



Type:	C - Institutional	Last Approved: May 28, 2020
Executive Responsibility:	President & Vice-Chancellor	
Administrative Responsibility:	Associate Vice-President, Scholarship, Research and Creative Activity	Procedure: 31.07.001

INSTITUTIONAL COMMITMENT TO ANIMAL CARE:

In all its teaching, research, and other activities, Vancouver Island University is committed to the humane care and treatment of animals. In this regard, the University will follow all of the current policies and guidelines of the [Canadian Council on Animal Care \(CCAC\)](#). These responsibilities include:

- Ensuring that there are mechanisms in place to evaluate the merit of all animal use activities in accordance with CCAC guidelines.
- Ensuring that an appropriately composed and well-functioning [Animal Care Committee \(ACC\)](#) is in place and accords to the most recent version of the CCAC policy statement on *Terms of Reference for Animal Care Committees*, and that this committee is provided with sufficient qualified staff and resources to function effectively and ensure compliance with all relevant animal care and use standards.
- Providing appropriate and sufficient animal facilities and staffing in accordance with CCAC guidelines wherever animals will be held within the institution.

RESPONSIBILITIES OF ANIMAL USERS:

When using animals, all those working under the aegis of the University or using University facilities must:

- a) Be responsible for minimizing the number of animals used, minimizing their pain and suffering, and ensuring that appropriate care is provided at all stages of the animal's life.
- b) Have and adhere to an Animal Use Protocol approved by the Vancouver Island University Animal Care Committee (see [Procedure 31.07.001](#) for details); the approved Animal Use Protocol must be in place before beginning research, teaching, or other activity involving animals and before acquiring animals. This applies to all projects regardless of where the project occurs, whether or not special financial support is involved, and whether or not an ethical review is required by another agency.

- c) Advise the Animal Care Committee of any change to an Animal Use Protocol as soon as a change is made, and submit a new Protocol if the Committee decides that the change or changes are substantial enough to warrant a new approval process.
- d) Comply with all government legislation and all directives of the Animal Care Committee and be familiar with and guided by current professional standards and ethical guidelines, including the most recent CCAC guidelines relevant to the species being used.

ANIMAL CARE COMMITTEE:

Vancouver Island University shall maintain an [Animal Care Committee](#). The Animal Care Committee's operation and oversight is governed by its Terms of Reference and policies. This committee exercises the authority of the President, through the [Associate Vice-President, Scholarship, Research and Creative Activity who acts as the senior administrator for animal care](#) in matters concerning animal care and is responsible to the President in all matters concerning animals kept for or used in research and teaching under the aegis of Vancouver Island University, either on or off campus. The [Associate Vice-President, Scholarship, Research and Creative Activity](#) is responsible for all formal liaison and communications with the CCAC.

ANIMAL USE MERIT REVIEW COMMITTEE:

Vancouver Island University shall maintain an Animal Use Merit Review Committee to review the scientific and pedagogical merit of all animal use as specified in the CCAC guidelines. The Animal Use Merit Review Committee's operation and oversight is governed by its Terms of Reference and policies. The committee exercises the authority of the President, through the Associate Vice-President, Scholarship, Research and Creative Activity who acts as the senior administrator for animal care, to ensure that all animal use under the aegis of Vancouver Island University, either on or off campus, has sufficient scientific or pedagogical merit to justify its use.

PENALTIES FOR VIOLATION OF POLICY:

Any course, research project, or other activity using animals that begins without the required approval, or which deviates from an approved Protocol, is in violation of Policy 31.07. Violations of the policy will be dealt with in accordance with Procedure 31.07.001 (Animal Care Committee). The Animal Care Committee, its Chair, or the institutional veterinarian, acting on behalf of the President can impose penalties that can include, but are not limited to, suspension of the animal use activity. Serious, flagrant, or persistent violations are grounds for disciplinary action, including limitations on teaching responsibilities and suspension of research privileges. Penalties for students can include suspension from studies and or other sanctions in accordance with Policy 32.05 (Student Conduct Code).

LIABILITY:

Teaching, research, and other activities that follow the Animal Use Protocols approved by the Animal Care Committee are covered, subject to the standard exclusions, under the insurance policy of the University. Failure to have the Committee's approval or to follow its post-approval procedures and regulations may attract personal liability to the instructor or researcher.

end of document