



## **Non-Compliance with Proper Animal Care Procedures**

If any individual is aware of potential violations of the existing animal care and use regulations or observes misuse or mistreatment of animals, they are encouraged to discuss their concerns in person and report as necessary in accordance with Black Hawk College complaint resolution processes:

- The complainant should complete a Black Hawk College, *Veterinary Technology Animal Care and Use Complaint Form* (found in student handbook or <https://www.bhc.edu/program/veterinary-technology-aas/>)
- The complainant should first seek additional information by discussing the concerns noted in the form with the course instructor in order to clarify that there is not a perception error.
- If the course instructor has not provided resolution, the complainant should next bring their concern to the Veterinary Technology Program Director.
- In the event that the concern has not yet been alleviated, the complainant should bring the concern to the East Campus Agriculture Department Chair.
- In the event that the concern has not yet been alleviated, the complainant should bring the concern to the Executive Dean of Black Hawk College.

If the complainant feels the concern has still not been adequately addressed, or if the complainant feels for any reason that they cannot follow one or more of the preceding steps, then the complaint should be brought to the attention of the IACUC Committee. The Veterinary Technology Program will not tolerate retaliation toward or harassment of any individual(s) who report actual or possible violations and will protect through anonymity the positions and reputations of those persons who in good faith make allegations of animal welfare violations. The IACUC will review any allegations. The committee may designate an investigative subcommittee to investigate allegations and report any findings back to the IACUC. Investigations will be conducted carefully and discreetly.