

POLICY REGARDING REPORTING TO EXTERNAL AGENCIES

PURPOSE:

This policy serves to outline the process and guidelines for reporting and responding to external agencies, including OLAW, PHS, and the media.

POLICY:

The following policy outlines the necessary steps that must be taken in order to report to the appropriate federal agencies, or to the media.

REPORTING TO NIH/OLAW AND APHIS/AC

The IO is solely responsible for reporting to and interacting with NIH/OLAW and APHIS/AC in order to avoid any inadvertent errors or misinformation regarding either party. The following concerns will be reported to OLAW by the IO, or his or her designee, upon being informed by the IACUC:

- Non-compliance with IACUC-approved protocols
- Initiating unapproved animal work
- Deviation from the approved Liberty assurance of compliance with PHS Policy on Humane Care and Use of Laboratory Animals (PHS Policy)
- Animal activities conducted by unauthorized or unqualified individuals
- Ongoing, unresolved problems in animal care and use
- Shortcomings in the animal care program that jeopardize the health and well-being of animals or cause their death
- The IACUC's suspension of any animal activities by the IACUC (whether temporary or permanent).

While not prohibited, it is strongly discouraged that any individuals, research staff, or principal investigators (PIs) reach out to the federal agencies without first notifying both the Research Ethics Office and the Office of the Provost. All contacts, questions, or reports should flow through the Research Ethics Office or the Office of the Provost. Individuals are strongly encouraged to contact the Research Ethics Office regarding with regard to any questions, comments, or concerns relating to animal welfare or use before engaging other agencies.

REPORTING TO THE MEDIA OR OTHER NEWS AGENCIES

If a PI or other member of the research staff is contacted by an external news agency, direct the agency to the Liberty University External Communications Office, 434-582-7751. The External Communications Office will be able to respond properly to any questions regarding IACUC protocols or animal research at Liberty University. The IACUC must be promptly notified of any requests for public comment from external news agencies.

Under no circumstances shall unauthorized individuals be allowed entry into the university's animal housing facilities. Further, all persons involved with animal research shall refrain from any photography or video recording unless it is explicitly approved by the IACUC. Under no circumstances should individuals post to social media any accounts, images, or videos of animal procedures, housing, or other associated activities.