Self-inspection and Evaluation
Animal Experiments and Related Activities

Okinawa Institute of Science and Technology
Graduate University (OIST)

November, 2012
I. Regulations and Systems

1. Institutional Regulations

1) Evaluation
   - Institutional regulations are established in compliance with the “Fundamental Regulations”.
   - Institutional regulations are established; however, there are some matters to be improved.
   - 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
   - The Institutional Animal Experiment Committee is established in compliance with the “Fundamental Guidelines”.
   - The Institutional Animal Experiment Committee is established; however, there are some matters to be improved.
   - 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
   - A system for implementation of animal experiments has been established in compliance with the “Fundamental Guidelines”.
   - A system for implementation of animal experiments is established; however,
there are some matters to be improved.

- A system for implementation of animal experiments has not been established.

2) References for self-inspection
- OIST Animal Experiment Regulations
- Application for Approval of Animal Experiment
- Notification of Animal Experiment Completion

3) Reasons for the evaluation. Specify the issues that need improvement, if any.
- Institutional regulations and forms are properly established.

4) Plan for improvement / Estimated time of accomplishment
- Not applicable

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

1) Evaluation
- A system for implementation of animal experiments which require safety management has been established in compliance with the “Fundamental Guidelines”.
- A system for implementation of animal experiments which require safety management has been established; however, there are some matters to be improved.
- A system for implementation of animal experiments which require safety management has not been established.
- No animal experiments requiring safety management are conducted.

2) References for self-inspection
- OIST Recombinant DNA Experiment Rules
- OIST Biosafety Management Rules

3) Reasons for the evaluation. Specify the issues that need improvement, if any.
- Recombinant DNA Committee and Biosafety Committee are operating properly.

4) Plan for improvement / Estimated time of accomplishment
- Not applicable

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
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.

- The current system for animal care management nearly complies with the “Fundamental Guidelines”; however, there are some matters to be improved.
- There are many matters to be improved.

2) References for self-inspection
   - OIST Animal Experiment Regulations

3) Reasons for the evaluation. Specify the issues that need improvement, if any.
   - Animal facilities are operated properly by Laboratory Animal Manager.

4) Plan for improvement / Estimated time of accomplishment
   - Not applicable

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
   - Functions properly 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 Animal Experiment Regulations
   - OIST Detailed Stipulations for Animal Care and Use Committee
   - OIST Animal Care and Use Committee Minutes
   - Applications for Approval of Animal Experiments
   - Notifications of Animal Experiment Completion
   - Records of Education and Training

3) Reasons for the evaluation. Specify the issues that need improvement, if any.
   - The Institutional Animal Experiment Committee functions in accordance with...
Animal Experiment Regulations and Detailed Stipulations for the Animal Care and Use Committee.

4) Plan for improvement / Estimated time of accomplishment
   - Not applicable

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

<table>
<thead>
<tr>
<th>1) Evaluation result</th>
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<tbody>
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<table>
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<tr>
<td>• OIST Animal Experiment Regulations</td>
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3. Implementation of Animal Experiments which Require Safety Management. Are animal experiments conducted safely?

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| 2) References for self-inspection |
3) Reasons for the evaluation. Specify the issues that need improvement, if any.
   - Animal experiments that require safety management are conducted safely.
4) Plan for improvement / Estimated time of accomplishment
   - Not applicable

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

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-assessment
   - OIST Animal Experiment Regulations
   - Animal Facility Operation Manual

3) Reasons for the evaluation. Specify the issues that need improvement, if any.
   - Properly conducted.

4) Plan for improvement / Estimated time of accomplishment
   - Not applicable

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

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
   - Facility inspections conducted by the Animal Use and Care committee on May 19 and September 29, 2011.

3) Reasons for the evaluation. Specify the issues that need improvement, if any.
   - The facility is adequately managed; however, some issues identified by the committee are still partially unresolved.

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?

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### 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?

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### 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