

Self-inspection and Evaluation  
Animal Experiments and Related Activities

Okinawa Institute of Science and Technology  
Graduate University (OIST)

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## I. Regulations and Systems

### 1. Institutional Regulations

1) Evaluation
<ul style="list-style-type: none"><li>■ Institutional regulations are established in compliance with the “Fundamental Regulations”.</li><li>□ Institutional regulations are established; however, there are some matters to be improved.</li><li>□ Institutional regulations are not established.</li></ul>
2) References for self-inspection
<ul style="list-style-type: none"><li>• OIST Animal Experiment Regulations</li></ul>
3) Reasons for the evaluation. Specify the issues for improvement, if needed.
<ul style="list-style-type: none"><li>• Relevant institutional regulations are established.</li></ul>
4) Plan for improvement / Estimated time of accomplishment
<ul style="list-style-type: none"><li>• Not applicable</li></ul>

### 2. Institutional Animal Experiment Committee

1) Evaluation
<ul style="list-style-type: none"><li>■ The Institutional Animal Experiment Committee is established in compliance with the “Fundamental Guidelines”.</li><li>□ The Institutional Animal Experiment Committee is established; however, there are some matters to be improved.</li><li>□ The Institutional Animal Experiment Committee is not established.</li></ul>
2) References for self-inspection
<ul style="list-style-type: none"><li>• OIST Detailed Stipulations for Animal Care and Use Committee</li></ul>
3) Reasons for the evaluation. Specify the issues that need improvement, if any.
<ul style="list-style-type: none"><li>• Institutional Animal Experiment Committee is properly operated.</li></ul>
4) Plan for improvement / Estimated time of accomplishment
<ul style="list-style-type: none"><li>• Not applicable</li></ul>

### 3. System for Implementation of Animal Experiments. Is there a system for drafting, reviewing, approving, and reporting animal research protocols?

1) Evaluation
<ul style="list-style-type: none"><li>■ A system for implementation of animal experiments has been established in compliance with the “Fundamental Guidelines”.</li><li>□ A system for implementation of animal experiments is established; however,</li></ul>

	<p>there are some matters to be improved.</p> <p><input type="checkbox"/> A system for implementation of animal experiments has not been established.</p>
2)	<p>References for self-inspection</p> <ul style="list-style-type: none"> <li>• OIST Animal Experiment Regulations</li> <li>• Application for Approval of Animal Experiment</li> <li>• Notification of Animal Experiment Completion</li> </ul>
3)	<p>Reasons for the evaluation. Specify the issues that need improvement, if any.</p> <ul style="list-style-type: none"> <li>• Institutional regulations and forms are properly established.</li> </ul>
4)	<p>Plan for improvement / Estimated time of accomplishment</p> <ul style="list-style-type: none"> <li>• Not applicable</li> </ul>

4. Implementation of Animal Experiments that require Safety Management.

Is there a safety management system to implement animal experiments using genetically modified or infected animals?

1)	<p>Evaluation</p> <p><input checked="" type="checkbox"/> A system for implementation of animal experiments which require safety management has been established in compliance with the “Fundamental Guidelines”.</p> <p><input type="checkbox"/> A system for implementation of animal experiments which require safety management has been established; however, there are some matters to be improved.</p> <p><input type="checkbox"/> A system for implementation of animal experiments which require safety management has not been established.</p> <p><input type="checkbox"/> No animal experiments requiring safety management are conducted.</p>
2)	<p>References for self-inspection</p> <ul style="list-style-type: none"> <li>• OIST Recombinant DNA Experiment Rules</li> <li>• OIST Biosafety Management Rules</li> </ul>
3)	<p>Reasons for the evaluation. Specify the issues that need improvement, if any.</p> <ul style="list-style-type: none"> <li>• Recombinant DNA Committee and Biosafety Committee are operating properly.</li> </ul>
4)	<p>Plan for improvement / Estimated time of accomplishment</p> <ul style="list-style-type: none"> <li>• Not applicable</li> </ul>

5. System for Laboratory Animal Care and Management. Is there a system for laboratory animal care and management, and is a laboratory animal manager assigned for each facility?

1)	Evaluation result
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	<ul style="list-style-type: none"> <li>■ A system for animal care management is established in compliance with the “Fundamental Guidelines”, and a laboratory animal manager has been assigned to each facility.</li> <li>□ The current system for animal care management nearly complies with the “Fundamental Guidelines”; however, there are some matters to be improved.</li> <li>□ There are many matters to be improved.</li> </ul>
2)	References for self-inspection <ul style="list-style-type: none"> <li>• OIST Animal Experiment Regulations</li> </ul>
3)	Reasons for the evaluation. Specify the issues that need improvement, if any. <ul style="list-style-type: none"> <li>• Animal facilities are operated properly by Laboratory Animal Manager.</li> </ul>
4)	Plan for improvement / Estimated time of accomplishment <ul style="list-style-type: none"> <li>• Not applicable</li> </ul>

6. Other. Specific matters that should be mentioned for implementing animal experiments, and their inspection/evaluation.

Not applicable

## II. Implementation

1. Institutional Animal Experiment Committee  
 (Activities of the Institutional Animal Experiment Committee comply with Institutional Regulations)

1)	Evaluation result <ul style="list-style-type: none"> <li>■ Functions properly in compliance with the “Fundamental Guidelines”.</li> <li>□ Generally well-functioning; however, there are some matters to be improved.</li> <li>□ There are many matters to be improved.</li> </ul>
2)	References for self-inspection <ul style="list-style-type: none"> <li>• OIST Animal Experiment Regulations</li> <li>• OIST Detailed Stipulations for Animal Care and Use Committee</li> <li>• OIST Animal Care and Use Committee Minutes</li> <li>• Applications for Approval of Animal Experiments</li> <li>• Notifications of Animal Experiment Completion</li> <li>• Records of Education and Training</li> </ul>
3)	Reasons for the evaluation. Specify the issues that need improvement, if any. <ul style="list-style-type: none"> <li>• The Institutional Animal Experiment Committee functions in accordance with</li> </ul>

<p>Animal Experiment Regulations and Detailed Stipulations for the Animal Care and Use Committee.</p>	
4)	<p>Plan for improvement / Estimated time of accomplishment</p> <ul style="list-style-type: none"> <li>Not applicable</li> </ul>
2.	<p>Implementation of Animal Experiments. Are drafting, reviewing, and approval of protocols, and reporting systems in practice?</p>
1)	<p>Evaluation result</p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Animal experiments are being conducted in compliance with the “Fundamental guidelines”.</li> <li><input type="checkbox"/> Animal experiments are being conducted in compliance with institutional regulations; however, there are some matters to be improved.</li> <li><input type="checkbox"/> There are many matters to be improved.</li> </ul>
2)	<p>References for self-inspection</p> <ul style="list-style-type: none"> <li>• OIST Animal Experiment Regulations</li> <li>• Application for Approval of Animal Experiment</li> <li>• Animal Care and Use Committee Minutes</li> <li>• Notification of Animal Experiment Completion</li> </ul>
3)	<p>Reasons for the evaluation. Specify the issues that need improvement, if any.</p> <ul style="list-style-type: none"> <li>• The Review of Application for Approval of Animal Experiment and Notification of Animal Experiment Completion is provided.</li> </ul>
4)	<p>Plan for improvement / Estimated time of accomplishment</p> <ul style="list-style-type: none"> <li>Not applicable</li> </ul>

3. Implementation of Animal Experiments which Require Safety Management. Are animal experiments conducted safely?

<p>1) Evaluation result</p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Animal experiments are functioning in compliance with the “Fundamental Guidelines”.</li> <li><input type="checkbox"/> Generally well-functioning; however, there are some matters to be improved.</li> <li><input type="checkbox"/> There are many matters to be improved.</li> <li><input type="checkbox"/> No animal experiments are conducted.</li> </ul>	
2)	<p>References for self-inspection</p>

<ul style="list-style-type: none"> <li>• OIST Animal Experiment Regulations</li> <li>• OIST Recombinant DNA Experiment Rules</li> <li>• OIST Biosafety Management Rules</li> <li>• Application for Approval of Animal Experiment</li> </ul>
3) Reasons for the evaluation. Specify the issues that need improvement, if any. <ul style="list-style-type: none"> <li>• Animal experiments that require safety management are conducted safely.</li> </ul>
4) Plan for improvement / Estimated time of accomplishment <ul style="list-style-type: none"> <li>• Not applicable</li> </ul>

4. Care and Management of Experimental Animals. Are care and management of experimental animals conducted properly, according to SOPs, manuals, etc.?

1) Evaluation result <ul style="list-style-type: none"> <li>■ Properly functioning in compliance with the “Fundamental guidelines”.</li> <li><input type="checkbox"/> Generally well-functioning, however, there are some matters to be improved.</li> <li><input type="checkbox"/> There are many matters to be improved.</li> </ul>
2) References for self-assessment <ul style="list-style-type: none"> <li>• OIST Animal Experiment Regulations</li> <li>• Animal Facility Operation Manual</li> </ul>
3) Reasons for the evaluation. Specify the issues that need improvement, if any. <ul style="list-style-type: none"> <li>• Properly conducted.</li> </ul>
4) Plan for improvement / Estimated time of accomplishment <ul style="list-style-type: none"> <li>• Not applicable</li> </ul>

5. Facility Maintenance and Operation. Are the animal facilities properly maintained? Is renovation planned, if needed?

1) Evaluation result <ul style="list-style-type: none"> <li><input type="checkbox"/> Properly functioning in compliance with the “Fundamental guidelines”.</li> <li>■ Generally well-functioning, however, there are some matters to be improved.</li> <li><input type="checkbox"/> There are many matters to be improved.</li> </ul>
2) References for self-inspection <ul style="list-style-type: none"> <li>• Facility inspections conducted by the Animal Use and Care committee on May 19 and September 29, 2011.</li> </ul>
3) Reasons for the evaluation. Specify the issues that need improvement, if any. <ul style="list-style-type: none"> <li>• The facility is adequately managed; however, some issues identified by the committee are still partially unresolved.</li> </ul>
4) Plan for improvement / Estimated time of accomplishment

- A Vivarium Operation Committee will be established for maintaining animal facilities well.

6. Implementation of Education and Training Programs. Are the education and training programs for laboratory animal managers, researchers, and animal care staff in practice?

- 1) Evaluation result
  - Properly functioning in compliance with the “Fundamental guidelines”.
  - Generally well-functioning; however, there are some matters to be improved.
  - There are many matters to be improved.
- 2) References for self-inspection
  - OIST Education and Training Implementation Status Report (FY2011)
- 3) Reasons for the evaluation. Specify the issues that need improvement, if any.
  - Education and training programs for laboratory animal managers, researchers, and animal care staff are appropriately implemented.
- 4) Plan for improvement / Estimated time of accomplishment
  - Not applicable

7. Self- inspection, Evaluation and Disclosure. Are self-inspection, evaluation, and disclosure implemented in compliance with the Fundamental Guidelines?

- 1) Evaluation
  - Properly functioning in compliance with the “Fundamental guidelines”
  - Generally well-functioning; however, there are some matters to be improved.
  - There are many matters to be improved.
- 2) References for self-inspection
  - Self- assessment of Animal Experiment and Evaluation Report
  - OIST Detailed Stipulations for Institutional Animal Experiment Committee
- 3) Reasons for the evaluation. Specify the issues that need improvement, if any.
  - Disclosure of information has not yet been implemented.
- 4) Plan for improvement / Estimated time of accomplishment
  - We will prepare to post the information on the OIST website.

8. Other. Institute original self-inspection/evaluation for implementation of animal experiments.

Not applicable