

Standard Operating Procedures for Suspension or Termination and Reinstatement
of Animal Use Privileges and/or Protocols
(adopted by UW-Madison All Campus Animal Care and Use Committee July 10, 2009)

Background:

The University considers the humane and ethical use of animals in research, teaching, and outreach activities a privilege, not a right. This privilege is extended to faculty, scientists, students, and staff when a Principal Investigator (PI) obtains approval of a protocol by one of the UW-Madison Animal Care and Use Committees (ACUCs). A PI maintains this privilege by adhering to all relevant animal program rules and requirements and by demonstrating a continuous commitment to animal welfare. The USDA Animal Welfare Act Regulations and the Public Health Service Policy on the Humane Care and Use of Laboratory Animals empower Institutional Animal Care and Use Committees to protect animals and institutional principles of ethical animal use by suspending or terminating an individual's privilege to use live, vertebrate animals.

Suspension or termination of animal use privileges and/or protocols

Suspension or termination of animal activities and/or protocols are infrequent but significant events. The following are guidelines regarding ACUC activity leading to, and following, suspension or termination. This document is designed to facilitate implementation of All Campus Policy on Protocol Non-Compliance, 1999-008.

Definitions:

1. **Suspension of previously approved animal use privileges:** An action initiated by the attending veterinarian or ACUC to stop temporarily specified animal activities pending future review and action by the ACUC.
2. **Suspension of a previously approved protocol for cause:** An action initiated by the ACUC to stop temporarily some or all protocol-related animal activities pending future review and action by the ACUC.
3. **Termination of previously approved animal use privileges:** An action initiated by the ACUC to stop permanently specified animal activities based on a review of the facts and majority vote by the ACUC.
4. **Termination of a previously approved protocol for cause:** An action initiated by the ACUC to stop permanently some or all protocol-related animal activities based on a review of the facts and majority vote by the ACUC.
5. **Transfer of animals to husbandry protocols.** Animals assigned to a suspended or terminated protocol must be reassigned immediately to the holding protocol maintained by the academic unit in which the animals are housed or to another ACUC-approved protocol.

When considering suspension or termination:

1. ACUC closed session discussion regarding alleged inappropriate behavior or non-compliance by a principal investigator/student/staff/instructor (the "individual concerned") should begin with a description of the alleged infraction(s). If possible, the individual concerned should be allowed to address the committee during the discussion, although immediate animal welfare concerns must take precedence.
2. If the ACUC believes that an infraction has occurred, it may develop a motion to suspend or terminate animal use privileges and/or a protocol. The motion should cite specific grounds for the action and conditions under which suspended or terminated privileges and/or protocols might be reinstated. It also must include the time at which

the action takes effect and the duration of the action if applicable. The motion should be read to the ACUC prior to a vote.

3. During discussion of protocol suspension or termination, ACUC members are directed to consider the following:
 - a. The disposition of animals assigned to that protocol.
 - b. Whether the protocol can be assigned to a new PI.
 - c. Conditions under which individuals associated with the protocol but not under investigation could continue animal work.
4. All discussion must be documented in approved minutes.

Following a vote to suspend or terminate animal use privileges and/or a protocol:

1. ACUC action, including grounds for that action and any conditions for reinstatement, must be described in an official letter from the ACUC Chair to the individual concerned. A copy of the letter will be sent to the relevant PI, Department Chair, Dean, and IO.
2. As required by law or regulation, OLAW, USDA, or other agency must be notified of the action taken.
3. Requests for clarification or reconsideration of the action from the individual concerned must be made in writing to the ACUC Chair. The individual concerned may ask to address the committee in person, in which case this item will be added to the agenda for the next ACUC meeting's closed session.
4. If a PI's animal use privileges are suspended, the PI's protocol could be maintained by identification of a replacement PI. This action requires a protocol amendment and ACUC consideration and approval.
5. If a protocol is suspended, its animals must be reassigned (such as to an appropriate holding protocol or another PI's protocol) or euthanized. The ACUC Chair and Attending Veterinarian will consult with animal program staff to identify appropriate assignment.

Reinstatement of animal use privileges and protocols

1. The individual concerned must request reinstatement in writing to the ACUC Chair. He/she must provide written evidence that all requirements for reinstatement have been met. The individual concerned also must provide a written plan that describes how the activities that led to the suspension or termination will not be repeated. The committee must respond to the request at the next ACUC meeting.
2. A motion to reinstate suspended or terminated privileges and/or protocols, which should include additional ACUC recommendations such as extended oversight, must be made by a voting member of the ACUC. The reinstatement motion must include the time at which the reinstatement takes effect. The motion should be read to the ACUC prior to a vote. The motion, discussion, and vote must be documented in approved minutes.