:

Concerns regarding misconduct in the care and treatment of animals may be reported in any of the following manners:

2.1 Telephone or Email:

- Attending Veterinarian
270-686-3780 or eddie.leach@kctcs.edu
- IACUC Chair
270-686-4643 or kathy.hoffman@kctcs.edu
- OCTC Institutional Animal Care and Use Committee
octc.iacuc@kctcs.edu

2.2 Written reports should be addressed to the IACUC chair or member in the following manner:

*Chairperson or Member (Name), IACUC
Science Building Room 124
Owensboro Community and Technical College
4800 New Hartford Road
Owensboro, KY 42303
Private and Confidential*

2.3 Reports may also be made verbally to the attending veterinarian, IACUC chair, or any IACUC member. A current roster of IACUC members may be obtained from the Office of Academic Affairs (270-686-4515)

Reports should be as specific as possible, including date, time, and type of misconduct. The type of misconduct should include species, number of animals, and any person or persons involved.

3.0 IACUC Response to Deficiency Reports:

The receipt of a report will be brought immediately to the attention of the Institutional Official, the IACUC chair, and the attending veterinarian. These three individuals will constitute a subcommittee to investigate and when applicable (claims are substantiated), bring about the correction of the deficiency. These investigations will be carried out following KCTCS grievance policy. The IACUC will be contacted via email that a deficiency has been reported and that the subcommittee is in the process of investigating the claim. At the next regularly scheduled IACUC meeting, the deficiency will be described to the committee along with any corrective action that has taken place. In the event the deficiency is required to be reported to any outside agency (OLAW, USDA) or other entity determined by the committee, a letter will also be forwarded to the division dean affiliated with the project in question. The IACUC and subcommittee members will remain honor-bound (obligated) to respect report confidentiality.