

Procedure Title:	Reporting of Concerns
Procedure ID:	#OP 9-902G
Manual Classification:	Section 9 – Applied Research
Linked to Policy:	#9-902 Animal Care and Welfare
Approved by Senior Management Team:	January 10, 2022
Revision Date(s):	Original: September 25, 2019 Revisions: January 10, 2022
Effective Date:	February 1, 2022
Next Review Date:	January 2025
Contacts for Procedure Interpretation:	Vice President Applied Research and Innovation

1.0 – Purpose

The purpose of this procedure (the “**Procedure**”) is to layout responsibilities and guidelines regarding of the process when animal welfare and compliance concerns of animal-based educational or research activities are raised.

Terms not defined in this Procedure have the same meaning found in Policy #9-902 Animal Care and Welfare.

2.0 – Procedure

2.1 - Overview

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. To support that mission, a process for reporting concerns about animal welfare is in place.

2.2 – Procedural Guidelines for Incident Reporting

- a) 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.
- b) 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.

3.0 – Related Documents

- Animals for Research Act, R.S.O. 1990, c. A.22
- Canadian Council on Animal Care: Ethics of Animal Investigation
- Canadian Council on Animal Care: Terms of Reference for Animal Care Committees
- Policy #9-902 Animal Care and Welfare
- Operating Procedure #9-902A: Animal Care Committee Terms of Reference
- Operating Procedure #9-902B: Animal Use Protocols
- Operating Procedure #9-902C: Scientific Merit Review of Animal Use Protocols (AUPs)
- Operating Procedure #9-902D: Pedagogical Merit Review of Animal Use Protocols (AUPs)
- Operating Procedure #9-902E: Post Approval Monitoring (PAM)
- Operating Procedure #9-902F: Animal User Training Program
- Operating Procedure #9-902H: Animal Husbandry
- Animal Welfare and Compliance Report

4.0 – History of Amendments & Reviews

Original approved by SMT September 25, 2019

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