

*University of Louisville*  
Institutional Animal Care and Use Committee  
*Policies and Procedures*

## **Semi-Annual Program Review**

**Policy:** In accordance with federal regulations, the IACUC will perform a Semi-Annual Self-Assessment (SASA), which includes a review of the Institution’s program for humane care and use of animals using the *Guide for the Care and Use of Laboratory Animals* and Animal Welfare Regulations as the basis for evaluation.

**Rationale:** Federal regulations require the Committee to perform semi-annual laboratory and facility inspections and a review of the overall institutional animal care and use program. During facility and laboratory inspections, committee members may identify issues of a programmatic nature. However, to facilitate a thorough assessment, the IACUC will also conduct a specific and focused review of the overall program, utilizing federal guidance as well as University documents. The IACUC’s findings are compiled into a Semi-Annual Report to the Institutional Official, which is reviewed and signed by a majority of the IACUC members and must include any minority views.

**Procedures, Guidelines, and Exceptions:**

1. During the Semi-Annual Self-Assessment period, the IACUC Chair and Coordinator will appoint a subcommittee to conduct a Semi-Annual Program Review. The subcommittee will consist of at least 3 members, including one Comparative Medicine Research Unit (CMRU) veterinarian and at least one scientific member of the committee.
2. The Semi-Annual Program Review Subcommittee (SAPRS) will use the following documents to identify potential areas for improving the overall animal care and use program:
  - a. The most current version of OLAW’s “Sample Semiannual Program Review Checklist” (<http://grants.nih.gov/grants/olaw/sampledoc/chek1a.htm>).
3. The SAPRS will also review the following documents:
  - a. The most current “University of Louisville (A3586-01) Animal Welfare Assurance in accordance with the PHS Policy for Human Care and Use of Laboratory Animals.”
  - b. A sample of UofL IACUC Policies and Procedures such that all Policies and Procedures will be re-reviewed at least once every three years.
4. The SAPRS will present its findings and recommendations for improvement at a subsequent convened meeting of the IACUC. Deficiencies will be identified as “minor” or “significant” and a deadline for correction established. All deficiencies and a summary of accepted recommendations will be included in the Semi-Annual Report to the Institutional Official.