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| Title | Handling Requests for Animal Use Information |
| Policy Number | IACUC SOP P-0030 |
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| Authorized by | IACUC |

I. BACKGROUND

The Freedom of Information Act (FOIA) requires that certain information related to the animal use program be provided, when requested through appropriate channels. However, before any information is shared with any group or individual, steps must be taken to ensure that the information provided to requestors is required by FOIA and does not compromise CMU animals, research projects, investigators, or others.

II. PURPOSE

This procedure is meant to ensure compliance with FOIA regulations, maintain the integrity of research ideas and intellectual property, and maintain appropriate confidentiality. This procedure is not meant to interfere with an investigator's ability to discuss their animal research with colleagues, students, or others. Investigators need to do so and are expected to do so. Investigators are cautioned against sharing information about the animal program, or the research conducted by other animal researchers at CMU. Animal researchers who are also members of the Institutional Animal Care and Use Committee (IACUC) are reminded that discussions conducted at IACUC meetings are confidential, unless and only to the extent allowed by a FOIA request approved by the Office of General Counsel.

III. PROCEDURES

- A. Requests for records related to the Animal Care and Use Program should be referred to the IACUC Chair, the IACUC Coordinator, or the Assistant Director of the Office of Research Compliance. These individuals will initiate the next steps in determining and developing an appropriate response. Specifically, they will:
 1. Review the request.
 2. Send the original request to the Office of General Counsel for (Federal and Michigan) FOIA evaluation.
 3. Consult the Office of General Counsel as needed to facilitate the FOIA evaluation.
 4. Inform the Vice President for Research and the Director of the Office of Research Compliance of the request and that a FOIA evaluation has been requested from the Office of General Counsel. If the request pertains to a specific investigator or group, that investigator or group will be notified of the request.
- B. Upon approval, records/information will be shared with the requestor. However, records will be redacted by the Office of General Counsel, Office of Research Compliance, and/or the IACUC to protect personal and proprietary information. The PI will be consulted during this process.