

**COLLEGE Procedure**

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

**Procedure Statement**

The Canadian Council for Animal Care (CCAC) mandates all animal use in science by guidelines and policies. The Animal Care Committee (ACC) ensures that all animal-based educational and research activities are in compliance with CCAC guidelines and policies, national and provincial standards and Fleming Colleges Animal Care and Welfare policies and procedures.

**Purpose**

This procedure outlines responsibilities and guidelines regarding of the process when animal welfare and compliance concerns of animal-based educational or research activities are raised.

**Definitions/Acronyms**

See Animal Care and Welfare Policy #9-902

**Procedural Guidelines for Incident Reporting****Responsibilities:**

All Fleming College community members have the moral and ethical obligation to report any concerns regarding animal care and welfare. Concerns must be promptly reported if circumstances are seen that may be in breach with approved Animal Use Protocols (AUPs) and/or animal care and welfare policies.

**Guidelines:**

- Animal welfare and/or compliance concerns can be reported over the phone, submitted electronically or as hard copy to the ACC Chair or the ACC Coordinator.
- The ACC Coordinator or ACC Chair will record all concerns in an Animal Welfare and Compliance Report
- The ACC will promptly follow up and investigate any concern received. The complainant will be informed of the status of the investigation.
- The ACC has the authority to withdraw an approved AUP until satisfactory resolution is achieved

**Related Documents**

- Animal Welfare and Compliance Report

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| <b>Appendices</b> |
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N/A

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| <b>Summary of Changes</b> |
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| <b>Date</b> |
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