

PROCEDURE FOR ANIMALS KEPT IN CAPTIVITY OVER 12 HOURS IN INDOOR OR OUTDOOR FACILITIES* ON OR OFF CAMPUS

According to the Canadian Council on Animal Care, good record keeping and reporting of housing and husbandry activities are essential elements of high quality research.

For any protocol submitted to the ACC using the *Animal Utilization Form* available in the [BU Research Portal](#), Principal Investigators, either teachers or researchers, keeping animals in captivity for over twelve hours in indoor or outdoor facilities on or off campus must ensure appropriate care of those animals, by complying with the present procedure.

* Non-conventional laboratory animal facilities

THIRD PARTY OVERSIGHT OF ANIMAL CARE

The Principal Investigator is responsible for the monitoring of the animals on a daily basis. A diversity of methods can be used (person, data loggers, camera, etc). Even if no concerns are found, a daily record should be kept.

Bishop's University's Animal Care Manager, or a technician from the Department of Biology, will assure third party monitoring of animals kept in captivity over 12 hours.

MONITORING AND RECORDING OF ENVIRONMENTAL CONDITIONS

The Principal Investigator is required to formally monitor, and record, environmental parameters (e.g. temperature, humidity, photoperiod, water level) of animals kept in captivity over twelve hours to ensure the conditions meet the physical and behavioural needs of the animals. In case of a disruption in normal parameters, the Principal Investigator should implement safeguards to assure personnel will correct the situation. Environmental conditions requiring monitoring are project specific and should be described when submitting the *Animal Utilization Form*, in section 3.1. It is the responsibility of the Principal Investigator to describe their strategy to monitor and record environmental conditions, and to describe previously established strategies to respond rapidly and efficiently to emergencies inherent to the specific experimentation. Guidance on the aspects to take into consideration can be found in the [CCAC Guidelines: Husbandry of animals in science](#).

MONITORING AND RECORDING OF ANIMAL CARE ACTIVITIES

The Principal Investigator is required to formally monitor, and record, animal care activities (health, behaviour) of animals kept in captivity over twelve hours to ensure that sick or injured animals are identified and treated quickly and that the health status of the animal is maintained.

Animal care activities requiring monitoring are project-specific and should be described when submitting the *Animal Utilization Form*, in section 3.1.

It is the responsibility of the Principal Investigator to describe his/her strategy to monitor and record animal care activities. Guidance on the aspects to take into considerations can be found in the [CCAC Guidelines: Husbandry of animals in science](#).

The Principal Investigator is also responsible of establishing, and submitting to the ACC with his/her Animal Utilization Form, Standard Operating Procedures (SOP) based on critical endpoints, if those SOP do not already exist at Bishop's University.

RECORD KEEPING

The Principal Investigator is responsible for keeping comprehensive and easily accessible animal records, husbandry records and other records relevant to husbandry activities. Records must be made available to animal care personnel, veterinarian, BU ACC, auditors and inspectors, if need be. Records must be easily accessible on site during the duration of the study, and must include the Principal Investigator's name and contact information, and the protocol number. After the study is completed, records must be kept by the Principal Investigator.

CONTACT

In case of an emergency endangering the health of animals kept in captivity, please contact the Clinique Vétérinaire de Coaticook (819-849-4865).

For further information, contact Jeffrey MacDonald, ACC Chair (jmacdona@UBishops.ca) or the Office of Research and Graduate Studies (researchoffice@UBishops.ca).