

Self-inspection and Evaluation  
Animal Experiments and Related Activities  
2015

Okinawa Institute of Science and Technology  
Graduate University (OIST)

May, 2016

## I. Regulations and Systems

### 1. Institutional Regulations

1) Evaluation
<input checked="" type="checkbox"/> Institutional regulations are established in compliance with the “Fundamental Regulations”.
<input type="checkbox"/> Institutional regulations are established; however, there are some matters to be improved.
<input type="checkbox"/> Institutional regulations are not established.
2) References for self-inspection
• OIST Animal Experiment Regulations
3) Reasons for the evaluation. Specify the issues for improvement, if needed.
• OIST Animal Experiment Regulations were revised : The President was assigned as the head of a research institute, and the dean of research was assigned as the manager because of discontinuous of the provost position.
4) Plan for improvement / Estimated time of accomplishment
• Not applicable

### 2. Institutional Animal Experiment Committee

1) Evaluation
<input checked="" type="checkbox"/> The Institutional Animal Experiment Committee is established in compliance with the “Fundamental Guidelines”.
<input type="checkbox"/> The Institutional Animal Experiment Committee is established; however, there are some matters to be improved.
<input type="checkbox"/> The Institutional Animal Experiment Committee is not established.
2) References for self-inspection
• OIST Detailed Stipulations for Animal Care and Use Committee
• The 25 and 26 meeting minutes of the Animal Care and Use Committee
3) Reasons for the evaluation. Specify the issues that need improvement, if any.
• Institutional Animal Experiment Committee is properly operated.
4) Plan for improvement / Estimated time of accomplishment
• Not applicable

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

<p>1) Evaluation</p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> A system for implementation of animal experiments has been established in compliance with the “Fundamental Guidelines”.</li> <li><input type="checkbox"/> A system for implementation of animal experiments is established; however, there are some matters to be improved.</li> <li><input type="checkbox"/> A system for implementation of animal experiments has not been established.</li> </ul>
<p>2) 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>
<p>3) 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>
<p>4) Plan for improvement / Estimated time of accomplishment</p> <ul style="list-style-type: none"> <li>• Not applicable</li> </ul>

4. Implementation of Animal Experiments which require Safety Management.  
Is there a safety management system to implement animal experiments using genetically modified or infected animals?

<p>1) Evaluation</p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> A system for implementation of animal experiments which require safety management has been established in compliance with the “Fundamental Guidelines”.</li> <li><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.</li> <li><input type="checkbox"/> A system for implementation of animal experiments which require safety management has not been established.</li> <li><input type="checkbox"/> No animal experiments which require safety management, are conducted.</li> </ul>
<p>2) 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>
<p>3) 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>
<p>4) 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?

<p>1) Evaluation result</p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> 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><input type="checkbox"/> The current system for animal care management nearly complies with the “Fundamental Guidelines”; however, there are some matters to be improved.</li> <li><input type="checkbox"/> There are many matters to be improved.</li> </ul>
<p>2) References for self-inspection</p> <ul style="list-style-type: none"> <li>• OIST Animal Experiment Regulations</li> </ul>
<p>3) Reasons for the evaluation. Specify the issues that need improvement, if any.</p> <ul style="list-style-type: none"> <li>• Animal facilities are operated properly by Laboratory Animal Manager.</li> </ul>
<p>4) Plan for improvement / Estimated time of accomplishment</p> <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
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## II. Implementation

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

<p>1) Evaluation result</p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Functions properly in compliance with the “Fundamental Guidelines”.</li> <li><input type="checkbox"/> Almost functioning; however, there are some matters to be improved.</li> <li><input type="checkbox"/> There are many matters to be improved.</li> </ul>
<p>2) References for self-inspection</p> <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> </ul>

<ul style="list-style-type: none"> <li>• Notifications of Animal Experiment Completion</li> <li>• Records of Education and Training</li> </ul>
<p>3) Reasons for the evaluation. Specify the issues that need improvement, if any.</p> <ul style="list-style-type: none"> <li>• The Institutional Animal Experiment Committee functions in accordance with Animal Experiment Regulations and Detailed Stipulations for the Animal Care and Use Committee.</li> </ul>
<p>4) Plan for improvement / Estimated time of accomplishment</p> <ul style="list-style-type: none"> <li>• Not applicable</li> </ul>

2. Implementation of Animal Experiments. Are drafting, reviewing, and approval of protocols, and reporting systems in practice?

<p>1) 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>
<p>2) 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>
<p>3) 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>
<p>4) 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> </ul>
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<input type="checkbox"/> Almost functioning; however, there are some matters to be improved. <input type="checkbox"/> There are many matters to be improved. <input type="checkbox"/> No animal experiments are conducted.
2) References for self-inspection <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><input checked="" type="checkbox"/> Properly functioning in compliance with the “Fundamental guidelines”.</li> <li><input type="checkbox"/> Almost 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><input checked="" type="checkbox"/> Almost 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 June 29 and November 9, 2015.</li> </ul>

<p>3) Reasons for the evaluation. Specify the issues that need improvement, if any.</p> <ul style="list-style-type: none"> <li>• The bird facility in Lab 3 was inspected by the Animal Care and Use Committee. The facility was still under repairment, therefore, the Committee recognized the current facility was good, but it judged revisit was needed</li> </ul>
<p>4) Plan for improvement / Estimated time of accomplishment</p> <ul style="list-style-type: none"> <li>• Not applicable</li> </ul>

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

<p>1) Evaluation result</p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Properly functioning in compliance with the “Fundamental guidelines”.</li> <li><input type="checkbox"/> Almost functioning; however, there are some matters to be improved.</li> <li><input type="checkbox"/> There are many matters to be improved.</li> </ul>
<p>2) References for self-inspection</p> <ul style="list-style-type: none"> <li>• OIST Education and Training Implementation Status Report (FY2011)</li> </ul>
<p>3) Reasons for the evaluation. Specify the issues that need improvement, if any.</p> <ul style="list-style-type: none"> <li>• Education and training programs for laboratory animal managers, researchers, and animal care staff were appropriately implemented.</li> </ul>
<p>4) Plan for improvement / Estimated time of accomplishment</p> <ul style="list-style-type: none"> <li>• Not applicable</li> </ul>

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

<p>1) Evaluation</p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Properly functioning in compliance with the “Fundamental guidelines”</li> <li><input type="checkbox"/> Almost functioning; however, there are some matters to be improved.</li> <li><input type="checkbox"/> There are many matters to be improved.</li> </ul>
<p>2) References for self-inspection</p> <ul style="list-style-type: none"> <li>• Self-assessment of Animal Experiment and Evaluation Report</li> <li>• OIST Detailed Stipulations for Institutional Animal Experiment Committee</li> </ul>
<p>3) Reasons for the evaluation. Specify the issues that need improvement, if any.</p> <ul style="list-style-type: none"> <li>• Self-inspection, evaluation, and disclosure were appropriately implemented.</li> </ul>
<p>4) Plan for improvement / Estimated time of accomplishment</p> <ul style="list-style-type: none"> <li>• Not applicable.</li> </ul>

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

Not applicable
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