**OFFICE OF RESEARCH AND DEVELOPMENT**

**VETERANS HEALTH ADMINISTRATION**

**What to Copy to the CVMO**

(Summary and Clarification by the Office of the CVMO)

DATE: June 2, 2014 Guidance Document: AR2014-001

Q1. What are we supposed to copy to the office of the CVMO?

A1. “Everything” important that can help the office of the CVMO keep up with how things are going at your station, to be able to help with your program.

Q2. Why would we need the help of the office of the CVMO?

A2. The office of the CVMO can help …

As an advocate, in case other regulatory agencies or the public ask difficult questions;

As back-up, if the animal program needs support in negotiations with other local services;

As a resource, … for being proactive about documenting appropriate oversight

… in case of questions about regulatory requirements

Q3. Is there a list of the specific items we are supposed to send routinely?

A3. There are two general groups of documents:

Copies of routine reports

PHS Assurance approved by OLAW

Annual Reports to OLAW

AAALAC Annual Reports – only for stations accredited as a component of another institution

*[Not needed from stations accredited independently by AAALAC– these are provided to office of CVMO directly by AAALAC]*

Reports of Semiannual Evaluations – signed by the IACUC and Director

*[No need to send AAALAC Program Description – not necessary if everything else is sent]*

*[No need to send USDA Annual Reports – information is entered in VMU report]*

*[No need to send VMU reports – office of CVMO has direct on-line access]*

Copies of other correspondence to and from regulatory agencies

Reports of non-compliance, responses from the regulatory agencies, and any follow-up correspondence regarding the non-compliance – sending a copy of what you send to the other agencies counts as “reporting to ORD (by contacting the CVMO’s office)”, as required by VHA Handbook 1200.07, par 8.i(5)(a) *[No need to create a separate report specifically for the office of the CVMO.]* .

Other notifications required by the regulatory agencies. These include notifications regarding changes in the animal research program (such as changes in the contact information for the IO or other point of contact with the regulatory agencies, changes in the size, location, or name of the program, and changes in the PHS Assurance, any MOU, or the AAALAC accreditation status) and notifications such as those required by AAALAC regarding unexpected animal deaths, natural disasters or significant activities by animal rights advocates that affect the animal research program.

Post-Site Visit Communications with AAALAC – only for stations accredited as a component of another institution

*[Not needed from stations accredited independently by AAALAC– these are provided to office of CVMO directly by AAALAC]*

*[No need to send copies of routine form letters received]*

If in doubt, ask!

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