

Procedures for Requesting Exemption from the Inclusion of Veterinary Technicians in Animal Use Protocols

Procedure Number: PROC-006

Version Number: 00

Category: Operations

Subject: Procedures for Principal Investigators requesting exemption from the inclusion of Veterinary Technicians in Animal Use Protocols, and for the ACC in considering the request

Approving Authority: Animal Care Committee

Responsible Office: ACC Executive

Related Policy: Inclusion of Veterinary Technicians in Animal Use Protocols Policy (POL-006)

Approval Date: July 12, 2018

Effective Date: August 12, 2018

Revised:

Procedure for Requesting Exemption

The Principal Investigator will:

- 1) Complete the Exemption Request Form (APP1), and submit it to the Animal Care Committee (ACC) Executive (ausexec@uwo.ca) minimum two months in advance of need.

Procedure for ACC Consideration of the Request for Exemption

The ACC Executive will:

- 2) review the Exemption Request Form (APP1) submitted by the Principal Investigator as well as the related Animal Use Protocol (AUP),
- 3) consider the exemption request in light of the associated policy and current veterinary standards of care, and
- 4) allocate an institutional veterinarian to perform a competency assessment of the Alternate.

The Institutional Veterinarian will:

- 5) undertake a competency assessment of the Alternate,
- 6) complete the portion of the Exemption Request Form allocated for this purpose, and forward to the ACC Executive.



The ACC Executive will:

- 7) review the written evaluation by the Institutional Veterinarian, develop recommendations and then forward all associated documentation to the full ACC requesting its determination.

The Animal Care Committee will:

- 8) review the exemption request and the ACC Executive recommendations, and approve/deny the request, and
- 9) communicate the determination to the Principal Investigator via the ACC Chair email.

The ACC Coordinator will:

- 10) Maintain all related records, including the Exemption Request Form.
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Revision History

Version	Date	Description of Changes	Author
00	07-12-18	New procedure	LT

This form is intended for Principal Investigators requesting exemption from the Inclusion of Veterinary Technicians in Animal Use Protocols (POL-006). Please complete this form and forward to ausexec@uwo.ca at minimum two months in advance of need. Please note that a competency assessment will be undertaken by an institutional veterinarian in response to this request. The ACC Chair will relay the ACC's determination.

1. Request Date: Click or tap here to enter text.
 2. Principal Investigator
 - a. Name: Click or tap here to enter text.
 - b. Email: Click or tap here to enter text.
 - c. Contact #: Click or tap here to enter text.
 3. Animal Use Protocol #: Click or tap here to enter text.
 4. Species: Click or tap here to enter text.
 5. Requested Alternate to a Veterinary Technician Contact Information
 - a. Name: Click or tap here to enter text.
 - b. Email: Click or tap here to enter text.
 - c. Contact #: Click or tap here to enter text.
 6. Required Technical Responsibilities and Duties – Please provide an outline of technical responsibilities and duties requested to be undertaken by the above-named individual and as outlined within the AUP
Click or tap here to enter text.
 7. Exemption Criteria – Please provide details specific to this requested Alternate regarding his/her:
 - a. Technical capabilities – Click or tap here to enter text.
 - b. Experience with required skills – Click or tap here to enter text.
 - c. Experience with related species – Click or tap here to enter text.
 - d. Knowledge of humane care and use of animals in a research setting – Click or tap here to enter text.
 - e. Consistent adherence to humane principles – Click or tap here to enter text.
 8. Competency Assessment Availability – Please provide availability of the Alternate named above for undergoing a competency assessment by the ACC-designated institutional veterinarian.
Click or tap here to enter text.
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For ACC Use Only

- I. Competency Assessment Date – Click or tap here to enter text.
- II. Competency Assessor Name Click or tap here to enter text. and Role Click or tap here to enter text.
- III. Competency Assessor Notes & Recommendations – Click or tap here to enter text.
- IV. ACC Executive Recommendations – Click or tap here to enter text.
- V. Full ACC Meeting Date – Click or tap here to enter text.
- VI. Full ACC Determination –
 - a. Approved without Conditions
 - b. Approved with Conditions, Click or tap here to enter text.
 - c. Not Approved with Rationale, Click or tap here to enter text.