

COMPOSITION AND TERMS OF REFERENCE FOR THE ANIMAL CARE COMMITTEES

1. Composition

All members of the Animal Care Committees (ACCs) are appointed by the Senate Committee on Animal Care (SCAC), on the recommendation of the Associate Vice-President (Research) (AVPR), and must accord with the requirements of the Canadian Council on Animal Care (CCAC). At a minimum, an Animal Care Committee shall consist of:

- a Chair (non-voting), appointed for a three year term;
- at least three (3) faculty members (with designated alternates) experienced in animal research, care and use, particularly in reference to the types of anticipated requests for animal utilization, appointed for three year terms;
- the clinical veterinarian(s), (including the St. Boniface General Hospital Research Centre veterinarian), *ex officio*;
- one faculty member who does not use animals in research, teaching or testing, appointed for a three year term;
- a minimum of two community members, representing community interests and concerns, appointed for two year terms;
- one graduate student, preferably involved in animal based research, appointed for a two year term;
- one animal facilities director, *ex officio*, or designate;
- one technical staff person (either an animal care, an animal facility or an animal research technician), appointed for a two year term;
- Central Animal Care Services Breeding Coordinator, *ex officio*, (Bannatyne Campus only)
- the Animal Care Occupational Health Analyst *ex officio* (non-voting); and
- the Co-ordinator (Animal Care), *ex officio* (non-voting).

With the approval of the SCAC, additional members required for their special expertise or because of workload may be appointed.

2. Terms of Reference

The ACC is responsible for overseeing all animal care and use undertaken by animal users and ensuring compliance with institutional and other applicable requirements including CCAC.

- a. the chair of the ACC reports to the AVPR;

- b. the committee reviews¹ all protocols annually for compliance with ethical and other applicable requirements including CCAC standards;
- c. the committee ensures that no research or testing project or teaching program (including field studies) involving animals be commenced without prior ACC approval of a written animal use protocol; further to this, that no animals be acquired or used before such approval. This includes internally funded projects;
- d. the committee ensures that no animals be held for display or breeding purposes, or for eventual use in research, teaching or testing projects, without prior ACC approval;
- e. the animal care coordinator advises the AVPR of protocols requiring scientific or teaching merit review;
- f. the committee ensures adequate procedures for communications with the applicant, veterinarian and animal facility personnel exist;
- g. the committee ensures that there are appropriate standard operating procedures in place for the animal care and use program and that these are regularly reviewed and updated with appropriate expertise and that they are widely communicated to all animal users;
- h. the animal care coordinator ensures the maintenance of an up to date record of protocols and inventory of animal use in a form approved by the SCAC;
- i. the animal care coordinator facilitates information gathering activities in preparation for CCAC assessment visits;
- j. the Chair, in consultation with the committee, prepares an annual report on its activities for review and consideration by the SCAC;
- k. the committee monitors compliance with University policy and procedures related to animal protocol approval;
- l. the committee ensures that inspections of all animal laboratory, service and housing facilities are conducted at least annually to ensure that the areas used for animal care and use by the institution are appropriate and meet institutional and CCAC standards and reports on the condition thereof to the SCAC;
- m. the committee serves as a forum for the initial appeal of protocol review decisions/actions within its jurisdiction (see section 2.9 of procedures document);
- n. the committee establishes a reasonable quorum, such as a majority of the members which must include one community representative and one veterinarian, for ACC meetings;
- o. the chair acts as a resource to the SCAC and the AVPR in matters relating to liaison with the CCAC;

¹ The process of protocol review shall, in all respects, be consistent with the guidelines of the CCAC, utilizing forms approved by the CCAC.

- p. the animal care coordinator ensures access to protocols by all members of the SCAC;
- q. the committee liaises with the Environmental Health and Safety Office to provide risk assessments and recommendations to ensure safety of personnel associated with animal based research; and
- r. the committee maintains ongoing liaison with faculty members, animal facilities directors, the clinical veterinarians, and the Director, Animal Care and Use Program. (DACUP).

3.0 Authority to Terminate Animal Use

ACC chairs, or their designates, have the authority, in consultation with the clinical veterinarians or the DACUP, to: stop any objectionable procedure if it considers that unnecessary distress or pain is being experienced by an animal; stop immediately any use of animals which deviates from the approved use, any non approved procedure, or any procedure causing unforeseen pain or distress to animals; and have an animal humanely euthanized if pain or distress caused to the animal is not part of the approved protocol and cannot be alleviated.

The ACC delegates to the veterinarian(s) the authority to treat, remove from a study or euthanize, if necessary, an animal according to the veterinarian's professional judgment. The veterinarian must attempt to contact the animal user before undertaking any action with the animal not previously agreed upon. However, the veterinarian has the authority to proceed with any necessary emergency measures. A written report should be sent by the veterinarian to the animal user and to the ACC within 48 hours following any such event.

4.0 Compliance Guidelines Relating to the Protocol Review Process

- a. All protocols are received and logged by the animal care coordinator.
- b. 'A' and 'B' category of invasiveness protocols are distributed for review to three members of the applicable ACC which must include a veterinarian, a community representative, and 1 other ACC member. A copy of the protocol is forwarded to the applicable ACC Chair. The status of the protocol is reported to the full ACC. A copy of all protocols are available to all ACC members at any time upon request.
- c. "C" and "D" category of invasiveness protocols are distributed to the applicable ACC for review by the full committee at the monthly ACC meeting.
- d. "E" category of invasiveness protocols (coi) are approved by the E Category of Invasiveness Committee (ECOIC) in exceptional cases only. If the ACC considers a submitted protocol to be in the E coi, the animal care coordinator will forward the protocol to the Chair of the ECOIC for review.
- e. All provisional approvals and protocol renewals will be approved by a

sub-committee which will include a community representative and a veterinarian.

- f. Following review, a protocol will be assigned one of the following categories:
- i. **Approved:** Full approval, no conditions, no requests from the committee/reviewers for clarification or additional information. The principal investigator is allowed to begin the research.
 - ii. **Approved Subject to:** Full approval, however, either additional information or clarification is required. The additional information or clarification is so minor that the principal investigator is allowed to begin the research but must provide the additional information/clarification by a specified date.
 - iii. **Provisional Approval:** When a "C" or "D" category of invasiveness protocol is received that is urgent and cannot wait until the next committee meeting for review, it is sent out to two primary reviewers and the applicable veterinarian. Once the primary reviewers and the veterinarian are satisfied with the protocol and responses (if applicable) from the principal investigator, it is provisionally approved which allows the principal investigator to begin the research. Approval of the application remains provisional until the application is reviewed by the full committee at its next monthly meeting. If the committee is satisfied with the protocol, full approval is then granted. If the committee raises additional concerns or requires additional information, this request is forwarded to the investigator who must comply by a specified date.
 - iv. **Approved in Principle:** This applies only to collaborative animal based projects where approval in principle is granted but remains conditional upon the approval by the host institution's ACC.
 - v. **Conditional Approval:** Additional information/clarification is required, therefore, the principal investigator cannot order the animals required for the research. A letter is sent to the principal investigator indicating the concerns of the reviewers/committee. The principal investigator's response to the concerns is forwarded to the primary reviewers and applicable veterinarian for consideration. When "conditional approval" is granted, the principal investigator's comments do not need to go back to the full committee. Once all reviewers and the veterinarian are satisfied with the principal investigator's response(s), full approval is granted.
 - vi. **Hold:** There are numerous and major concerns with the protocol. The principal investigator does not get a protocol number and may not begin the research. A letter outlining the concerns is sent to the investigator. If the protocol is a "C" or "D" category of

invasiveness, the principal investigator's response goes back to the full committee for review. If the protocol is an "A" or "B" category of invasiveness, the principal investigator's response goes back to the primary reviewers and applicable veterinarian. The protocol is not approved until all reviewers agree that the principal investigator has adequately addressed (in writing) all of the concerns raised by the reviewers/committee. Once all concerns have been adequately addressed, full approval is granted.

- vii. **Denied:** When the protocol is found to be ethically unacceptable or has failed to prove scientific merit. The principal investigator does not get a protocol number and may not begin the research.