

**UNIVERSITY OF SOUTHERN MAINE**  
**Office of Research Integrity & Outreach**

<b>Procedure #:</b>	IACUC - 003
<b>Date Adopted:</b>	July 28, 2003
<b>Last Updated:</b>	August 29, 2024
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<b>Reviewed By:</b>	IACUC Chair, IACUC, ORIO
<b>Procedure Title:</b>	Reporting Concerns

**1.0 Objective**

- 1.1. This document has been created to outline the steps in which a concerned party can report animal welfare concerns to the University of Southern Maine Institutional Animal Care and Use Committee (IACUC).

**2.0 General Description**

- 2.1. The Institutional Animal Care and Use Committee (IACUC) is mandated and committed to investigate concerns, raised by anyone, regarding the care and use of animals at The University of Southern Maine.
- 2.2. If you suspect or observe maltreatment of animals or noncompliance with approved protocols, please report this incident.

**4.0 Responsibility**

- 4.1. Execution of SOP: IACUC Chair, IACUC Members, ORIO Staff, RCA, Investigators, and Research Personnel.

**5.0 Procedure**

**5.1. Animal Welfare concerns should be reported to:**

- 5.1.1. Assistant Provost for Research Integrity, Office of Research Integrity & Outreach (ORIO) 126 Bedford Street, Portland Campus, [usmorio@maine.edu](mailto:usmorio@maine.edu), 207-780 – 4340 / 207-780-4517
- 5.1.2. Information on reporting concerns anonymously (should you choose to remain unidentified) can be found here:

*<https://docs.google.com/forms/d/e/1FAIpQLScgLeKj3sfrEZBoKeQFetKzS77Va7KqWF8EGN6ppoIJMwxKNg/viewform>*

- 5.2.** In order to fully investigate your concerns, please provide as much information as possible regarding your concern, such as: description of incident, date & time, locations, names of individuals involved, and the IACUC protocol number (if known).
- 5.3.** All concerns will be handled as confidentially to the extent legally and reasonably possible.
- 5.4.** Discrimination, reprisal, or retaliation against any person reporting animal welfare concerns in good faith is prohibited at the University of Southern Maine by its whistleblower protection policy, and in some cases, by Federal Law