*The following scenario may be useful in helping your institution prepare the 2012 OLAW Annual Report. OLAW has modified the annual report form to capture information related to each institution’s efforts to implement the 8th Edition of the Guide; to provide instruction on completing this new form, OLAW conducted a webinar entitled “The 2012 Annual Report To OLAW” on 12/13/12. To facilitate discussion among IACUC members, page 1 of the scenario may be distributed prior to the IACUC meeting. After a few minutes of discussion during the meeting, the remaining pages may be distributed, as a summary analysis.*

Ann Marie Segal, the IACUC Coordinator at the Hometown VAMC, prided herself on being prepared and efficient. Last week, she downloaded the new annual report form from the OLAW website (<http://grants.nih.gov/grants/olaw/sampledoc/report.htm>) and scheduled an appointment to meet with the Dr. Rossi, the IACUC Chair, and Dr. Diaz, the Attending Veterinarian, to begin drafting the 2012 OLAW annual report. Finally, she made up a list of items that might need to be included in OLAW annual report, to discuss with Drs. Rossi and Diaz at their upcoming meeting. (See below).

2012 OLAW Annual Report – items to report?

* IACUC approved a plan and schedule at the September 2012 meeting for purchasing new rabbit racks (dimensions compliant with 8th Edition of the *Guide* standards); first rack is to be purchased on or before 3/31/13 and the second rack purchased by 6/30/13.
* Implemented new hands-on animal use training program for research staff.
* Facility inspections were conducted on 2/16/12 and 8/22/12; program evaluations were conducted on 3/14/12 and 9/19/12 using the 8th Edition of the *Guide.* The VA Semiannual Forms that incorporate the OLAW checklist were used to conduct the evaluations.
* New mouse facility opened on 7/17/12.
* Added harm/benefit analysis of animal use during protocol review.
* A minority view was submitted by non-voting member of the IACUC.

After reviewing the new OLAW Annual Report form, which items on Ann Marie’s list do you think should be included in the annual report?

|  |  |
| --- | --- |
| **Items on Ann Marie’s list** | **Include in annual report (Yes/No)** |
| IACUC approved a plan and schedule at the September 2012 meeting for purchasing new rabbit racks (dimensions compliant with *Guide* standards); first rack is to be purchased on or before 3/31/13 and the second rack purchased by 6/30/13. | **Yes** – In this case, on the form under the heading **Implementation of the 8th Edition of the Guide**Mark [X] B. *This institution has not completed all the necessary changes to implement the standards of the 8th Edition of the Guide.* Then mark [X] Yes – *An evaluation was conducted and a plan and schedule for implementing the 8th Edition of the Guide was developed by December 31, 2012.* |
| Implemented new hands-on animal use training program for research staff. | **Yes –** Modifying the training program is a major change. On the form under the heading 1. **Program Changes**

Mark [X] B. Change(s) in this institution’s program for animal care and use as described in the Assurance have occurred during this reporting period. ([FAQ 6](http://grants.nih.gov/grants/olaw/references/ilar93.htm))[X] This institution’s program for animal care and use has changed ([PHS Policy IV.A.1.a-i.](http://grants.nih.gov/grants/olaw/references/phspol.htm#AnimalWelfareAssurance)). [*Attach a full description of the changes.*] |
| Facility inspections were conducted on 2/16/12 and 8/22/12; program evaluations were conducted on 3/14/12 and 9/19/12 using the 8th edition of the *Guide.* The VA Semiannual Forms that incorporate the OLAW checklist were used to conduct the evaluations. | **Yes** – enter the requested informationUnder the heading 1. **Semiannual Evaluations**
2. Program Evaluations
3. Facility
 |
| New mouse facility opened on 7/17/12. | **No** - The opening of a new mouse facility that operates under standards established by the institution does not constitute a change in AAALAC Category from Category 1 to Category 2.  |
| Added harm/benefit analysis of animal use during protocol review. | **No** - This is not considered a major change and does not need to be included in the annual report.  |
| A minority view was submitted by non-voting IACUC member  | **No -** Minority views submitted by non-voting members should not be included in the annual report. In this case, under the heading: **III. Minority Views** Mark [X] A. There were no minority views during this reporting cycle.Note: If any minority views were submitted by members of the IACUC regarding the reports listed in Part IV.F. of the PHS Policy and filed during the reporting cycle, then you should check box B. and attach the minority views to the annual report. A “No” vote by an IACUC member during protocol approval is not a minority view. |

**Be aware of the following:**

* The annual report is due to OLAW by 1/31/13.
* The earliest you can submit your 2012 OLAW Annual Report is 1/1/13.
* Only use the new form found at <http://grants.nih.gov/grants/olaw/sampledoc/report.htm>; the previous annual report will not be accepted.
* OLAW will only accept a completed annual report sent as a PDF document in an email to olawarp@mail.nih.gov. Faxed and mailed hard copy reports will not be accepted.

**Before drafting your institution’s annual report, you are highly encouraged to review:**

* [**http://grants.nih.gov/grants/olaw/121213\_Brown\_slides.pdf**](http://grants.nih.gov/grants/olaw/121213_Brown_slides.pdf)
* [**http://grants.nih.gov/grants/olaw/121213\_seminar\_transcript.pdf**](http://grants.nih.gov/grants/olaw/121213_seminar_transcript.pdf)