

## COLLEGE Procedure

<b>Procedure Title:</b>	<b>Animal Use Protocols</b>
<b>Procedure ID:</b>	#9-902A
<b>Manual Classification:</b>	Section 9 - Applied Research
<b>Approved by Board of Governors:</b>	<i>Original:</i> September 25, 2019
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<b>Next Policy Review Date:</b>	October 1, 2024
<b>Administrative Contact for Policy Interpretation:</b>	Office of the Vice-President Academic and Office of Applied Research
<b>Linked to a Policy or Operating Procedure:</b>	Animal Care and Welfare Policy #9-902 Operating Procedures #9-902B - #9-902H (inclusive)

### Procedure Statement

The Canadian Council for Animal Care (CCAC) states that “all proposed animal-based research, teaching and testing activities must be clearly described in an animal protocol, which must be approved by an institutional animal care committee before any animal-based work can begin” (CCAC, 2018). All activities involving live animals must be covered at all times by an Animal Use Protocol (AUP). An AUP provides details about animal care and use for educational activities or research projects, including animals on display for events, animals involved in fieldwork off-campus, and animals occupying College space.

### Purpose

The purpose of this document is to outline the procedures for the submission, review and approval of Animal Use Protocols associated with educational and research activities involving live animals.

### Definitions/Acronyms

See Animal Care and Welfare Policy #9-901

### Procedural Guidelines for Animal Use Protocols

An approved AUP shall be in place before an educational or research activity involving animals can be carried out.

AUPs will be approved for one year and must be renewed annually for up to three consecutive times after which a complete new proposal must be submitted. AUP renewal must take into consideration developments in the reduction, replacement and refinement of animal use as well as changes in standards and guidelines. Major modifications of existing AUPs, including nature of invasive procedure, changes in animal species, and changes in the use of anaesthetics, must be subjected to the same level of review and information requirements as new application (CCAC, 1997).

#### AUPs for Research Activities:

After the submission of a research proposal an AUP may be submitted at any time. An early submission is recommended even if the outcome of the proposal and amount of funding is not yet known. A PI who chooses to wait until final proposal approval takes the risk of delay in being able to start the research due to the time required to complete the AUP review process.

#### Preparation and Submission:

The Animal Care Committee (ACC) Coordinator will send a notification to Fleming College community members detailing AUP requirements for educational and research activities involving animals at least two months prior to ACC meetings. The ACC Coordinator will remind PIs with approved AUPs that are nearing their annual approval date to submit their AUPs to the ACC Coordinator. If an approved AUP has reached its renewal limit (three years) and requires submission of a new AUP, the ACC Coordinator will remind the PI at least two months prior to scheduled ACC meetings. The PI will inform ACC Coordinator of planned AUP submission and submit the AUPs and all supporting documentation electronically at least four weeks prior to scheduled ACC meetings.

The ACC Coordinator will initially review all submitted AUPs for completion. The ACC Coordinator will return AUPs to the PI that require significant revisions and will work together with the PI to clarify information in the AUP. For new and existing AUPs that have exceeded their renewal limit, the ACC Coordinator will inform the Merit Review Committee (MRC) and provide the MRC with the AUP and supporting documentation. The process for Pedagogical/Scientific Merit review are outlined in the Pedagogical and Scientific Merit procedure. The ACC Coordinator will inform the PI about the outcome of the pedagogical/scientific merit review and forward completed AUPs and all supporting documentation at least two days prior to scheduled ACC meetings to ACC members for review. Incomplete AUPs will not be forwarded to the ACC until completed.

#### **Peer Review:**

New AUPs and AUPs that have reached their annual renewal limit are subjected to pedagogical or scientific merit review prior to ACC review and approval. The review process is outlined in the Procedures for Pedagogical and Scientific Merit Review (procedure xxx). The renewal of an existing AUP or minor amendments to AUPs do not require renewed peer review.

#### **Review Process:**

The ACC members will review and approve AUPs during ACC meetings which will be scheduled twice per term during the Fall and Winter semester (4 meetings per year). AUPs that require approval prior to scheduled meetings may be approved by an ACC Subcommittee.

The ACC Chair will be responsible during ACC meetings to:

- Present a brief summary of the AUP
- Solicit feedback from Committee members
- Identify outstanding issues
- Inform Committee members of Merit Review outcome
- Inform Committee members of Animal User Training status

The ACC Chair will lead the discussion for ACC members to come to consensus.

The ACC members will be responsible during ACC meetings to:

- Provide feedback during the AUP review process and voice concerns
- Take into consideration Merit Review outcome
- Take into consideration Animal User Training status
- Come to consensus

The ACC Coordinator will record a summary of all concerns and discussions during the AUP review and approval process in ACC meeting minutes, including clarification requests and other directives. The ACC Coordinator will provide pertinent information in writing to the PI.

The ACC shall apply protocol review criteria in a fair and consistent manner, including

- Potential benefit of the research/teaching activity
- Replacement alternative to animal use
- Animal model selection

- Reduction of animal use/numbers
- Refinement of experimental techniques to minimize or eliminate physical and/or psychological distress
- Setting endpoints
- Physical restraint
- Invasive/stressful procedures
- Training and competence of individual performing euthanasia
- Appropriate approval for the use of hazardous agents

ACC members shall base the protocol review on *CCAC guidelines on: animal use protocol review (1997)*.

### **Post-Meeting Review and Approval:**

The outcome of the AUP review will be communicated in writing within two weeks following the ACC Committee meeting. The following scenarios can apply:

- AUP is approved: The ACC Coordinator will inform the PI in writing of AUP approval within two weeks. *Outcome:* the animal-based activity can start as planned.
- AUP is approved pending clarification/minor adjustments: The ACC Coordinator will forward all questions and/or requested adjustments generated during the ACC meeting to the PI in writing within two weeks and copy the ACC Chair. The PI will have to respond to concerns and/or make requested adjustments and return the AUP for final approval to the ACC Coordinator. Approval-pending AUPs may receive final approval by the ACC Chair or an ACC Subcommittee. *Outcome:* the animal-based activity can start taking into consideration requested adjustments.
- AUP is tabled: The ACC Coordinator will forward all questions and ACC requirements to the PI in writing within two weeks. Once the PI has updated the AUP, the ACC Coordinator will forward the AUP for approval. Tabled AUPs required approval from the ACC or, depending on timeframe, interim approval by the ACC Subcommittee. AUPs approved by the Subcommittee require full ACC approval during the next ACC meeting. *Outcome:* The animal-based activity cannot start until the ACC concerns have been addressed.

### **Amendments and Annual Renewal:**

Minor amendments of approved AUPs can be reviewed and approved by an ACC Subcommittee. Major amendments require regular ACC approval or, depending on timeframe, interim approval by the ACC Subcommittee.

### **Related Documents**

Animal Care and Welfare Policy #9-902

Operating Procedures and related appendices #9-902B - #9-902H (inclusive)

### **Appendices**

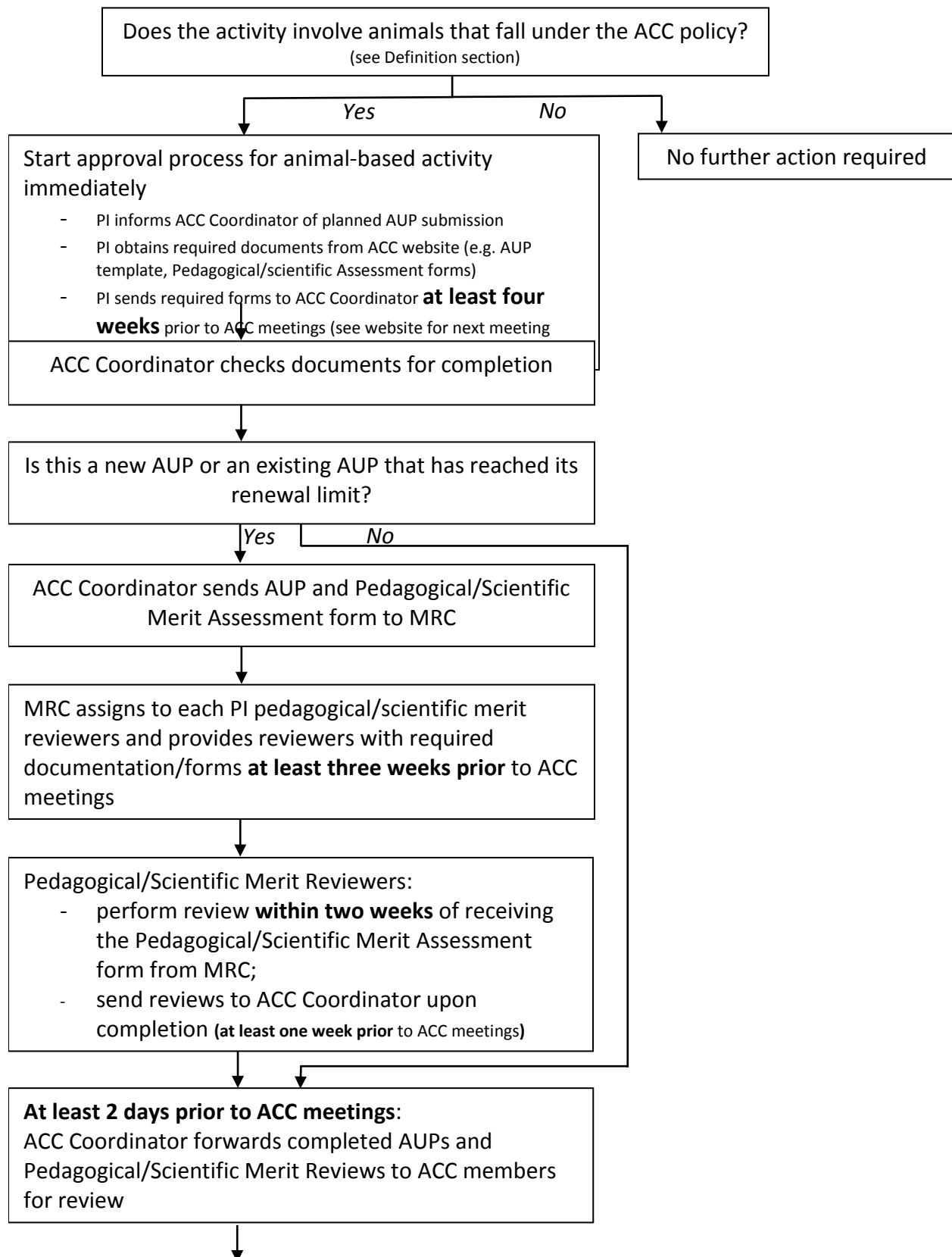
Appendix 1 – Process Flowchart

### **References**

- CCAC (2018): Requirement for submitting an animal protocol. Addendum to the CCAC policy statement on: terms of reference for animal care committees. Canadian Council on Animal Care, Ottawa, Canada.
- CCAC (1997): CCAC guidelines on animal use protocol review. Canadian Council on Animal Care, Ottawa, Canada.

Summary of Changes	Date
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## Appendix 1 – Approval Process Flowchart for animal-based activities



**Appendix 1 – Approval Process Flowchart for animal-based activities (cont).**

