

## 1. ACC Responsibilities and Authority

As defined within the Canadian Council on Animal Care (CCAC)'s *Terms of Reference for Animal Care Committees*, and acting under the authority of the Vice President (Research), who is the senior administrator responsible for the Animal Ethics and Care Program (AECPP), the Animal Care Committee (ACC) is responsible to:

- 1.1 Assume all responsibilities mandated by:
  - 1.1.1 The Canadian Council on Animal Care through their policy statements, guidelines, and other standards;
  - 1.1.2 The *Animals for Research Act* (R.S.O. 1990), as executed by the Ontario Ministry of Agriculture and Rural Affairs (OMAFRA);
  - 1.1.3 Section 4.4 of *Research Involving Animals* within *Tri-Agency's Agreement on the Administration of Agency Grants and Awards by Research Institutions*;
  - 1.1.4 *CALAM Standards of Veterinary Care* (Canadian Association for Laboratory Animal Medicine);
  - 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 For Animal-Based Science involving U.S. funding, the *Policy on Humane Care and Use of Laboratory Animals* through the Public Health Service – Office of Laboratory Animal Welfare (OLAW); and
  - 1.1.7 University policies
    - 1.1.7.1 MAPP 7.0 – *Academic Integrity in Research Activities*
    - 1.1.7.2 MAPP 7.12 – *Animal Ethics and Care Program*
  - 1.1.8 ACC-approved policies, procedures, and Standard Operating Procedures;
- 1.2 Develop, approve, regularly review, and disseminate institutional policies and procedures associated with Western's AECPP; review and approve all Animal-Based-Science related Standard Operating Procedures (SOPs);
- 1.3 Provide ethical review and post-approval oversight of Animal Use Protocols (AUPs) once they have been found to have scientific, pedagogical, or regulatory merit;
  - 1.3.1 The ACC shall review the ethical acceptability of all Animal-Based Science conducted under Western's jurisdiction or auspices by faculty members, staff, or students, regardless of where the scholarship is conducted.
  - 1.3.2 This includes (a) rejecting, proposing modifications to, or terminating any proposed or ongoing Animal-Based Science that the ACC deems to be non-compliant in accordance with regulations or (b) approving any research that the ACC deems to comply with CCAC and OMAFRA requirements.

- 1.4 Act independently when making decisions regarding the ethics of research. Neither the Vice-President (Research) nor any other entity may override the ACC's decision to approve, reject, request modifications to, or terminate any proposed or ongoing research. Stop or limit the use of animals associated with Animal-Based Science in accordance with regulations of all entities listed in 1.1 above;
- 1.5 Use its authority as delegated by the Vice-President (Research) to:
  - 1.5.1 stop any procedure it considers objectionable on the basis that unnecessary distress or pain is being experienced by an animal;
  - 1.5.2 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;
  - 1.5.3 have an animal euthanized humanely if pain or distress caused to the animal is not part of the approved AUP and cannot be alleviated; and
  - 1.5.4 delegate authority to treat or euthanize animals to an Institutional Veterinarian, where in the veterinarian's opinion and judgment 1.5.1 – 1.5.3 are met;
- 1.6 Support unrestricted access by ACC leaders and Institutional Veterinarians at all times to all areas where animals are held or used;
- 1.7 With support from Institutional Veterinarians and Animal Facility Supervisors, ensure that all animals used for Animal-Based Science activities within institutional spaces are sourced only from ACC-approved commercial and non-commercial sources per POL-008;
- 1.8 Ensure that all animals used for Animal-Based Sciences activities are cared for appropriately, and are held and used within compliant spaces, per regulations of all entities listed in 1.1 and related institutional policies per POL-010/POL-023;
- 1.9 Undertake minimum annual site visits to all spaces where live animals are held or used per the associated policy per POL-019.
- 1.10 Ensure a robust Post Approval Monitoring (PAM) Program is in place, and that AUPs are undertaken in practice as approved in principle per POL-005;
- 1.11 Ensure that all individuals involved in Animal-Based Science activities receive CCAC-mandated Institutional Animal User Training per POL-017;
- 1.12 Ensure that an integrated crisis management program is in place per POL-022;
- 1.13 Ensure a human safety program specific to animal users and caregivers is in place;
- 1.14 Ensure that Animal-Based Scientists working off-site, such as field researchers, those collaborating at other sites or institutions (including sabbaticals and other periods of academic leave), and those conducting studies or teaching with animals owned by them or the public, are following regulations of all entities listed in 1.1 and per POL-015;
- 1.15 Determine, lead, or assist the VPR, in the correction of breaches of compliance with approved AUPs and current veterinary standards of care per POL-004 and Ontario's *Veterinarians Act, 1989*;
- 1.16 As necessary, establish other Working Groups to undertake specific projects on behalf of the ACC, including the following Working Groups (See *Terms of Reference for ACC Working Groups*):
  - 1.16.1 An Executive
  - 1.16.2 Animal Use Protocol (AUP) Review
  - 1.16.3 Training Exemption

- 1.16.4 Laboratory Animal Facility Supervisors, and
- 1.16.5 Policies and Procedures.
- 1.17 Bring to the attention of the Vice President (Research) and hospital affiliate senior leadership any matters requiring their special attention, e.g., disease outbreak, non-compliance, animal rights activism, and make recommendations as appropriate; and
- 1.18 At the conclusion of each academic year, a report will be provided to the VPR regarding the ACC activities.

## **2. ACC Composition**

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

- 2.1. A Chair, who is accountable to and appointed by the Vice-President (Research).
  - 2.1.2. The VPR will consult with the Director of the Office of Research Ethics and Compliance regarding the appointment.
    - 2.1.1. The Chair must be a tenured faculty member with minimum ten years' experience at Western and who has been an active ACC member and who has served at least two years on the ACC.
- 2.2. Two Vice Chairs will be appointed by the ACC Chair.
  - 2.2.1. As a general guideline, one Vice Chair should be affiliated with one of the affiliate hospitals and the other affiliated primarily with Western.
- 2.3. Ex officio ACC members will include:
  - 2.3.1. The University Veterinarian, or designate veterinarian.
  - 2.3.2. Director, Office of Research Ethics and Compliance,
  - 2.3.3. Western Research Animal Safety Consultant,
  - 2.3.4. Affiliate Institutional Safety Officer(s),
  - 2.3.5. The Office of the ACC,
  - 2.3.6. Institutional Veterinarians, and
  - 2.3.7. Laboratory Animal Facility Supervisors.
- 2.4. In addition to the above-mentioned ex-officio members, the ACC must be comprised of sufficient membership that represents the community, all faculty, staff, and students at Western and its affiliated hospital staff that engage in Animal-Based Science, to include the following categories:
  - 2.4.1. **Category 1 – Animal-Based Scientists** – Minimum two suitably qualified persons with substantial experience in the use of animals in Animal-Based Science activities within Western's research community.
    - 2.4.1.1. Members from this category will be representative of all faculty and hospital affiliate divisions that engage in Animal-Based Science.
  - 2.4.2. **Category 2 – Community Representatives** – Minimum two persons who represent the community who are not employed by Western or its affiliated hospitals who are not involved in the care and use of animals associated with Animal-Based Science, and who are not otherwise in a conflict of interest.

- 2.4.3. **Category 3 – Non-Animal Users** - Minimum two employees of Western or its affiliated hospitals who are not involved either directly or indirectly in the care and use of animals for Animal-Based Science activities.
- 2.4.4. **Category 4 – Technical Representatives** - Minimum two employees of Western or its affiliate hospitals with veterinary technician (VT), Registered Laboratory Animal Technician (RLAT), or animal research personnel with appropriate qualifications, expertise, and experience.
- 2.4.5. **Category 5 – Student Representatives** - Minimum two students; preferably students will be those at a PhD level and involved in Animal-Based Science.
- 2.4.6. **Category 6 – Laboratory Animal Facility Supervisor Representatives** – A total of two individuals with the expertise and experience in Laboratory Animal Facility operations and who are at arms-length from the related Animal-Based Science activities.
- 2.5. Except for Category 2, all nominations will be sought from Deans of Faculties, Directors or Chairs of Departments/Schools/Institutes/Units as membership opportunities become available.
- 2.6. Except for ex officio members and the Chair, all members of the ACC will be appointed by the ACC Chair.
  - 2.6.1. Potential Community Representatives will be recommended by the ACC.
- 2.7. Prior to appointment, all category members must first:
  - 2.7.1. Attend a formal orientation session;
  - 2.7.2. Acknowledge in writing that they will accept and support:
    - 2.7.2.1. Letter of Appointment
    - 2.7.2.2. The ACC *Terms of Reference*;
    - 2.7.2.3. An ACC member-specific *Confidentiality Agreement*;
    - 2.7.2.4. An ACC member role-specific responsibilities outline;
    - 2.7.2.5. ACC policies; and
  - 2.7.3. Attend an ACC meeting as an observer.
- 2.8. Other Western / affiliate hospitals employees will be called upon by the ACC or the Executive to provide consultation and support on an as-needs basis.
  - 2.8.1. In situations where a non-ACC member wishes to attend an ACC meeting 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.
- 2.9. 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.

### **3. ACC Member Terms of Office**

- 3.1. **Terms of Office** - The term of elected or appointed members of faculty, staff or the general community will be no less than two years and no more than four years, renewable up to a maximum of

eight consecutive years, unless otherwise granted by the Vice-President (Research), or as identified below.

- 3.2. Under special circumstances the ACC Chair and the VPR may appoint a member without a retirement year.
  - 3.2.1. These terms do not apply to ex officio members, except Category 6.
  - 3.2.2. The term of the Chair will be four years, renewable.
  - 3.2.3. The term of Vice Chairs will be four years, renewable.
  - 3.2.4. The term of students will be one year, renewable a maximum of two times.
  - 3.2.5. The term of Category 6 Laboratory Animal Facility Supervisor representatives will be one year, renewable a maximum of three times.
- 3.3. Members may resign from the ACC at any time by advising the Chair in writing.
- 3.4. The ACC Chair may remove any members of the ACC where such members consistently fail to discharge their responsibilities as a member.
  - 3.4.1. The Chair's decision to remove any member is reviewable by the Vice President (Research).

#### **4. ACC Meetings**

- 4.1. A face-to-face in person or virtual meeting are the principal forums used for ACC discussion and decision-making.
- 4.2. **Meeting Frequency** - The ACC will typically meet monthly, unless otherwise determined by the ACC Chair.
  - 4.2.1. ACC Working Groups will determine meeting frequency based upon need (*Terms of Reference for ACC Working Groups*).
- 4.3. ACC meetings will consist of Agenda topics that arise from the ACC's accountabilities, as outlined in Section 1. of this document, including but not limited to:
  - 4.3.1. Review, discussion and approval determination of AUP forms;
  - 4.3.2. AECP compliance oversight updates;
  - 4.3.3. Review of ACC policies, procedures, and standard operating procedures, and
  - 4.3.4. Review of ACC Working Group decisions and actions brought forward by the ACC Chair or designate.
- 4.4. The Principal Investigator (PI) and all members directly associated with the AUP may be invited to answer specific questions and help clarify aspects of the AUP but not be present during the final discussion and decision-making.
- 4.5. Minutes describing all discussions and decisions taken during any ACC meeting will be produced and made available to the ACC and the Vice-President (Research).

## 5. Quorum

- 5.1. 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 vote as approve, not-approve or abstention.
- 5.2. From time-to-time where consensus cannot be reached, the ACC Chair may call for a vote or may defer the decision.
  - 5.2.1. Roles involved in voting will include one representative from each role listed in Section 5.3.
  - 5.2.2. The ACC Chair, or Vice Chair acting as the Chair's designate, will only vote in the event to break a tie.
  - 5.2.3. The ACC Chair will assign one individual representing each role to participate in voting should it be required during the meeting.
- 5.3. Quorum will require at minimum one representatives from each the following roles:
  - 5.3.1. The ACC Chair, or Vice Chair;
  - 5.3.2. The University Veterinarian, or Institutional Veterinarian designate;
  - 5.3.3. Animal-based Scientist;
  - 5.3.4. Community Representative;
  - 5.3.5. Non-Animal User;
  - 5.3.6. Technical Representative;
  - 5.3.7. Student Representative;
  - 5.3.8. Laboratory Animal Facility Supervisor; and
  - 5.3.9. Office of the ACC member.

## 6. Conflict of Interest

- 6.1. All ACC members shall disclose any conflicts of interest (actual, apparent, perceived, or potential) prior to the review and/or discussion of items on the meeting agenda.
- 6.2. All ACC members shall follow recusal requirements.

## 7. Appeals

- 7.1. A Principal Investigator (PI) may appeal the decision of the ACC to the Office of the Vice President (Research) if the disagreement between the PI and the ACC cannot be resolved through the reconsideration process.
- 7.2. A final decision after reconsideration must be issued by the ACC before an appeal can be initiated.
- 7.3. Appeals of ACC decisions will be adjudicated through the Office of the Vice President (Research) and in accordance with the *Appeals Policy*.



## Glossary of Terms

**Animal-Based Science** – Branches of scholarship where live vertebrate and cephalopod animals are used in research, teaching, or testing.

**Animal Care Committee (ACC)** – Western’s Animal Care Committee (ACC), under the leadership of its Chair and Vice Chairs, that maintains and improves the Animal Ethics and Care Program (AECP) so it remains in compliance with all external and institutional statutory requirements, as outlined within its Terms of Reference. The ACC advises the Vice President (Research) on all aspects of the program and to ensure compliance with regulators’ requirements, those who have direct certification and licensing authority for the Animal Ethics and Care Program (AECP).

**Office of the Animal Care Committee (ACC)** – Administrative roles under the Research Ethics and Compliance office and ACC ex officio members dedicated to providing the ACC and Animal Use Protocol (AUP) Holders and their staff with support for ACC and AUP-related activities, as outlined by the CCAC in its *Terms of Reference for Animal Care Committees*.

**Animal Care Committee (ACC) Working Groups** – Subgroups of the Animal Care Committee (ACC) that undertake various activities as outlined within their *Terms of Reference*.

**Animal Ethics and Care Program (AECP)** – A comprehensive integrated program consisting of operations and compliance assurance components. The program is integrated across Western and its affiliated hospitals through its Animal Care Committee with accountability for the program resting with Western’s Vice President (Research). Compliance assurance occurs through institutional structures, policies and processes focused upon ensuring regulatory alignment of Animal-Based Science activities.

**Animal Use Protocol (AUP)** – The Animal Care Committee’s (ACC) mandatory animal ethics form that contains details of a AUP holder’s intended live vertebrate and cephalopod animal use, which must be reviewed and approved by the ACC in advance of Animal-Based Science activities (see POL-002).

**CALAM Standards of Veterinary Care** – The Canadian Association for Laboratory Animal Medicine’s (CALAM) guidelines on institutional veterinarian involvement in the Animal Ethics and Care Program that is referenced by national and provincial regulators.

**Canadian Council on Animal Care (CCAC)** – A not-for-profit organization, created in 1968 to oversee the ethical use and care of animals in science (research, teaching, and testing) throughout Canada on behalf of Tri-Agency and the Canadian public; responsible for developing national policies and guidelines, assessing research facilities’ compliance with these standards, and administering the Certificate of Good Animal Practice (GAP) to compliant facilities.

**Institutional Animal User Training Program** – A Canadian Council on Animal Care (CCAC) mandated centralized program focused on training animal-based scientists and those responsible for animal care on the ethics, care, and use of live animals, which is developed, presented and administered by delegates of Western’s Animal Care Committee (ACC), e.g., animal health professionals within the Department of **Animal Care and Veterinary Services (ACVS)**.

**Institutional Veterinarian** – A veterinarian within the Department of Animal Care and Veterinary Services (ACVS) or the Research Ethics and Compliance Office that, under the direction of the University Veterinarian, provides veterinary support for the Animal Ethics and Care Program (AECP) in alignment with the Canadian Association for Laboratory Animal Medicine’s (CALAM) Standards of Veterinary Care as well as external and internal regulators’ laws, policies, and guidelines.

**Ontario Ministry of Agriculture, Food and Rural Affairs (OMAFRA)** – Provincial governing body responsible to administer the *Animals for Research Act R.S.O. 1990* through regular unannounced inspections of all areas associated with animals used in research, teaching, or testing activities.

**Post Approval Monitoring (PAM) Program** – A Canadian Council on Animal Care (CCAC)-mandated program overseen by the Animal Care Committee (ACC) and undertaken by arms-length designates to ensure Animal-

Based Science practice aligns with principle (as outlined within the approved AUP) and current standards of ethics and care (see POL-005).

**University Veterinarian** – Western’s senior veterinarian accountable to Western’s Vice President (Research) who is responsible for providing expert leadership for the citywide Animal Ethics and Care Program (AECF) in conjunction with institutional senior administration and the Animal Care Committee (ACC).

**Vice-President (Research)** – The senior administrative officer of the University responsible for the Animal Ethics and Care Program (AECF), as outlined within the *Senior Administrator’s Terms of Reference* (see MAPP 7.12, Appendix 1)