

Self-inspection and Evaluation  
Animal Experiments and Related Activities  
PY 2019

Okinawa Institute of Science and Technology  
Graduate University (OIST)

September 2020

## 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.
• Relevant institutional regulations are established.
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
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?

1) Evaluation
<input checked="" type="checkbox"/> A system for implementation of animal experiments has been established in compliance with the “Fundamental Guidelines”.
<input type="checkbox"/> A system for implementation of animal experiments is established; however,

<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>
<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 that require Safety Management.

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

<p>1) 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>
<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>• 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
----------------

## 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"/> 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>
<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> <li>• Notifications of Animal Experiment Completion</li> <li>• Assessment Sheet Regarding the Section 6-2</li> </ul>

<ul style="list-style-type: none"> <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 are 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> <li><input type="checkbox"/> Generally well-functioning; however, there are some matters to be improved.</li> </ul>
---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

<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"/> 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 checked="" type="checkbox"/> 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-inspection <ul style="list-style-type: none"> <li>• Facility inspections conducted by the Animal Use and Care committee on June 3 and November 8, 2019.</li> </ul>
3) Reasons for the evaluation. Specify the issues that need improvement, if any.

<ul style="list-style-type: none"> <li>The findings and/or issues identified by the committee are adequately managed by the Vivarium Operation Committee, Animal Resources Section, and OKINAWA Marine Science Support Section.</li> </ul>
4) Plan for improvement / Estimated time of accomplishment <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?

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"/> 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>OIST Education and Training Implementation Status Report (FY2019)</li> </ul>
3) Reasons for the evaluation. Specify the issues that need improvement, if any. <ul style="list-style-type: none"> <li>Education and training programs for laboratory animal managers, researchers, and animal care staff are appropriately implemented.</li> </ul>
4) Plan for improvement / Estimated time of accomplishment <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?

1) Evaluation <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> 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-inspection <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> <li>OIST HP</li> </ul>
3) Reasons for the evaluation. Specify the issues that need improvement, if any. <ul style="list-style-type: none"> <li>Self-inspection and self-evaluation are conducted in compliance with the “Fundamental Guidelines.”</li> <li>Disclosure of information has been opened through OIST HP, however, the contents are not fully covered the recommendation by the Japanese Association of</li> </ul>

Laboratory Animal Facilities of Public and Private Universities.

4) Plan for improvement / Estimated time of accomplishment

- It was revised in August 2020.

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

Not applicable