



DEPARTMENT OF THE ARMY
HEADQUARTERS, U.S. ARMY MEDICAL RESEARCH AND MATERIEL COMMAND
AND FORT DETRICK
810 SCHREIDER STREET
FORT DETRICK, MARYLAND 21702-5000

March 21, 2019

(b) (6)

Named Animal Care Welfare Officer
Oxford University

(b) (6)

Oxford, United Kingdom

Dear (b) (6)

(b) (6) Director, and (b) (6) Manager, Animal Care and Use Review Office, Office of Research Protections, U.S. Army Medical Research and Materiel Command, conducted a site visit to Oxford University on 27 February 2019 to evaluate the animal care and use program and the animal care facilities. Participating individuals and results of the site visit are outlined in the enclosed checklist. Suggestions for improvement are offered in the absence of regulatory, or guideline standards. These "best practices" are methods the staff observed to work well within other programs/facilities and are offered for the Institute's consideration.

The Oxford University Animal Care and Use Program is compliant with United Kingdom Home Office regulations, with practices comparable to the recommendations of the Guide for the Care and Use of Laboratory Animals (Institute for Laboratory Animal Research). The strong collegial culture and dedication to the highest standards of animal welfare at the institute were impressive.

The Animal and Care and Use Review Office recommends continued funding of the supported animal research to appropriate Department of Defense agencies.

The point of contact for this action is the undersigned at (b) (6) or (b) (6)

Sincerely,

(b) (6)

Director, Animal Care
and Use Review Office

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cc (w/ encl):

(b) (6) Award PI
(b) (6) Protocol PI
(b) (6) Program Manager
(b) (6) Named Veterinary Surgeon
(b) (6) CDMRP
(b) (6) USAMRAA
(b) (6) CDMRP



COMPONENT OVERSIGHT OFFICE (COO) VISIT CHECKLIST



Site/Visit Type:	Site Visit	Site Visited:	Oxford University
Date(s) Of Visit:	27 Feb 2019	Award and Protocol #:	(b) (4)
Award PI Name:	(b) (6)	Awarded Organization:	Scientific & Biomedical Microsystems
Funding Agency:	CDMRP	Species Approved:	NHP
Protocol PI Name:	(b) (6)	Site Visitors:	(b) (6)
Protocol Title:	(b) (4)		
Human Medical Training Only			
Course Taught: N/A	____ days of didactic training ____ days of live animal procedures		
Service Component: ____ Conventional Army ____ Conventional Air Force ____ Conventional Navy/Marine Corps ____ Special Operations Command (SOCOM)			
Unit Trained: N/A	# of Students Trained: N/A	# of Animals Used: N/A	

I. Names and titles of personnel present at in- and out-brief:

NAME	TITLE OR DEPARTMENT
(b) (6)	Protocol PI
(b) (6)	Program Manager

II. IACUC Membership and Function:

	A	MD	SD	N/A
a. Appropriate constitution (at least 5 required members, or 3 required members if not PHS Assured)	X			
b. Non-affiliated members (NAM) attend meetings regularly	X			
c. Member appointments available and current	X			

¹ A-acceptable

MD- minor deficiencies

SD- significant deficiencies



COMPONENT OVERSIGHT OFFICE (COO) VISIT CHECKLIST

d. IACUC member training program in place				X
e. Appropriate documentation of IACUC training for all members to include alternates	X			
f. Mechanism in place for reporting welfare concerns	X			
g. IACUC function document (SOP/Policy/Instruction)	X			
h. Instructions for reporting concerns prominently displayed throughout the facility	X			
i. Reported concerns were well investigated by the IACUC				X
n. Adverse events, violations, and animal welfare concerns reported to COO and documented in file				X
j. If part-time AV, written program of veterinary care including regularly scheduled visits to the facility				X
INTRAMURAL SITES ONLY				
k. IACUC has at least 1 regular and 1 alternate NAM				
l. Documentation of approved waivers from COO for any IACUC meeting where a NAM isn't present				
m. IACUC training records include the 8 hours of required training for all members and alternates				
Comments: While there are no regulatory requirements for Ethics Committee member training, all members CVs are on file and reviewed at the institutional level as well as the Home Office.				

III: IACUC Minutes and Protocol Review:

	A	MD	SD	N/A
a. Attendance records maintained either in minutes or elsewhere	X			
b. Quorum present at each meeting	X			
c. Minutes demonstrate IACUC business other than protocol review	X			
d. Documentation in minutes or elsewhere of protocol review details	X			
e. Dissenting opinions included and explained				X
f. IACUC documents and protocol records maintained for at least 3 years				X
g. Protocols contain sufficient detail	X			
h. Annual protocol reviews conducted and documented				X
i. Scientific justification for exceptions to AWARs and the Guide present in applicable protocols				X
j. COO approval documents included in protocol files	X			
k. Appropriate keywords used for databases searched	X			

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COMPONENT OVERSIGHT OFFICE (COO) VISIT CHECKLIST

INTRAMURAL SITES ONLY				
I. Required database searches for duplication				
m. Protocol coversheet contains all required signatures				
n. Protocols written in current DoD standardized format				
Dates of minutes reviewed: 2 May 2017, 13 March 2018				
Comments: Minutes of Ethics Committee meetings where funded license was discussed were reviewed.				

IV: Semi-Annual Facility Inspection and Program Review (FIPR):

	A	MD	SD	N/A
a. FIPRs conducted and reports generated at least every six months				X
b. At least two members participated in every area of the FIPR				X
c. Non-affiliated member participation				X
d. Deficiencies appropriately classified as minor or significant				X
e. Report includes a reasonable and specific plan for correction of each deficiency with correction deadlines	X			
f. Individual responsible for correction of each deficiency identified	X			
g. Report identifies all locations visited during the facility inspection and areas of the program reviewed	X			
h. Departures from the provisions of the AWARs and the Guide are identified and justified				X
i. Minority opinions are addressed				X
j. Reports are signed by majority of IACUC members				X
k. Documentation indicating reports are forwarded to IO	X			
Dates of FIPR reports reviewed: (Home Office Inspections) 3 HOIs from 2016, 3 HOIs from 2017, 5 HOIs from 2018				
Comments: Only 1 of the 11 reports reviewed did not indicate that there were no issues raised. (b) (4) (b) (4)				

V: General:

	A	MD	SD	N/A
a. Up-to-date listing of all SOPs, including most recent review date in accordance with SOP	X			

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COMPONENT OVERSIGHT OFFICE (COO) VISIT CHECKLIST

b. Comprehensive Disaster Plan in place that covers animal disposition and prioritization?	X			
c. Disaster Plan identifies essential personnel	X			
d. Disaster Plan part of the institution's overall emergency response program	X			
e. Comprehensive occupational health and safety (OHSP) plan in place	X			
f. All staff members, to include contractors, evaluated as part of the OHSP. If not, procedures are in place to ensure individuals not included in the OHSP have alternative means of evaluation	X			
g. Acceptable Psychological Well-Being Plan for NHPs in place, if applicable	X			
h. Acceptable Exercise Plan for Dogs in place, if applicable				X
i. Environmental Enrichment Plan covers for all species	X			
j. Mechanism in place to assure all protocol personnel have been trained to perform their role	X			
k. Training records match the training requirements of the institution and IACUC	X			
Comments: j. Training records are maintained at the institute level and are reviewed regularly by Home Office Inspectors during site inspections as well as by investigative and facility staff to ensure appropriate licensing is in place prior to experimental procedures being conducted. The UK has extensive training requirements that are managed at the government level.				

V. FUNDED ANIMAL WORK:

EXTRAMURAL SITES ONLY	A	MD	SD	N/A
a. Observed animal procedures are being performed as reviewed and approved by ACURO	X			
b. All personnel performing animal procedures approved in the IACUC protocol	X			
c. All changes to the protocol been reviewed and approved by the local IACUC	X			
d. All changes to the protocol been approved by ACURO	X			
Comments: d. Before the new animal can be enrolled in DOD funded studies, (b) (6) license must be submitted to ACURO for review and approval.				

VETERINARIAN REVIEW:

I. PHYSICAL ENVIRONMENT	A	MD	SD	N/A
a. Microenvironment and Macroenvironment	X			

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COMPONENT OVERSIGHT OFFICE (COO) VISIT CHECKLIST

b. Housing	X			
c. Space Recommendations	X			
d. Temperature and Humidity	X			
e. Ventilation	X			
f. Illumination	X			
g. Noise/Vibration	X			
Comments:				

II. BEHAVIORAL MANAGEMENT	A	MD	SD	N/A
a. Structural Environment	X			
b. Social Environment	X			
Comments:				

III. HUSBANDRY	A	MD	SD	N/A
a. Food	X			
b. Water	X			
c. Bedding	X			
d. Sanitation	X			
e. Waste Disposal	X			
f. Pest Control	X			
g. Emergency, Holiday, and Weekend Care	X			
Comments:				

IV. POPULATION MANAGEMENT	A	MD	SD	N/A
a. Identification and Records	X			
b. Genetics and nomenclature	X			
Comments:				

V. ANIMAL PROCUREMENT AND TRANSPORTATION	A	MD	SD	N/A
a. Quarantine, Stabilization, and Separation	X			
b. Surveillance, Diagnosis, Treatment, and Control of Disease	X			
Comments:				

VI. VETERINARY MEDICAL CARE	A	MD	SD	N/A
a. Preventive Medicine	X			
b. Surgery	X			
c. Facilities for Aseptic Surgery	X			
d. Pain, Analgesia, and Anesthesia	X			
e. Euthanasia	X			

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Comments:

VII. FUNCTIONAL AREAS	A	MD	SD	N/A
a. Corridors	X			
b. Animal Room Doors	X			
c. Exterior Windows	X			
d. Floors	X			
e. Drainage	X			
f. Walls	X			
g. Ceilings	X			
h. Heating, Ventilation, and Air Conditioning (HVAC)	X			
i. Power and Lighting	X			
j. Storage Areas	X			
k. Noise Control	X			
l. Facilities for Sanitizing Materials	X			
Comments:				