

## **Animal Care Committee**

**Effective Date:** October 2015

**Revised:** 11APR2017

---

### **1. ACC Responsibilities and Authority**

As the working subcommittee of the University Council on Animal Care (UCAC) on behalf of The University of Western Ontario, and as defined by the Canadian Council on Animal Care (CCAC), the Animal Care Committee (ACC) is responsible:

- 1.1 To assume all responsibilities mandated by:
  - 1.1.1 The Canadian Council on Animal Care, policy statements, other standards, and guidelines
  - 1.1.2 Animals for Research Act (R.S.O. 1990), Ontario Ministry of Agriculture and Rural Affairs (OMAFRA) (Ontario)
  - 1.1.3 Tri-Agency's "Agreement on the Administration of Agency Grants and Awards by Research Institutions"
  - 1.1.4 Canadian Association of Laboratory Medicine's "Standards of Animal Care"
  - 1.1.5 Other Federal agencies whose policies apply to the use of animals and/or materials used in research involving animals, including but not limited to:
    - 1.1.5.1 Canadian Food Inspection Agency
    - 1.1.5.2 Health Canada
    - 1.1.5.3 Public Health Agency of Canada
    - 1.1.5.4 Environment Canada, and
    - 1.1.5.5 Transport Canada.
  - 1.1.6 University policies
    - 1.1.6.1 MAPP 7.0 – Academic Integrity in Research Activities
    - 1.1.6.2 MAPP 7.10 – Standardized Training in Animal Care and Use
    - 1.1.6.3 MAPP 7.12 – Policy and Procedures for the Use of Animals in Research, Testing and Teaching
    - 1.1.6.4 MAPP 7.15 – Post Approval Monitoring Program
    - 1.1.6.5 UCAC-approved policies
    - 1.1.6.6 ACC-approved procedures, including Standard Operating Procedures
- 1.2 To ensure that the care and use of animals, as defined by the CCAC, hereafter referred to as "animals," throughout all stages of their life and in all experimental situations associated

with all facilities operated by the University and its affiliated institutions, are in compliance with all National, Provincial, and University policy statutory requirements, regulations, and guidelines.

- 1.3 To stop or limit the use of animals associated with animal-based science in accordance with National, Provincial, and University policy statutory requirements, regulations and guidelines as per 1.1 above.
- 1.4 To ensure that animal-based scientists working off-site, such as field researchers, those collaborating at other sites or institutions, and those conducting studies or teaching with animals owned by them or the public, are in compliance with the same.
- 1.5 To support unrestricted access by ACC leaders and ACVS Veterinarians at all times to all areas where animals are held or used.
- 1.6 To use its authority as delegated by the Vice-President (Research) to:
  - 1.6.1 stop any procedure it considers objectionable on the basis that unnecessary distress or pain is being experienced by an animal;
  - 1.6.2 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;
  - 1.6.3 have an animal euthanized humanely if pain or distress caused to the animal is not part of the approved Animal Use Protocol (AUP) and cannot be alleviated; and
  - 1.6.4 delegate authority to treat or euthanize animals to an Animal Care and Veterinary Services (ACVS) Veterinarian, where in the veterinarian's opinion and judgment 1.6.1 – 1.6.3 are met.
- 1.7 To review and determine the approval status and/or require the modification of an Animal Use Protocol in alignment with the Animal Use Protocols Policy and related procedures.
- 1.8 To review and approve all animal-based-science related procedures, including Standard Operating Procedures (SOPs), as per Animal Care Committee SOP Administration (ADM 500).
- 1.9 As necessary, to establish other working groups in order to undertake specific projects on behalf of the full ACC, and to include the following working groups (Section 6):
  - 1.9.1 An Executive.
  - 1.9.2 Animal Use Protocol (AUP) Review.
  - 1.9.3 Animal Care Facility Supervisors.
- 1.10 To draft policies for review and approval by the UCAC.
- 1.11 To ensure that all animals used by the University and its affiliated institutions, with the exception of wildlife studies, and those conducted on animals owned by the public, are sourced only from ACC-approved commercial and non-commercial sources licensed in their jurisdiction and that operate in an ethical manner in keeping with National and Provincial regulatory guidelines as per section 1.1. above.
  - 1.11.1 In the event that non-invasive behavioural studies are proposed on pets owned by the public, such public member(s) must acknowledge in writing that they have read

the associated AUP and agree to the participation of their pet(s) in the study. Additionally, CCAC-mandated safety review and staff health assessment must be completed prior to authorization.

- 1.12 To undertake post-approval monitoring as per MAPP 7.15 - Post Approval Monitoring Program.
- 1.13 To ensure that all individuals involved in animal-based science activities receive and maintain CCAC-mandated animal training as per MAPP 7.10. Standardized Training in Animal Care and Use.
- 1.14 To ensure that relevant Federal, National, Provincial, and University policy statutory requirements and guidelines are communicated to animal-based scientists.
- 1.15 To bring to the attention of the University Council on Animal Care any matters requiring its special attention, and to make recommendations as appropriate:
  - 1.15.1 to report to the UCAC minimum annually, or as necessary; and
  - 1.15.2 to provide the UCAC with materials and information as required by them for the consideration of appeals to ACC decisions.
- 1.16 To undertake specific duties as may be requested by the UCAC.

## **2. ACC Meetings**

- 2.1. A face-to-face meeting is the principal forum used for full ACC discussion and decision-making.
- 2.2. Meeting Frequency
  - 2.2.1. The full ACC will meet at minimum 11 times per year.
  - 2.2.2. ACC working groups will determine meeting frequency based upon need (Section 6).
- 2.3. Meetings will consist of Agenda topics that arise from the ACC's accountabilities, as outlined in Section 1. including but not limited to:
  - 2.3.1. Review and approval determination of Animal Use Protocol forms as outlined within the Animal Use Protocols Policy;
  - 2.3.2. Post approval monitoring updates arising from MAPP 7.15 Post Approval Monitoring Program; and
  - 2.3.3. Review and ratification of ACC working group decisions and actions.
- 2.4. Minutes describing all discussions and decisions taken during any ACC meeting will be produced and made available to the ACC, the Vice-President (Research), and the UCAC.

## **3. Decision Making**

- 3.1. Typically decisions will be made by consensus, where consensus is defined as widespread rather than unanimous agreement. Opportunity will be given for individual members to register their opposition.
- 3.2. From time-to-time where consensus cannot be reached, the ACC Chair may call for a vote or may defer the decision.

3.2.1. In the event that a vote is taken, approval of a decision will require 60% that represents four of the six ACC member categories and an ACVS veterinarian (see Section 5.4), and to include Category 2 (see Section 5.4.2), of those present at the meeting.

3.3. All decisions made by ACC working groups will be disclosed to the full ACC.

#### **4. ACC Member Terms of Office & Quorum**

4.1. Terms of Office - The term of elected or appointed members of faculty, staff or the general community will be three years, once renewable, unless otherwise granted by the Vice-President (Research) or as identified below.

4.1.1. The term of the Chair will be three years, once renewable.

4.1.2. The term of Vice Chairs will be three years, once renewable.

4.1.3. The term of students will be one year, renewable a maximum of four times.

4.1.4. The term of the Animal Care Facility Supervisor will be one year, three times renewable.

4.1.5. All within-term changes to the membership will be reported to the University Secretariat and the Vice-President (Research) within 30 days.

4.1.5.1. Members may resign from the ACC at any time by advising the Chair in writing with a minimum two-month notification period. The Chair will advise the University Secretariat and the Vice-President (Research) of the resignation.

4.1.5.2. On the recommendation of the ACC, the Vice-President (Research), as UCAC Chair, may request a member of the ACC to resign from the ACC.

4.2. Quorum

4.2.1. Quorum requirements will be one half plus one members at full ACC meetings.

4.2.2. Quorum must include at minimum one of each of the following roles: Chair/Acting Chair, Community Representative, ACC Coordinator, and an ACVS Veterinarian.

#### **5. ACC Composition**

The ACC must have adequate active membership to allow it to fulfill its terms of reference, to include:

5.1. A Chair, who will be appointed by the Vice-President (Research) in consultation with ACC and ACVS leadership.

5.1.1. The Chair should be a tenured faculty member with at least ten years' experience within Western's research community who has been an active ACC member and who has served at least two years on the ACC.

5.2. Two Vice Chairs must be appointed by the Vice-President (Research) in consultation with the ACC and ACVS Director.

5.2.1. As a general guideline one Vice Chair should be affiliated primarily with Lawson and the other affiliated primarily with Western.

5.3. Ex officio members will include:

5.3.1. The ACVS Director,

5.3.2. The ACVS Assistant Director-Compliance Assurance,

5.3.3. Research Western's Research Animal Safety Consultant, and

5.3.4. The ACC Coordinator.

5.4. In addition to the above mentioned members, the ACC must be comprised of at least 21 persons, including at least one separate person appointed to each of the following categories:

5.4.1. Category 1 – Animal-Based Scientists – At least 12 suitably qualified persons with substantial recent experience in the use of animals in animal-based science activities within Western's research community.

5.4.1.1. Members from this category will be representative of the animal-based science undertaken within and the organizational structures associated with Western's research community.

5.4.1.1.1. Animal-based scientists using non-human primates will be represented on the ACC.

5.4.1.1.2. Animal-based scientists associated with Lawson and St. Joseph's will be represented on the ACC.

5.4.1.2. These members may be nominated by Deans of Faculties, Directors or Chairs of Departments/Schools/Institutes.

5.4.2. Category 2 – Community Representatives – Minimum two persons who represent the community who are not employed by this institution, and who are not involved in the care and use of animals associated with animal-based science or otherwise in a conflict of interest.

5.4.2.1. Potential Community Representatives will be recommended by the ACC and other institutional stakeholders.

5.4.2.2. Prior to commencing, potential members must undergo an interview process with the ACC Chair and ACVS Director to determine candidate suitability.

5.4.3. Category 3 – Minimum two employees of Western or Lawson who are not involved either directly or indirectly in the care and use of animals for animal-based science activities.

5.4.3.1. These members may be nominated from any unit.

5.4.3.1.1. For Faculty appointees not involved in animal-based science activities, members will be nominated by Deans of Faculties, Directors or Chairs of Departments/Schools/Institutes.

5.4.3.2. Prior to commencing, this employee must undergo an interview process with the ACC Chair and ACVS Director to determine candidate suitability.

5.4.4. Category 4 – Minimum two employees of Western or Lawson with veterinary technician (VT) or registered laboratory animal technician (RLAT) qualifications, expertise and experience.

- 5.4.4.1. One technician should be affiliated primarily with Lawson and the other affiliated primarily with Western.
- 5.4.4.2. These members will be nominated by ACC Chair, Vice Chairs or ACVS Director.
- 5.4.5. Category 5 – Minimum two students involved in animal-based science.
  - 5.4.5.1. Preferentially students will be at the PhD level.
  - 5.4.5.2. Prior to commencing, a student must undergo an interview process with the ACC Chair and ACVS Director to determine candidate suitability.
- 5.4.6. Category 6 – An Animal Care Facility Supervisor with adequate research animal housing and husbandry qualifications, expertise and experience.
  - 5.4.6.1. This member will be arms-length from the related animal-based science activities within their affiliated facility.
  - 5.4.6.2. This member will be nominated by the ACC Animal Care Facility Supervisor working group, (Section 1.9.3 and 6.5) involving citywide Animal Care Facility Supervisors.
- 5.5. Prior to appointment, all members must first
  - 5.5.1. Attend a formal orientation session;
  - 5.5.2. Acknowledge in writing that they will accept and support:
    - 5.5.2.1. The ACC Terms of Reference;
    - 5.5.2.2. An ACC member-specific Confidentiality Agreement;
    - 5.5.2.3. An ACC member role-specific responsibilities outline;
    - 5.5.2.4. UCAC policies and related ACC procedures; and
  - 5.5.3. Attend an ACC full meeting as an observer.
- 5.6. All members of the ACC will be appointed by the Vice-President (Research).
- 5.7. With the exception of the Director of ACVS and the Chair of the ACC, no voting member of UCAC may at the same time be a member of the ACC.

## 6. ACC Working Groups

- 6.1. Decision-making by working groups will be made by consensus during face-to-face meetings or via the AUP management system.
- 6.2. Minutes from working group meetings will be recorded and made available to the ACC Executive.
- 6.3. ACC Executive - An Executive of the ACC will be appointed by the ACC by nomination at the beginning of each academic year (July 1<sup>st</sup>). The term of Executive members will be one year, with the exception of the Chair and Vice Chairs.
  - 6.3.1. The ACC Executive will consist of at least two and no more than four representatives from Category 1, one representative from each of Categories 2 and 3 of the full ACC, and to include the ACC Chair, Vice Chairs, ACVS Director, ACC Coordinator, and the ACVS Assistant Director-Compliance Assurance.

- 6.3.2. The ACC Executive will meet at minimum 10 times per year.
  - 6.3.3. The ACC Executive will be comprised of ACC members responsible to:
    - 6.3.3.1. provide real-time feedback and support to institutional stakeholders accountable for the animal care and use program;
    - 6.3.3.2. provide leadership for animal ethics reviews;
    - 6.3.3.3. act as front-line responders to Concerns brought to its attention, as outlined within UCAC's Concerns Identification, Project Refinement and Corrective Response Policy;
    - 6.3.3.4. receive updates from ACC designates regarding their mandated PAM activities;
    - 6.3.3.5. provide direction and support to ACC working groups; and
    - 6.3.3.6. forward all decisions of the Executive to the full ACC in a timely fashion.
  - 6.4. Animal Use Protocol (AUP) Review working groups will consist of six roles to include Categories 1 through 4 (Section 5), an ACVS Veterinarian, and the ACC Coordinator.
    - 6.4.1. Participation will be on a rotational on an as-needs basis (Section 5) for roles represented by more than one individual.
    - 6.4.2. These working groups will review AUP forms with the exception of those reviewed by the full ACC and designates, as per the Animal Use Protocols Policy.
    - 6.4.3. AUP Review working groups will use the AUP management system to communicate and make decisions, as per the Animal Use Protocols Policy.
  - 6.5. An Animal Care Facility Supervisor working group involving individuals directly accountable for vivarium operations within Western's research community will act as an advisory group to the ACC.
    - 6.5.1. This working group will appoint one representative to act as an ACC member to fill Category 6 (Section 5).
    - 6.5.2. This working group will meet face-to-face at least three times per year.
  - 6.6. Other working groups will be formed by the ACC or the ACC Executive on an as-needs basis.
  - 7. Other institutional stakeholders and ACVS support staff will be called upon by the ACC or its Executive to provide consultation and support on an as-needs basis.
    - 7.1. In situations where a non-ACC member, e.g. Animal Care Facility Supervisor, Institutional Compliance and/or Occupational Health & Safety Officers, wishes to attend an ACC meeting in order to provide information or receive clarification on specific elements associated with the committee or its meeting-specific Agenda, the Chair will review the request and grant permission on a case-by-case basis.
    - 7.2. Any non-member attendees at ACC meetings will be considered to have a 'non-consensus/non-voting' role, and will be required to sign a confidentiality agreement, as deemed appropriate by the Chair.
-

Revised: April, 2017