



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

1. Animal Care Committee (ACC):

- 1.1. The Animal Care Committee responsibilities, size composition, and operation will be in accordance with the most recent version of the Canadian Council on Animal Care (CCAC) Terms of Reference for Animal Care Committees and will be outlined in the VIU Animal Care Committee (ACC) Terms of Reference and policies. Members shall be appointed by the President, through the Associate Vice-President, Scholarship, Research and Creative Activity according to the criteria in the ACC Terms of Reference.
- 1.2. The ACC has the authority, on behalf of the President, through the Associate Vice-President, Scholarship, Research and Creative Activity to:
 - 1.2.1 Act immediately to stop any objectionable procedure if it considers that unnecessary pain is being experienced by an animal, and to stop any use of animals which deviates from the approved Animal Use Protocol so as to prevent pain or otherwise compromise the animal's health and welfare.
 - 1.2.2 Have an animal removed from a study or euthanized if pain or distress caused to the animal is not part of the approved protocol.
 - 1.2.3 Investigate reports of non-compliance with Policy 31.07 (Animal Care) or complaints of improper treatment of animals under the aegis of Vancouver Island University.
 - 1.2.4 Approve, suspend, and revoke Animal User Protocols in accordance with the ACC Terms of Reference and policies.
 - 1.2.5 Provide the Associate Vice-President, Scholarship, Research and Creative Activity with recommendations of consequences for individuals who have failed to comply with Policy 31.07.

2. Animal Use Merit Review Committee (MRC)

2.1 The Animal Use Merit Review Committee (MRC) size, composition, and operation will be outlined in the MRC Terms of Reference. Members shall be appointed by the President, through the Associate, Vice-President, Scholarship, Research and Creative Activity according to the criteria in the MRC Terms of Reference. Members of the MRC cannot concurrently be members of the ACC.

2.2 The MRC has the authority and responsibility, on behalf of the President, through the Associate Vice-President, Scholarship, Research and Creative Activity to:

2.1.1. Review and comment on the scientific and pedagogical merit of proposed activities that use animals for teaching or research in accordance with the most recent version of the CCAC policy statement on *Pedagogical Merit of Live Animal-based Teaching and Training* and the CCAC policy statement on *Scientific Merit and Ethical Review*.

2.1.2. Inform the ACC of its decision regarding whether or not the proposed use of animals is justified on scientific or pedagogical grounds.

2.1.3. Solicit merit reviews from experts outside the MRC when the MRC does not have the internal expertise to evaluate the merit of a specific proposed activity.

3. Animal Users

3.1. Principal Investigators, personnel and students listed on a current, approved Animal Use Protocol (AUP) have the authority to:

3.1.1. Conduct approved procedures as outlined in the AUP for which they have been deemed competent.

3.1.2. Restrict access to animals held under an AUP to personnel listed on the AUP, VIU Animal Care Services personnel, the Chair of the ACC, and, when conducting a site inspection, members of the ACC.

3.2. Animal users have a responsibility to adhere to all ACC and MRC policies and procedures.

4. Non-compliance

4.1. Potential violations of Policy 31.07 and its associated procedure will be investigated, documented, and reported by the ACC as outlined in its Terms of Reference and

policies. If serious non-compliance is suspected, the Associate Vice-President, Scholarship, Research and Creative Activity will be informed immediately.

4.2. During its investigation, the ACC has the right to obtain all animal and training records related to the non-compliance upon request.

5. Appeals

5.1. Applicants or animal users who wish to appeal a decision made by either the ACC or the MRC should send a notice of appeal to the Associate Vice-President, Scholarship, Research and Creative Activity. The notice of appeal should specify the decision being appealed and the reasons for the appeal.

5.2. The Associate Vice-President, Scholarship, Research and Creative Activity will request that the President form a separate Appeal Committee and refer the AUP in question to that committee.

5.3. The Appeal Committee will consist of at least two individuals with appropriate expertise who have no association with the appellant(s) that could affect fairness and impartiality, and who may be from appropriate external institutions.

5.4. Copies of the AUP, any revisions, and all documentation and correspondence shall be made available to the Appeal Committee .

5.5. When making its decision, the Appeal Committee will make decisions in accordance with the most recent CCAC guidelines. If procedures are at variance with CCAC guidelines or policies, then justification is required on scientific grounds.