

**Washington State University**  
***Institutional Animal Care and Use Committee***

**Guideline #2: Reporting an Animal Care Concern**

**Approval Date: 10/15/2019 (Replacing Version 05/2017)**

**A. Guideline**

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Washington State University will expeditiously review and, if warranted, investigate any allegations of suspected misuse of animals or deficiencies regarding the care and use of research or teaching animals.

An individual reporting a suspected deficiency need not reveal their identity to make a report. If an individual chooses to reveal their identity, the individual's identity will be kept as confidential as allowed by law.

To report or discuss a concern or perceived problem **during normal working hours**, contact:

- The Chairperson of the WSU Institutional Animal Care and Use Committee or any Committee Member via the Animal Welfare Program (AWP) office at (509) 335-5353, [iacuc@wsu.edu](mailto:iacuc@wsu.edu), or
- Alan Ekstrand, Assistant Director of AWP at (509) 335-7951, [alan.ekstrand@wsu.edu](mailto:alan.ekstrand@wsu.edu), or
- The Campus Veterinarian at (509) 335-6246; OCV Alert: [or.ocv.alert@wsu.edu](mailto:or.ocv.alert@wsu.edu), or
- OR Compliance Hotline at (509) 335-1289, [or.hotline@wsu.edu](mailto:or.hotline@wsu.edu), or
- Mail the form below to: ORA – Animal Welfare Program, PO Box 643143, Washington State University, Pullman WA 99164-3143

To make a report or discuss a concern or perceived problem **after hours or on weekends**, or if there is an **immediate threat to an animal**, contact:

- The Campus Veterinarian at (509) 330-1871.

The Attending Veterinarian, AWP Assistant Director and the IACUC Chair will be promptly notified of all reported concerns.

## **B. Background**

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The federal Animal Welfare Act requires that Washington State University is required to instruct personnel on "Methods whereby deficiencies in animal care and treatment are reported, including deficiencies in animal care and treatment reported by any employee of the facility" (this would include all WSU employees and students). The law further states that "No facility employee, Committee member, or laboratory personnel shall be discriminated against or be subject to any reprisal for reporting violations of any regulation or standards under the Act". The WSU Institutional Animal Care and Use Committee (IACUC) is charged with the responsibility of investigating complaints of misuse of animals used in instruction and research. **The form for reporting concerns about animal care and use is at: <https://iacuc.wsu.edu/report-notify/>**

**Washington State University**

INSTITUTIONAL ANIMAL CARE AND USE COMMITTEE

**Animal Care Concern Reporting Form**

Washington State University will expeditiously review, and if warranted, investigate any allegations of suspected misuse of animals or deficiencies regarding the care and use of research or teaching animals.

**DO NOT provide any identification info if you wish to remain anonymous.**

If you want further information, provide your name: \_\_\_\_\_

Contact Information (Email/Phone): \_\_\_\_\_

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Please describe the nature of your concern about the care and use of animals. Include as many specific, verifiable details about the situation as possible in your description. Factual details about location, date and time of the occurrence, descriptions of the animal(s) and the personnel involved will be particularly helpful.

*(Type or write here)*

To aid in the investigation of your concern, please answer the following questions:

Did you personally witness and/or do you have firsthand knowledge of the events described in this narrative?     Yes     No

**To report, contact or mail to all or any of the following:**

Assistant Director of AWP: (509) 335-7951, [alan.ekstrand@wsu.edu](mailto:alan.ekstrand@wsu.edu)

AWP Office: (509) 335-5353, [iacuc@wsu.edu](mailto:iacuc@wsu.edu)

OCV Alert: (509) 335-6246, [or.ocv.alert@wsu.edu](mailto:or.ocv.alert@wsu.edu)

OCV Emergency/After-hours: (509) 330-1871

OR Hotline: (509) 335-1289, [or.hotline@wsu.edu](mailto:or.hotline@wsu.edu)

ORA – Animal Welfare Program, PO Box 643143, Washington State University, Pullman WA 99164-3143