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**UC Davis  
Institutional Animal Care and Use Committee (IACUC)**

***Title: Reports of Animal Care and Use Concerns***

**I. Purpose:**

To establish the UC Davis policy for the reporting and investigation of concerns regarding animal care and use.

**II. Policy:**

As required by the Animal Welfare Act (AWA), the USDA Animal Welfare Act Regulations (AWR), and the Public Health Service (PHS) Policy, UC Davis will provide a method by which

1. Employees, students, or members of the public may report animal-related concerns. Any individual reporting a concern may remain anonymous and is not required to include the name of the individual reporting the concern.
2. Concerns will be communicated to the IACUC.
3. The IACUC will review each concern in a timely manner.
4. The IACUC will take prompt, appropriate, and corrective action on such concerns when necessary.

All reports of concern will be reviewed, formally investigated if warranted, and recorded in the IACUC minutes. The IACUC Chair, Attending Veterinarian, IACUC Director, Institutional Official, and Animal Care Leadership Team will be notified of all reports.

**III. Procedures:**

- A. Training  
Instruction on this policy and procedure for reporting a concern are included in the Animal Care and Use 101 (ACU 101) course. Methods for how to report a concern are also posted in laboratories and related facilities and vivaria.
- B. Guidance  
The IACUC policy for reporting concerns is available on the IACUC website.
- C. Reports of Concern

1. Reports of any animal care and use concerns can be submitted to the IACUC Office or the Attending Veterinarian via campus mail, email, telephone, or in person. Any individual reporting a concern may remain anonymous and is not required to include their name when reporting. The UC Davis [Whistleblower Policy](#) PPM 400-05, protects employees who report improper government activities from retaliation.
2. Upon receipt of a concern, the IACUC Office staff will review the concern in a timely manner, make the appropriate notifications, and begin the investigation in collaboration with an IACUC faculty member(s). If immediate or urgent veterinary care is required, Campus Veterinary Services, or other appropriate veterinary care personnel, will be immediately contacted, and will take appropriate action.

D. IACUC Investigation

The following investigation and documentation procedure will be used for reports of animal care and use concerns:

1. The IACUC Office or Campus Veterinary Services will review the concern and present a report along with an action plan if required at the next convened IACUC meeting.
2. At the conclusion of the review, the IACUC Office or Campus Veterinary Services staff will provide the IACUC with a final summary of the concern. This will include if there was misinformation or a misunderstanding and no deficiencies or animal care concerns observed, or if significant or minor deficiencies were found and with a corrective active plan.
3. Confidentiality to the extent possible will be maintained during all investigative procedures and documentation. A reporter of a concern is protected from retaliation. More information can be found in the [UC Davis Whistleblower website](#). If possible, the outcome of the investigation will be shared with the person(s) who reported the concern.

IV. **Resources:**

1. Animal Welfare Act and Regulations  
<https://www.nal.usda.gov/awic/animal-welfare-act>
2. ILAR, Guide for the Care and Use of Laboratory Animals

<http://nap.edu/12910>

3. PHS Policy  
<https://olaw.nih.gov/policies-laws/phs-policy.htm>
4. UC Davis Whistleblower Policy  
<https://policy.ucop.edu/doc/1100563/WPP>
5. UC Davis Whistleblower website  
<https://compliance.ucdavis.edu/whistleblower-and-whistleblower-retaliation>
6. UC Davis Animal Care Anonymous Concern Online Reporting Form  
[https://ucdavis.co1.qualtrics.com/jfe/form/SV\\_ewYIKhY1MhYLYMu](https://ucdavis.co1.qualtrics.com/jfe/form/SV_ewYIKhY1MhYLYMu)

## UC Davis Institutional Animal Care and Use Concern Reporting Form

### How to Report a Concern

#### Procedures for Reporting an Animal Care and Use Concern

The UC Davis 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 the "UC Davis 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 Office. ***If you are reporting a concern and wish to remain anonymous, please do not enter your name on the reporting form.*** People reporting a concern are protected by the UC Davis Whistleblower Policy.
2. Once the reporting form is completed, forward the form to the IACUC Office for review and action. If immediate or urgent veterinary care is required, please contact Campus Veterinary Services-  
<https://research.ucdavis.edu/policiescompliance/animal-care-use/campus-veterinary-services/>

**Date of incident:**

**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 (field will expand as needed):**

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

Contact information:

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**Submit completed forms to the IACUC Office or the Attending Veterinarian:**

- Campus mail: IACUC Office
- Electronic mail: [iacuc-staff@ucdavis.edu](mailto:iacuc-staff@ucdavis.edu) (include form as an attachment)
- Phone: 530-752-2364
- In person: IACUC Office – 980 Old Davis Rd., Building Q3  
OR CAMPUS VETERINARY SERVICES – 980 Old Davis Rd., Building H3  
Via web link : [https://ucdavis.co1.qualtrics.com/jfe/form/SV\\_ewYIKhY1MhYLYMu](https://ucdavis.co1.qualtrics.com/jfe/form/SV_ewYIKhY1MhYLYMu)



# How to Report an Animal Concern



Animal welfare concerns may be reported as follows:

1. Mail or email the "UC Davis Institutional Animal Care and Use Concern Reporting Form" which can be found on the IACUC website or using the QR code below,  
<https://research.ucdavis.edu/policiescompliance/animal-care-use/iacuc/>
2. In person or by telephone to an IACUC Staff member.
3. By contacting Rhonda Oates (Attending Veterinarian) at (530) 754-5598
4. By contacting the UC Whistleblower Hotline at 1-800-403-4744 or [universityofcalifornia.edu/hotline](https://universityofcalifornia.edu/hotline)

***If you are reporting an animal-related concern you have the right to remain anonymous.*** Individuals reporting a concern are protected by the UC Whistleblower Policy.

<https://policy.ucop.edu/doc/1100171/Whistleblower>



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