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STATEMENT:

1. Membership of the [Animal Care Committee \(ACC\)](#)

1.1 Composition and selection

The Animal Care Committee shall consist of a minimum of eight members appointed by the President, through the VP Academic & Provost according to the following criteria:

- a. Two regular members appointed from the faculty who are experienced in animal care and use animals for both teaching and research. These members should represent the major animal using divisions. Members are selected from names recommended by the Dean of Science and Technology.
- b. A veterinarian, experienced in animal care. Selected on the recommendation of the Dean of Science and Technology.
- c. At least one person representing community interests and concerns who has no affiliation with VIU and who has not been involved in animal use for research or teaching. Selected from names recommended by the Dean of Science and Technology.
- d. One member of faculty or staff who is from outside the Faculty of Science and Technology and who does not use animals in research and teaching. Selected on the recommendation of this Committee.
- e. One member representing technical staff who is actively involved in animal care. This person will normally be the senior animal care technician. Selected from names recommended by the Dean of Science and Technology.
- f. One student member appointed by the Dean of Science and Technology.
- g. The employee who provides administrative support for the ACC and who would normally be appointed by the Dean of Science and Technology. This member is non-voting.
- h. The President, through the, VP Academic & Provost shall appoint one member of the committee as Chair of the ACC. This person would normally

have experience as an animal user but must not be directly involved in the management of institutional animal facilities, nor be a clinical veterinarian for VIU, nor be an animal care personnel charged with ensuring compliance with Canadian Council on Animal Care/Conseil canadien de protection des animaux (CCAC-CCPA) guidelines, nor be involved with preparing a significant number of protocols to be reviewed by the committee.

The term of service of the Chair of the Animal Care Committee shall be four years, but no more than two four-year terms.

- i. Other appointments to the Committee are normally for a two-year term and can be renewed up to eight years in total. All members serve at the pleasure of the President and can be replaced by the President at any time without cause.
- j. A quorum shall be at least five members and must include the community representative and the VIU veterinarian.
- k. As the need arises, the Committee is free (by majority vote) to co-opt others to assist in reviewing protocols or to solicit more general advice from external consultants. The Administrative Coordinator, Health and Safety Services will normally be co-opted when proposed research involves issues of human risks or hazards. Those so co-opted will be non-voting.

## 2. Authority and Responsibilities of the Animal Care Committee

### 2.1 Authority of the ACC

The ACC has the authority, on behalf of the President, through the VP Academic & Provost to:

- a. 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 protocol so as to cause pain or otherwise compromise the animal's health and welfare.
- b. Have an animal removed from a study or euthanized if pain or distress caused to the animal is not part of the approved protocol.
- c. Investigate reports of non-compliance with this policy and procedure (Procedure 31.07.001) or complaints of improper treatment of animals under the aegis of Vancouver Island University.
- d. Recommend penalties for individuals who have failed to comply with this policy and procedure.
- e. Delegate to the veterinarian (or senior animal care technicians) the authority to treat, remove from a study or euthanize any animals judged to be in pain or distress when pain or distress is not covered by the approved protocol. Every effort should be made to contact the animal user and ACC Chair before

any action is taken. A written account of the action taken should be submitted to the ACC and animal user.

2.2 Responsibilities of the ACC The Animal Care Committee has the responsibility to:

2.2.1 Ensure that no display, breeding, research, testing, or teaching involving the acquisition or use of animals proceeds without the prior approval by the ACC of an appropriate [Animal Use Protocol Application Form](#), except where current CCAC-CCPA guidelines provide exemptions.

2.2.2 Require all principal animal users to complete an Animal Use Protocol Application Form (AUP) as supplied by the ACC. The forms used should include all the information as suggested by the CCAC-CCPA in their most recent version of Terms of Reference for Animal Care Committees, and Guidelines on: animal use protocol review. At a minimum the information supplied must include:

- i. Project Title and descriptive procedural keywords.
- ii. Principal investigators and all personnel who will handle animals and a listing of their qualifications.
- iii. Departmental affiliations.
- iv. Proposed start and end dates.
- v. Funding source and status of funding approval.
- vi. Indication if the project has received peer review.
- vii. Course number (when appropriate).
- viii. For testing projects an indication that the testing has been planned to the most current requirements of the regulatory agency.
- ix. Lay summary.
- x. Listing of biohazardous, infectious, biological, chemical or radio-active agents.
- xi. Category of invasiveness as defined by the CCAC-CCPA policy statement on: categories of invasiveness in animal experiments, and Purpose of Animal Use as defined in the CCAC-CCPA Animal Use Data Form.
- xii. Reference to the principles of “replacement, reduction and refinement alternatives” (the three Rs), and should include:

A justification for why sentient animals must be used and how the applicant arrived at this conclusion, and of possible replacement alternatives (eg cell culture, modeling, use of animals with lower sentience).

Justification of the species and the number of animals used to emphasize reduction of animal use, and with regard to an appropriate experimental design that will provide statistical and scientific validity to the results.

Descriptions of all the refinements to be employed to protect and enhance animal health and welfare, which may include:

- Anesthesia and analgesia, including methods and dosages, for all invasive procedures.
- Other medical treatments as appropriate.
- Housing and husbandry methods, and environmental enrichment.
- Description of all other refinements to normal procedures.

xiii. A clear and full description of the procedures that are to be carried out, referring to appropriate Standard Operating Procedures (SOPs) as much as possible. Graphic descriptions are encouraged where appropriate.

xiv. A description of the selected endpoint(s) of the experimentation according to the CCAC-CCPA Guidelines on: Choosing an Appropriate End-point in Experiments using Animal for Research, Teaching and Testing. All protocols, including those that are non-invasive, must identify endpoints. Relevant information for identifying and applying end-points must be readily available in the area where animal based work is taking place. The person(s) responsible for monitoring the animals and applying end-points should be identified as well as the schedule for monitoring animals.

xv. A description of procedures for capture, restraint, transportation, and housing of animals used in field-studies, as well as any other information pertinent to field studies such as capture of non-target species, ecological impacts, and potential injuries or mortality during capture and transportation. Refer to *CCAC-CCPA Guidelines on: The Care and use of Wildlife*.

xvi. A description of euthanasia method (if used) with justification for any physical methods, or any method that deviates from those described in the most recent CCAC-CCPA guidelines on euthanasia.

xvii. A description of the fate of the animals if they are not to be euthanized.

xviii. Any other information that may be pertinent, including descriptions of previous methodologies and results that may be used to improve the present protocol with regard to improving animal welfare.

2.2.3 Ensure that any use of animals has been found to have either pedagogic or scientific merit. Any research projects that have not received prior approval by an approved external peer review agency are required to submit the proposal for internal review, prior to evaluation by the ACC, as described by the guideline *Peer Review of Scientific Merit of Research (VIU ACC)* and in accordance with the *CCAC-CCPA policy statement on: the Importance of Independent Peer Review of the Scientific Merit of Animal Based Research Projects*.

2.2.4 Evaluate all Animal Use Protocol Applications, ensuring that they meet appropriate professional and ethical standards, including the *CCAC-CCPA policy statement on the Ethics of Animal Investigation*; *CCAC-CCPA guidelines on the Animal Use Protocol Review*; and *CCAC-CCPA guidelines on the Care and Use of Experimental Animals*. If procedures are at variance with CCAC-CCPA guidelines or policies then justification is required on scientific grounds. The ACC should normally discuss AUPs and make decisions on

them during full committee meetings and should reach decisions by consensus. The ACC may delegate the responsibility of interim approval to a subcommittee that must include at least one scientific member, the veterinarian, a community representative and the Chair of the ACC. Final approval of these interim AUPs should take place at a full meeting of the ACC.

- 2.2.5 Ensure that animal users update their protocols if they intend to make minor modifications, and that these modifications are approved by the ACC before the protocol is modified. These modifications may be approved by the Chair of the ACC or a delegate. Major modifications, such as an increase in the number of animals used, change of species, use of more invasive procedure or implementation of new procedures, require that an Application to Renew/Amend an Approved Project be submitted to the ACC. Animal users should be encouraged to report any unanticipated problems and describe to the ACC the steps they have taken to address the problem.
- 2.2.6 Review all previously approved protocols annually using the form, Application to Renew/Amend an Approved Project. Renewals are for a maximum of 3 years. Animal users must submit a full [Animal Use Protocol Application Form](#) in the 4th year. Renewals must emphasize:
  - i. The number of animals used in the preceding year.
  - ii. The number of animals needed in the coming year with a justification.
  - iii. A progress report that describes any unpredicted outcomes related to animal use and/or any progress made with respect to replacement, reduction and refinement of animal use.
  - iv. A brief report on the adequacy of the endpoints and on any complications or refinements made relative to protecting animals from pain, distress or mortality.
  - v. A description of any amendments/changes to the original protocol.
- 2.2.7 The ACC has the responsibility to establish procedures for post-approval monitoring of animal use protocols, and defines the roles and responsibilities of the members of the animal care and use program in the monitoring process. The normal post-approval monitoring schedule will be:
  - i. Bi-annual inspection of all VIU animal holding facilities and selected experimental locations by the ACC that will include a review of selected active AUPs. The visiting ACC members can be a representative sub-group of the ACC.
  - ii. Additional site visits may be requested by the ACC when required, so as to meet their responsibilities.
  - iii. Weekly inspections of all approved AUPs will be made by Senior Animal Care Technicians.
  - iv. Annual inspection of all AUPs will be made by the institutional veterinarian. However it should be recognized that this will not always be possible when the AUP is for a distant field-site. In addition the institutional veterinarian will visit holding facilities on a bi-monthly basis.

- v. Inspections and provision of advice from contract veterinarians if requested by a senior animal care technician or the institutional veterinarian.
  - vi. Documentation in the minutes of the appropriate ACC meeting of all inspections of animal care facilities and AUPs, Copies of these reports will be sent to the VP Academic & Provost, the Dean of Science and Technology, and appropriate facilities manager(s) for their documented responses.
- 2.2.8 The ACC is responsible for identifying and working to correct breaches of compliance with approved animal use protocols and SOPs. The ACC must work with members of veterinary and animal care staff, to ensure compliance with the conditions set out in approved protocols. The veterinary and animal care staff must work in a collegial manner with animal users so as to correct deficiencies collaboratively. Where there are persistent breaches of compliance or threats to the health and safety of personnel or animals, these must be reported to the Chair of the ACC who must promptly address these issues and communicate directly with the VP Academic & Provost. The Chair of the ACC and the veterinarian(s) must have access at all times to all areas where animals are held or used.
- 2.2.9 The ACC must delegate to the veterinarian(s) the authority to treat, remove from a study or euthanize, if necessary, any animal when, in the veterinarian's professional judgment, this is necessary. The veterinarian must attempt to contact the animal user whose animal(s) is/are in poor condition before beginning any treatment that has not previously been agreed upon, and must also attempt to contact the ACC Chair. However, the veterinarian or senior animal care staff have the authority to proceed with any emergency procedures whether or not the animal user and ACC Chair are available.
- 2.2.10 The ACC will maintain records and retain them as required by law, including (but not limited to): minutes of all ACC meetings; copies of all Animal Use Protocols submitted to the Committee, plus any notifications of changes to these Protocols; written reasons regarding the acceptance or rejection of AUPs; records of inspections conducted in accordance with this policy and procedure; records of investigation of complaints or reports of non-compliance with this policy and procedure.
- 2.2.11 The ACC will encourage active liaison with appropriate governmental authorities, and in particular, the Canadian Council on Animal Care, and animal welfare organizations affiliated with the Canadian Federation of Humane Societies. The ACC will maintain current copies of relevant statutes, regulations, and Canadian Council on Animal Care guidelines and policies.
- 2.2.12 The ACC will ensure that all ACC members and animal users have the opportunity to become familiar with the CCAC-CCPA policy statement on: Ethics of Animal Investigation as well as all other CCAC-CCPA guidelines and

policy statements, federal, provincial or municipal statutes that may apply, as well as any institutional requirements.

2.2.13 The ACC must ensure appropriate care of animals in all stages of their lives and in all experimental situations. Veterinary care must be available either through the institutional veterinarian or through an external contract veterinarian. These formal arrangements must be based on the elements contained in the Standards of Veterinary Care established by the Canadian Association for Laboratory Animal Medicine/L'association canadienne de la médecine des animaux de laboratoire, 2004 (CALAM/ACMAL).

2.2.14 The ACC must establish procedures that are commensurate with current veterinary standards, to ensure that:

- i. Unnecessary pain, distress or injuries of animals are avoided in both their normal quarters and when transported.
- ii. Anesthesia and analgesia are properly and effectively used. There may be exceptions when such agents may be withheld as a scientifically justified procedure, and that this has been approved by the ACC after careful scrutiny.
- iii. Appropriate post-operative care is provided.
- iv. All due consideration is given to animal welfare including environmental enrichment.

2.2.15 The ACC will establish and ensure compliance with policies that provide for a system of animal care relevant to the needs of the institution. These will include:

- i. Requiring that all animal care and use be conducted in accordance with CCAC-CCPA policies, and any current federal, provincial and institutional regulations.
- ii. Ensuring adequate management of the institution's animal holding facilities, in particular by ensuring that one or more people are responsible for animal care and management in each and every animal holding facility operated or utilized by the institution. Effective communication will be maintained between animal facility managers and the ACC by either appointing managers to be members of the ACC or at least requiring that they report regularly to the ACC.
- iii. Ensuring adequate training of all animal users and animal care staff according to both the ACC Requirements for Training of Animal Users and Animal Care Staff, and according to the [CCAC-CCPA guidelines on institutional animal user training](#). Veterinarians will also be expected to receive continuing education relevant to their institutional responsibilities.
- iv. Developing an occupational health and safety program that will provide adequate protection for those involved in animal care and use. This program will be developed with Health and Safety Services according to the most recent CCAC-CCPA guidelines on occupational health and safety.

- v. Adhering to standards for husbandry, facilities and equipment.
- vi. Developing Standard Operating Procedures (SOPs) for all common or standardized activities that involve animal use. SOPs for animal care and facility management in the holding facilities will normally be produced by animal care staff and the veterinarian, whereas animal use SOPs will normally be produced by individual animal users. The ACC is responsible for ensuring that relevant SOPs are produced and managed appropriately. SOPs must be reviewed regularly by the ACC.
- vii. Adhering to relevant and currently approved procedures for euthanasia.
- viii. Encouraging the use of approved pilot studies using fewer animals before approving full-scale protocols. These studies should be reported to the ACC even when the user decides not to submit a full-scale protocol for review.

2.2.16 When projects involve proprietary, patentable research or testing as much information as possible should be provided to the ACC, so that they can assess the expected effects on animal health and welfare. Such protocols should be monitored carefully.

### 3. Meetings of the Animal Care Committee, Submission and Decisions

- 3.1 The Animal Care Committee shall meet formally at least twice a year or as often as necessary to fulfill its terms of reference which are stated in these procedures associated with Policy 31.07 and be satisfied that all animal use within its jurisdiction is in compliance with all appropriate regulations and guidelines.
- 3.2 The Chair of the Committee shall ensure that Committee members have at least five days notice of any meeting and that copies of all documents to be considered at the meeting are provided with the notice.
- 3.3 Animal users requiring ACC approval of a Protocol are responsible for submitting a fully completed and signed [Animal Use Protocol Application Form](#) or [Application to Renew/Amend an Approved Project](#), plus all supporting documentation, to the Vancouver Island University Animal Care Committee. An electronic copy of the Protocol and any electronic copies of supporting documentation are to be forwarded to the Committee support person.
- 3.4 Calls for submission of Animal Use Protocol Application Forms and Applications to Renew/Amend an Approved Project will be put out twice annually to all relevant Vancouver Island University employees via e-mail. Protocols should be submitted to the Committee at least 7 calendar days before these meetings of the ACC. The Committee shall review all Protocols as expeditiously as possible, but is under no obligation to act with less than one month notice or during the June 15 to August 15 period. Nevertheless, at the discretion of the Chair of the ACC, the ACC will expedite AUP applications at other times of the year. Normally, all applications for AUP approval should be made at least 30 calendar days prior to the AUP being active.



- 3.5 All new courses which will involve the use of animals must have an AUP that has been approved by the Animal Care Committee prior to being presented to the Curriculum Committee.
- 3.6 Decisions of the ACC are by consensus. When necessary, the Committee may make decisions via telephone or e-mail contact organized by the Chair, provided all Committee members are sent copies of all the relevant documentation and all members agree on the decision. Decisions taken by this method should be noted on the agenda and included in the minutes of the next formal meeting. The smallest subset of the Animal Care Committee that can ratify major protocol changes requested by the full Committee must include a community representative, a veterinarian, a scientist, and the ACC Chair.

#### 4. Committee Support

The Vice President, Academic and Provost, on an annual basis, shall arrange administrative and secretarial support for the ACC through a dean's secretary, an executive assistant, or some other appropriate person.

#### 5. Imposition of Penalties

- 5.1 Penalties imposed on students for violation of policy and procedures contained in this document are the responsibility of the Instructor and Dean after consultation with the ACC. All penalties imposed on students can be appealed through the normal channels available to students.
- 5.2 Penalties imposed on faculty and staff for violation of policy and procedures contained in this document are the responsibility of the Vice-President Academic, on the advice of the ACC, and after the VP Academic & Provost consults with the faculty or staff member and his or her Dean. Penalties imposed on faculty or staff members can be grieved through the normal channels provided by the applicable collective agreements.

#### 6. Appeals

- 6.1 The Appeal Committee is a separate committee appointed by the President and will satisfy the requirements of committee membership (article 1.1).
- 6.2 Applicants who wish to appeal a final Committee decision should send a notice of appeal to the Vice-President Academic. The notice of appeal should specify the decision being appealed and the reasons for the appeal. The Vice-President Academic will request that the President form an Appeal Committee and refer the AUP in question to that committee. Copies of the AUP, any revisions, and all documentation and correspondence shall be made available to the Appeal Committee.

## 7. General

- 7.1 The ACC must regularly review (at least every 3 years):
  - a. Policy 31.07 and its associated procedures so as to meet new CCAC-CCPA guidelines or policies, and changing needs at VIU, as well as changes within the scientific and animal welfare communities.
  - b. The security of animals and the holding and research facilities.
  - c. Standard Operating Procedures
  - d. Policies and procedures for post-approval monitoring of animal care and animal experimentation. This review must include identification of the persons responsible for monitoring animal health and welfare and the procedures used by the ACC to conduct monitoring.
- 7.2 The ACC must maintain liason with the CCAC-CCPA secretariat and inform the Secretariat of any changes to the animal use program.
- 7.3 The ACC must submit complete and accurate animal use information on the CCAC-CCPA Animal Use Data Form annually by March 31 of the following year and also in pre-assessment documentation.
- 7.4 The ACC must have a crisis management program for the animal facilities and use programs. This is to be undertaken in conjunction with VIU's general crisis management plans. The program must include a communication plan for addressing public and media enquiries related to animal care and use.
- 7.5 The ACC should from time to time sponsor seminars and workshops on the use of animals in science and the ethics of animal experimentation so as to demonstrate that VIU is promoting animal welfare and to allay any public concerns about animal experimentation.
- 7.6 The ACC should make every effort to maintain a high profile in the institution and the community.
- 7.7 The ACC should be open to developing and maintaining good communication with animal welfare organizations.