

***BISHOP'S UNIVERSITY TERMS OF REFERENCE
ANIMAL CARE COMMITTEE***

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1. PURPOSE

The following document outlines the mandate, membership, responsibilities, and procedures of Bishop's University Animal Care Committee (ACC), in accordance with the *2006 Canadian Council on Animal Care (CCAC)*, more specifically its *Terms of Reference for Animal Care Committees*.

2. SCOPE

This document applies to all members of the University community including (but not necessarily confined to) faculty members (continuing, contract, visiting and adjunct), students, staff, research associates, postdoctoral fellows, and so on. It also applies to all administrative personnel who are responsible for the oversight of research/teaching or the delivery of research/teaching support involving animals. This policy applies whether research and teaching activities are funded or not as long as they involve animals; whatever the funding source is, and wherever the research/teaching activities are taking place.

3. INSTITUTIONAL RESPONSIBILITY

The Vice-Principal Academic is responsible for ensuring that appropriate standards of animal use, as defined by the CCAC, are met through the implementation, dissemination, and updating of these Terms of Reference.

The ACC is responsible to, and reports directly to, the Vice-Principal Academic.

4. ANIMAL COMMITTEE

4.1 Mandate

The Animal Care Committee (ACC) has the mandate to develop, implement and maintain Bishop's University's animal care and use program, in accordance with these Terms of Reference and the CCAC policies and guidelines.

More specifically, the ACC is responsible for the review and approval of research and teaching protocols to ensure that all animal use within Bishop's jurisdiction is in compliance with institutional, municipal, federal and provincial regulations, and the guidelines of the CCAC.

4.2 Membership

The composition of the committee will include:

- One faculty member from a department using animals in either research or teaching at Bishop's. This individual is to be appointed by his or her department, and should be experienced in the use and care of animals used for research or teaching purposes;
- A veterinarian, preferably experienced in experimental animal care and use, appointed by the Vice-Principal Academic in consultation with the members of the ACBC;
- One community member representing community interests and concerns and who has had no affiliation with the institution nor any past involvement in animal use for research, teaching or testing;
- One institutional member who is not using animals in research or teaching but who is preferably competent in the field of ethics, shall be appointed by the Vice-Principal Academic in consultation with the ACBC;
- The biology technician who acts as the animal care manager employed by Bishop's University (*ex officio*);
- The health and safety coordinator who is responsible for biosafety on campus employed by Bishop's University (*ex officio*);
- A student representative selected by the Bishop's University Student Representative Council;
- A representative of the Bishop's University Research Office (*ex officio*);
- Other individuals if necessary.

Members of the ACC will be appointed for two-year terms. Faculty members, the community member, and the student representative may be renewed for a maximum of eight years in total while all other committee members may be renewed indefinitely.

The Chair of the ACC will be elected by consensus of the committee. This individual should not be involved in the management of any animal or containment facilities nor be the consulting veterinarian or medical representative for the institution. While it is preferable that this individual should not be involved in the preparation of a significant number of the protocols to be reviewed by the committee, due to the small pool of suitable

candidates and the relatively few proposals reviewed each year, this should not preclude a suitable candidate from being selected. If the Chair of the committee has a protocol being reviewed by the committee, then the Chair must temporarily relinquish the position to another qualified committee member and leave the meeting while his/her proposal is being considered.

The representative of the Research Office will be the ACC Coordinator, will act as the Vice-Principal Academic's representative to the committee, will provide support to the ACC, and will maintain documentation of all ACC activities including all proposals, minutes of meetings, and correspondence between the committee and applicants

4.3 Meetings

- 4.3.1** The ACC will meet at least twice per year and as often as necessary to fulfill its mandate.
- 4.3.2** To evaluate all protocols, a quorum of fifty percent plus one (50% + 1) of the ACBC membership must be present. When evaluating protocols involving animals, the community representative and the veterinarian must be present.
- 4.3.3** Minutes of ACC meetings detailing the ACC discussions and decisions must be written and forwarded to the Vice-Principal Academic.
- 4.3.4** The ACC will discuss and make decisions on protocols involving animals during full committee meetings, and should reach decisions by consensus whenever possible. However, when it is impossible to achieve such agreement, a proposal is approved by majority vote. Each member of the committee has one vote. A member of the committee whose submission, or that of his/her student, is to be considered must withdraw from the deliberations, and does not vote. Should interim approval of a protocol involving animals be necessary, the protocol must be reviewed by one faculty member on the ACC, the community member, and the veterinarian.
- 4.3.5** All documents received by the committee relating to a proposal are held in strict confidence and only released to others with the explicit permission of the applicant.

4.4 Authority

- 4.4.1** The ACC has the authority, on behalf of the Vice-Principal Academic to:

- Stop any procedure if it considers that an animal is experiencing unnecessary distress or pain;
- Immediately stop any use of animals which deviates from the approved use, any non-approved procedure, or any procedure causing unforeseen pain or distress to animals;
- Have an animal humanely euthanized if pain or distress caused to the animal is not part of the approved protocol and cannot be alleviated;
- Ensure that researchers, faculty, and students hold the appropriate certification before conducting their research or teaching project;
- Ensure that no internal or external research funds directed towards a project that falls under the scope of the ACC are made available to researchers before the approval of their research project by the ACC.

4.4.2 The Chair of the ACC, the animal care manager, and the veterinarian must have access at all times to all areas where animals are to be held or used, and may call an immediate halt to any procedures found to be deviating from the accepted protocols, and bring these changes to the attention of the ACC.

4.4.3 The Chair of the ACC and the health and safety coordinator must have access at all times to all areas biohazards are to be held or used. Should deficiencies be observed, a detailed report should be drawn by the Chair of the ACC containing target dates for corrective actions and measures as well as for verification that these corrective measures have been put into place.

5. Responsibilities of the ACC

5.1 Establish all procedures, guidelines, and forms related to animal use and care and biosafety in research and teaching at Bishop's University, in accordance with the CCAC.

5.2 Any project conducted by a representative of Bishop's University that is taking place at another institution (i.e. another university or private research lab), must be submitted with the appropriate ACC documentation by a representative of the parent institution to the ACC for approval.

4.5.3 Ensure that protocol authors submit to the ACC, by January 15 of each year, a completed *Report Form for Research Utilizing Animals*.

5.4 Ensure that protocol authors may request reconsideration of an ACC decision affecting a research project with animal use. Following a final negative decision by the ACC, a researcher has the right to appeal the decision within two weeks of the dated negative decision. The appellant must send an appeal letter to the

Vice-Principal Academic or his/her representative (cc to the Chair of ACC and the Research Office). The Vice-Principal Academic is responsible for making the final decisions when a protocol author is dissatisfied with the results of the protocol review process. To ensure an appropriate expertise and a separate, fair and impartial process, the Vice-Principal Academic may refer the dossier to the *Université de Sherbrooke* using the following procedure:

- The Vice-Principal Academic will forward a complete file to the *Service d'appui à la recherche, à l'innovation et à la création de l'Université de Sherbrooke (SARIC)*. This file shall include: the appeal letter, the protocol submitted to the ACC, and the refusal letter from the ACC Chair;
- The *Service d'appui à la recherche, à l'innovation et à la création de l'Université de Sherbrooke* will forward the file to the appropriate committee or individual responsible for animal care. Any committee member sitting on both university committees should excuse himself/herself and be replaced to ensure that evaluation occurs independently from Bishop's University ACC;
- The review will be made by Université de Sherbrooke's Animal Care Committee within four weeks of receiving of the file. Its written recommendation will be forwarded to the SARIC ethics officer who will send it to the Vice-Principal Academic of Bishop's University.

In light of the recommendation of the Université de Sherbrooke's Animal Care Committee, the Vice-Principal Academic will take the final decision and inform the appellant, the Chair of ACC, and the Research Office.

5.5 The ACC must regularly review (at least every three years):

- Its Terms of Reference to meet new CCAC policies or guidelines and changing needs within the institution, the scientific community, the animal welfare community and society as a whole, and expand its Terms of Reference to meet Bishop's requirements;
- The measures ensuring the security of the animals and research facilities;
- Its standard operating procedures and institutional animal care and use policies;
- Its guidelines for monitoring animal care and experimental procedures. The persons responsible for monitoring animal health and welfare should be identified and the procedures carried out by the ACC to conduct monitoring should be established.

- 5.6** Ensure that a crisis management program for the animal care (removed: and biohazards use) programs and for the animal (removed: /containment) facilities is in place, if applicable, in conjunction with Bishop's University crisis management plan.
- 5.7** Ensure that an independent peer review of scientific merit is carried out for all research projects before ethical review is done. If a review has not been carried out by an external peer review agency, the ACC will ask the Vice-Principal Academic or his/her representative to solicit reviews from two independent experts in a related field. The *ACC Peer Review Form* should be completed by each reviewer and returned to the Vice-Principal Academic or his representative. The reviews should be provided (without identifying the reviewers) to the protocol author. Any concerns or questions regarding the reviews should be addressed before the relevant information is sent to the ACC for ethical review.
- 5.8** Establish all procedures, guidelines, and forms related to animal use and care in research and teaching at Bishop's University, in accordance with the CCAC guidelines.
- 5.9** Ensure that all ACC members and animal users have the opportunity to become familiar with the ACC and CCAC policies and guidelines as well as federal, provincial or municipal statutes that may apply.
- 5.10** Ensure that all animal care and animal experimentation is conducted according to the CCAC guidelines and policies and to any federal, provincial and institutional regulations that may be in effect.
- 5.11** Ensure that no research, testing, field work or teaching activities involving animals be commenced without prior ACC approval of a written animal use protocol and that no animals be acquired or used before such approval.
- 5.12** Ensure that no animals be held for display or breeding purposes, or for eventual use in research, teaching or testing projects, without prior ACC approval of a written animal use protocol, except where current CCAC guidelines provide for exemptions.
- 5.13** Encourage the use of pilot studies with few animals when new approaches, methods or products are being tried, before approving new, large-scale protocols. Ensure that animal users report on the results of any pilot studies, no matter whether they wish to pursue the study immediately or not, in order to preserve important data on various approaches to animal-based studies, whether they work well or not.

- 5.14** Require all animal users to complete the *Animal Utilization Form for Research Projects* or the *Animal Utilization Form for Teaching Exercises*, in a manner that all members of the ACC can readily understand. To facilitate the work of both protocol authors and ACC members, appropriate SOPs must be provided by the protocol authors. Approved protocols and SOPs should be readily available in the areas where animal-based work is taking place.
- 5.15** Any procedure taking place on Bishop's campus, in whole or in part must be presented and approved by the ACC even if it involves two or more institutions. The primary investigator along with the Bishop's representative must complete the *ACC Animal Utilization Form for Research Projects* for formal approval and provide the following document: the approved proposal and letter or certificate of approval from the institution housing the primary investigator's research. The ACC still reserves the right to reject the application if it feels the proposal fails to meet CCAC guidelines.
- 5.16** Review and assess all animal use protocols, with particular emphasis on the *CCAC policy statement on: ethics of animal investigation* and *CCAC guidelines on: animal use protocol review* as well as on all other relevant CCAC guidelines and policy statements. Where necessary, require further supportive information from the protocol author or meet with the protocol author to ensure that all members of the committee understand the procedures to be used on the animal.
- Approvals for all proposals are valid for one year starting from the date of approval.
- 5.17** Ensure all procedures comply with CCAC guidelines. Should the procedures be at variance with those guidelines, the committee requires justification for the variance on scientific grounds.
- 5.18** Approve annual renewals and minor amendments to the original protocol of ongoing research projects. Renewals and amendments must be submitted through the ***Animal Utilization Form for Renewal/Amendments***. A new submission is required after three consecutive renewals or for any major changes to a protocol. Short-term projects repeated annually (e.g. teaching exercises) require a new submission each year.

Amendments to a protocol are classified as major or minor amendments. Minor amendments can be approved by the Chair. A minor revision will be deemed as any of the following:

- A change in title of the project;
- A change in the funding source of the project;

- A change in the number of animals being used that does not exceed 10% of the total number originally requested;
- A change in the date of experimentation not exceeding 1 year;
- The addition or removal of qualified personnel from the list of researchers involved;
- A change of strain of animals;
- A minor change in procedures (changing time of injection, changing site of blood sampling, etc.);
- A change in location of the proposed study. The new location must however be covered by the appropriate permits or be in a certified animal care facility.

All other changes will be considered a major amendment and will require the approval of the entire ACC.

- 5.19** Ensure that animal users report any unanticipated problems or complications, as well as the steps they have taken to address the problem(s), to the ACC.
- 5.20** Ensure appropriate care of animals, including veterinary services, in all stages of their life and in all experimental situations.

The ACC delegates to the veterinarian the authority to treat, remove from a study, or euthanize if necessary, an animal according to his or her professional judgment. The veterinarian must attempt to contact the animal user whose animal is in poor condition before beginning any treatment that has not previously been agreed upon, and must also attempt to contact the ACC Chair, but has the authority to proceed with any necessary emergency measures, whether or not the animal user and ACC Chair are available. A written report should be sent by the veterinarian to the animal user and to the ACBC following any such event.

- 5.21** Establish procedures commensurate with current veterinary standards to ensure that:
- Unnecessary pain or distress is avoided and animal stress and injuries are avoided, whether during transfers of animals or in their normal quarters;

- Anesthesia and analgesia are properly and effectively used; the only exception to this may be when agents must be withheld as a scientifically-justified requirement of the study, and that this has been approved by the ACC. Painful studies requiring exemption from the use of either anesthetics or analgesics must be subject to particular scrutiny, not only prior to approval, but also during the experiment;
- Appropriate post-operative care is provided;
- All due consideration is given to animal welfare, including environmental enrichment.

5.22 Ensure that animal users comply with regulations and veterinarian standards of any animal facilities they use at another institution. Such facilities should meet all CCAC requirements.

5.23 Ensure the training and qualifications of animal users and animal care personnel in accordance with the *CCAC guidelines on: institutional animal user training*, 1999, either within the institution or through the programs of other institutions. Agreements with Université de Sherbrooke and McGill University allow for the theoretical training of Bishop's animal users.

5.24 Conduct post-approval monitoring (PAM) of all animal care and use projects. PAM visits must be conducted by either the animal care manager, the health and safety coordinator, the Chair or the veterinarian. If they are involved in the research project or teaching exercise, they must excuse themselves. If a visit is not practical, videos must be provided by the protocol author and reviewed by the full ACC at its next meeting. Moreover, the letter of acceptance should indicate that the animal care manager or health and safety coordinator will contact the researcher in the near future to schedule the PAM visit. Problems or deficiencies noted on these visits will be corrected at the time the deficiency is noted and further training/education provided, if needed. A summary of all PAM visits, and actions taken to correct any deficiencies, will be reported to the ACC at the next scheduled meeting. All PAM forms will be deposited with the Director of Research Services.

5.25 Maintain liaison with the CCAC Secretariat and inform the Secretariat of any changes to its program, to the senior administrator responsible for animal care and use, the Chair of the ACC, or the veterinary or senior animal care personnel.

5.26 Annually submit complete and accurate animal use information in the *CCAC Animal Use Data Form (AUDF)* format for all protocols. Animal use information must be provided to the CCAC, for each calendar year, by March 31 of the following year as well as in pre-assessment documentation compiled for site visits.

- 5.27** Should sponsor seminars and workshops on the use of animals in science and the ethics of animal experimentation available to animal users, animal caregivers, students, ACC members and other interested parties.
- 5.28** Should maintain an open and transparent operation to demonstrate Bishop's University efforts in promoting animal welfare and to allay some of the public concerns regarding animal experimentations.
- 5.29** Should be open to developing and maintaining communication with animal welfare organizations.
- 5.30** Review, as needed and on an ad hoc basis, biosafety protocols as requested by the Biosafety Officer, in order to provide expertise and input to supplement the Biosafety Officer's assessment of the protocol. See flow chart on the evaluation of biosafety protocols by the ACC on an ad hoc basis.

Appendix 1: Review of a protocol involving biohazards



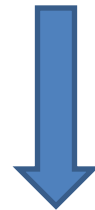
Protocol is given delegated review by the Biosafety Officer (BSO). The BSO may call upon a health-care professional and/or faculty member to support his/her assessment of the protocol.



The BSO recommends requests for modifications or approves of the protocol.



The BSO recommends that the protocol be reviewed by the ACC (if involving animals or zoonoses) or seeks external counsel if the institution does not have the necessary expertise to fully and adequately review the protocol.



The biosafety protocol is reviewed by the ACC and/or by external counsel, who share their recommendations to the BSO. The BSO takes these recommendations into consideration and requests modifications or issues final approval of the protocol.