



UAF POLICY AND PROCEDURE STATEMENT

Policy/Procedure: Notification of Principal Investigator

Laboratory Animal Technologist and Laboratory Animal Aide will bring any questions, concerns or issues to the Director for assessment prior to any action. If the Director is not available in person or by telephone, the Research Compliance Officer will be contacted and conduct the assessment prior to any action. Note: University Animal Facilities will log all contacts and contact attempts.

A. Minor issues that are not directly impacting animal welfare

Examples: Number of animals close to or exceeding protocol limits
Questions/concerns relating to husbandry care

1. Email message with return receipt selected to confirm deliver of email.
(Email is printed and filed. Response is printed and filed.)

B. Minor issues that may impact animal welfare*

Examples: Possible illness of an animal
Observations of the animal that might be pertinent to the PI's research
Proposed changes in husbandry concerning unanticipated animal welfare impacts
Questions/concerns about researcher handling of animals

1. Telephone call to campus number supplied by PI on associated protocol.
2. Leave message if no answer.
3. Email message with return receipt selected to confirm deliver of email.
(Email is printed and filed. Response is printed and filed.)

C. Minor issues that impact animal welfare*

Examples: Illness/injury of an animal
Observations of the animal that might be pertinent to the PI's research
Proposed changes in husbandry to deal with unanticipated animal welfare impacts
Questions/concerns about researcher handling of animals

1. Telephone call to campus number supplied by PI on associated protocol.
2. If no answer, call secondary number(s) listed on the protocol.
3. If PI is out of town or otherwise unavailable, contact a PI designated responsible person
4. Email message with return receipt selected to confirm deliver of email.
(Email is printed and filed. Response is printed and filed.)

Notification of PI

D. Major issues that impact animal welfare**

Examples: Life threatening illness/injury of animals
Violation of a protocol with direct health consequences for animal(s)
Questions/concerns about researcher handling of animals

1. Telephone call to campus number supplied by PI on associated protocol
2. If no answer, call secondary number(s) provided to contact a PI designated responsible person.
3. If there is still no answer, attempt to physically locate PI or designated responsible individual.
4. If PI is out of town or otherwise unavailable and cannot locate designated responsible individual, contact department Chair and explain situation, including basis for the concern and history of contact attempts. Action taken relative to addressing the situation is at the discretion of the Director and/or Attending Veterinarian.
5. Email message with return receipt selected to confirm deliver of email.
(Email is printed and filed. Response is printed and filed.)

*Attending Veterinarian is routinely notified of situation by email or telephone.

**Attending Veterinarian contacted directly and asked to examine situation in person.