

## **COMPOSITION AND TERMS OF REFERENCE FOR THE ANIMAL CARE COMMITTEES**

### **1. Composition**

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

- a Chair (non-voting), appointed for a four 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 four year terms;
- the clinical veterinarian(s), (including the St. Boniface Hospital Research Centre veterinarian), *ex officio*;
- one faculty member who does not use animals in research, teaching or testing, appointed for a four 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 three year term (non-renewable);
- 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 CAC, additional members required for their special expertise or because of workload may be appointed by the Chair. For "E" category of invasiveness (coi) protocols, Principal Investigators (PI) may request /suggest additional individuals with special expertise in the field and methods being assessed to the Chair. It is the Chair's discretion (in consultation with the committee) as to whether or not the PI suggested expertise will be utilized.

ACC members are appointed for terms of no less than two years and no more than four years, renewable only up to a maximum of eight consecutive years of service.

## 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.

The ACC shall meet on a monthly basis (excluding July). However a meeting in any particular month may not be necessary if there have been no protocols submitted to the ACC.

For “B”, “C” and “D” category of invasiveness (coi) protocols, a quorum shall be a minimum of 50% (rounded up to the nearest whole person)<sup>1</sup> of the total committee membership but must include one community representative and one veterinarian.

For “E” coi protocols, a quorum will consist of not less than 80 % of the membership (rounded up to the nearest whole person)<sup>1</sup> of the Committee (which will not include non-voting or ex-officio members) and must include one community member and one faculty member experienced in animal research

Ideally, consensus will be sought but if this is not obtainable, a motion shall require the support of a majority of members present and voting. A tie vote shall be regarded as defeating the motion.

The ACC is further responsible for:

- a. reviewing<sup>2</sup> all protocols annually for compliance with ethical and other applicable requirements including CCAC standards;
- b. ensuring 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;
- c. ensuring that no animals be held for display or breeding purposes, or for

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<sup>1</sup> The voting members include at least 3 faculty members, 1 non-animal user, at least 1 community member, 1 graduate student, 1 animal facilities director, and 1 technical staff person. Please note that committee fluctuation is allowed as the members as indicated above are the minimal number required.

<sup>2</sup> The process of protocol review shall, in all respects, be consistent with the guidelines of the CCAC, utilizing forms approved by the CCAC.

- eventual use in research, teaching or testing projects, without prior ACC approval;
- d. ensuring (via the animal care coordinator) that minutes of each meeting are prepared and that a copy of the minutes are forwarded to the AVPR;
  - e. advising the AVPR of protocols requiring scientific or teaching merit review and initiating the process (via the animal care coordinator) as described in the document entitled "Process for Assessing Scientific/Teaching Merit of Projects funded from Non-Peer Reviewed Sources" (for "B", "C", and "D" coi protocols or the document entitled "Process for Obtaining Merit Review for "E" Category of Invasiveness Protocols" (for "E" coi protocols);
  - f. ensuring adequate procedures for communications with the applicant, veterinarian and animal facility personnel exist;
  - g. ensuring that there are appropriate standard operating procedures (SOPs) in place for the animal care and use program and that those SOPs which have a direct impact on animal welfare are reviewed and updated every three years and that they are widely communicated to all animal users;
  - h. ensuring (via the animal care coordinator) the maintenance of an up to date record of protocols and inventory of animal use in a form approved by the CAC;
  - i. facilitating information gathering activities (via the animal care coordinator) in preparation for CCAC assessment visits;
  - j. preparing an annual report (via the Chair in consultation with the committee), on its activities for review and consideration by the CAC;
  - k. monitoring compliance with University policy and procedures related to animal protocol approval;
  - l. ensuring that all guidelines that have a direct impact on animal welfare are reviewed at least every three years;
  - m. ensuring 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 CAC;
  - n. ensuring that inspection reports are prepared and forwarded as applicable and that the recommendations are satisfactorily implemented. Copies of the facility inspection reports and applicable responses will be forwarded to the CAC;
  - o. serving as a forum for the initial appeal of protocol review decisions/actions within its jurisdiction (see section 2.9 of procedures document); Note: "E" COI protocols are non-appealable. However, refinements to the protocol resulting in a downgrade to a lower invasiveness level ("D" COI or lower) and then resubmission to the ACC for review is acceptable.
  - p. acting as a resource (via the chair) to the CAC and the AVPR in matters relating to liaison with the CCAC;

- q. ensuring access (via the animal care coordinator ) to all protocols by all members of the CAC;
- r. liaising with the Environmental Health and Safety Office to provide risk assessments and recommendations to ensure safety of personnel associated with animal based research; and
- s. maintaining 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 of "B", "C", "D" COI Protocols

- a. Protocols are received and logged by the animal care coordinator and are distributed to the applicable ACC for review by the full committee at the monthly ACC meeting.
- b. 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 PI is allowed to begin the research.
  - ii. **Approved Subject to:** Minor clarifications and/or additional information is required. This category allows the PI to begin the project.
  - iii. **Provisional Approval:** When a protocol is received that is urgent and cannot wait until the next committee meeting for review, it is

sent out to the chair, the applicable veterinarian and two primary reviewers which will consist of one scientific member and one community representative. Once the primary reviewers, the chair and the veterinarian are satisfied with the protocol and responses (if applicable) from the PI, it is provisionally approved which allows the PI 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 PI who must comply by a specified date.

- iv. **Conditional Approval:** Additional information/clarification is required, therefore, the PI cannot order the animals required for the research. A letter is sent to the PI indicating the concerns of the reviewers/committee. The PI's response to the concerns is forwarded to the primary reviewers, chair and applicable veterinarian for consideration. When "conditional approval" is granted, the PI's comments do not need to go back to the full committee. Once all reviewers, the chair, and the veterinarian are satisfied with the PI's response(s), full approval is granted.
  - v. **Hold:** There are numerous and major concerns with the protocol. The PI does not get a protocol number and may not begin the research. A letter outlining the concerns is sent to the PI. The PI's response is reviewed by the full committee at the next monthly meeting. The protocol is not approved until the committee agrees that the PI 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.
  - vi. **Denied:** When the protocol is found to be ethically unacceptable or has failed to prove scientific merit. The PI does not get a protocol number and may not begin the research.
- c. Short Form Renewals will be reviewed by the chair, a veterinarian and one community representative.
  - d. Minor amendments will be reviewed by the chair and a veterinarian. Major amendments will be reviewed by the ACC, and if deemed necessary, will require a full protocol submission. See Guideline 002 which describes what constitutes major and minor amendments.
  - e. For projects involving collaboration, section 2.3.8 – 2.3.8.4 of the University of Manitoba Animal Care and Use Procedure document will apply.

## 5.0 Compliance Guidelines Relating to the Protocol Review and Post Approval Monitoring Process of "E" COI Protocols

Protocols containing E COI procedures are only approved by the ACC in exceptional cases. These protocols are limited to a one year term. Annual full protocol submissions are required for multiyear studies. The onus is on the PI seeking approval to provide convincing evidence to the ACC that:

- i. the E COI procedures proposed are thoroughly justified;
  - ii. identified alternate models would be insufficient for the scientific work.
- a. Protocols are received and logged by the animal care coordinator and are distributed to the applicable ACC for review by the full committee at the monthly ACC meeting.
  - b. In most instances, the PI will be required to conduct a pilot study to determine, or confirm, endpoints and appropriate monitoring levels. In addition, the pilot study will serve as a training period to establish competency for all personnel involved with the model. A written report from the PI (in consultation with Veterinary Services) to the ACC must be provided at the end of the pilot study, prior to the start of the experimental phase of the project.
  - c. The minimal qualifications of personnel (research staff, facility animal care staff, Veterinary Services staff) responsible for assessing endpoints and caring for animals in E COI experiments (at the time of E-level effects) would normally be a diploma in Animal Health Technology and 1 year of experience with live animals in a research setting. An equivalent amount of experience as judged by the ACC, in consultation with the PI, may be considered. If research staff, animal care staff and/or Veterinary Services staff are not comfortable monitoring and/or caring for animals in E COI experiments, all reasonable efforts will be made to remove them from the project.
  - d. All palliative procedures will be performed unless the PI provides strong evidence that such procedures will be clearly detrimental to the acquisition of useful information. It will be considered ethically unacceptable to withhold any palliative care in an E COI experiment unless this directly prevents the acquisition of the knowledge sought.
  - e. At the time of E COI effects, rigorous levels of animal monitoring will be required by qualified (see 'e' above) research staff, facility animal care staff, and Veterinary Services personnel. This is to ensure compliance with approved humane endpoints. All monitoring and endpoint concerns must be reported in writing to the PI, facility director and a clinical veterinarian within 24 hours of detection of the occurrence. The facility director, in consultation with the clinical veterinarian, will provide a written report to the DACUP and the Chair of the ACC within 2 weeks of the occurrence. The DACUP and the Chair of the ACC will determine what

- further follow-up with the PI is required.
- f. Protocol monitoring will consist of written reports from the PI (in consultation with the clinical veterinarian) to the ACC at predetermined intervals, but not less than every 6 months.
  - g. The PI will show due diligence in finding alternative experimental designs or methodologies and/or in developing alternatives that would allow earlier endpoints. Evidence of due diligence may include a summary and listing of published literature using alternative models; preliminary data or unpublished data addressing the possible appropriateness of an earlier endpoint, and confirmation that the model is currently being used elsewhere (including the name and contact information of a researcher or veterinarian from that institution involved with the model). Evidence of due diligence will be part of the required reporting and will be a requirement for protocol renewal.
  - h. During the review process, communication with the PI will be undertaken as necessary in order to clarify and refine the experimental model. Following review, a protocol will be assigned one of the following categories:
    - i. **Approved:** Full approval, no conditions, no requests from the committee for clarification or additional information.
    - ii. **Denied:** Denial is based on the judgement that the proposed work is ethically unacceptable or has failed to prove scientific merit.
  - j. The decision of the ACC is final and non-appealable. However, refinements to the protocol resulting in a downgrade to a lower invasiveness level ("D" COI or lower) and then resubmission to the ACC for review is acceptable.
  - k. Multiyear studies must be submitted on the full protocol form every 12 months (a short form renewal will not be accepted).
  - l. For multiyear studies, a review of the scientific progress and design modifications will be undertaken as necessary.
  - m. Amendments will be considered for approval by the ACC.
  - n. For projects involving collaboration, section 2.3.8 – 2.3.8.4 of the University of Manitoba Animal Care and Use Procedure document will apply.