

## Purpose / Scope

The primary objective of this policy is to ensure that all policies and standard operating procedures associated with Western's Animal Ethics and Care Program (AECPP) align with current published veterinary and animal husbandry best practices and institutional, national, and provincial regulatory policies.

This policy pertains to institutional policies, standard operating procedures, work instructions and related documents associated with animal-based science associated with Animal Care Committee (ACC) authorized researchers, instructors, and designates associated with Western and its affiliates.

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## Rationale

In its *Terms of Reference for Animal Care Committees* (2006), CCAC states that the ACC is responsible to ensure policies and standard operating procedures are developed and maintained in order "to provide a system of animal care that will meet the needs of the institution."<sup>1</sup>

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## Policy

The Animal Care Committee must ensure that policies to provide for a system of animal care that will meet the needs of the institution are established and implemented, including but not limited to:

- the requirement that all animal care and use be conducted according to CCAC guidelines and policies, and to any federal, provincial, and institutional regulations that may be in effect, as per *CCAC's Terms of Reference for Animal Care Committees* (2006);
- standards of husbandry, facilities and equipment and adequate animal care and management of the animal facilities, as per *CCAC guidelines on Laboratory Animal Facilities – characteristics, design and development* (2003);
- the training and qualifications of animal users and animal care personnel, as per *CCAC guidelines on: training of personnel working with animals in science* (2015);
- an occupational health and safety program for those involved in animal care and use, as per CCAC guidelines (Sect. 3 m) IV) – *Terms of Reference for Animal Care Committees* and *Policy statement for: Senior administrators responsible for animal care and use programs - Appendix VIII* (2008),<sup>2</sup>
- a post approval monitoring program, and

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<sup>1</sup> Canadian Council on Animal Care. *Terms of Reference for Animal Care Committees*. (2006). Sect.3 m. Retrieved 08JUL2024 from [https://ccac.ca/Documents/Standards/Policies/Terms\\_of\\_reference\\_for\\_ACC.pdf](https://ccac.ca/Documents/Standards/Policies/Terms_of_reference_for_ACC.pdf)

<sup>2</sup> CCAC. *Terms of Reference for Animal Care Committees* (2006). Section 3(m). Retrieved 08JUL2024 from [https://ccac.ca/Documents/Standards/Policies/Terms\\_of\\_reference\\_for\\_ACC.pdf](https://ccac.ca/Documents/Standards/Policies/Terms_of_reference_for_ACC.pdf)

- a crisis management program.<sup>3</sup>

The Animal Care Committee and/or its competent designates must:

- establish procedures, aligned with current veterinary standards, to ensure that:
  - unnecessary pain or distress is prevented;
  - anesthesia and analgesia are properly and effectively used per Ontario's *Animals for Research Act* – RSO 1990 - (Reg. 22, 16(1-2);
    - exceptions to this must be scientifically justified and approved by the ACC;
  - appropriate post-operative care is provided;
  - animal welfare is given due consideration, including environmental enrichment per CCAC's guidelines on *Categories of welfare impact* (2024); and
  - species-appropriate euthanasia methods are being used, as per CCAC's guidelines on *euthanasia of animals in science* (2010) and *Identification of scientific endpoints, humane intervention points, and cumulative endpoints* (2022).
- review standard operating procedures, work instructions and associated documents relating to:
  - monitoring animal care and experimental procedures that may result in deleterious effects upon animal health and welfare;
  - all activities and procedures that involve animals, including animal care and facility management SOPs, procedures for euthanasia;
- ensure policies and procedures are accessible to all ACC and other institutional members; and
- review these policies and procedures minimum every three years.<sup>4</sup>

All participants in the AECF within Western and affiliates must comply with all institutional ACC-approved AECF policies and related procedures.

- Failure to do so will result in sanctions as determined by the ACC.

Participants electing to divert from ACC approved policies, standard operating procedures and associated approved documents must disclose the variance and provide justification within their Animal Use Protocol (AUP) and must receive ACC approval for this variance in advance of animal use.

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## References

- Canadian Council on Animal Care
  - Terms of Reference for Animal Care Committees (2006)
  - Policy Statement for Senior Administrators Responsible for the Animal Care and Use Program (2008)
  - Guidelines - various
- Government of Ontario – Animals for Research Act (R.S.O. 1990; Reg. 22)

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<sup>3</sup> CCAC. Policy Statement for Senior Administrators Responsible for the Animal Care and Use Program (2008). Appendix IV, 4 P. 17 retrieved 08JUL2024 from [https://ccac.ca/Documents/Standards/Policies/Senior\\_administrators.pdf](https://ccac.ca/Documents/Standards/Policies/Senior_administrators.pdf).

<sup>4</sup> CCAC. Terms of Reference for Animal Care Committees (2006). Sections 3(m) P. 10, 5(a.iii) P.12. Retrieved 08JUL2024 from [https://www.ccac.ca/Documents/Standards/Policies/Terms\\_of\\_reference\\_for\\_ACC.pdf](https://www.ccac.ca/Documents/Standards/Policies/Terms_of_reference_for_ACC.pdf)

- Western’s Senate
    - MAPP 7.12 – Animal Ethics and Care Program
  - Animal Care Committee. Terms of Reference
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## Revision History

Version	Date	Description of Changes	Author
00	23-04-2014	New Policy	LT
01	05-05-2016	Updated Definitions; Added Roles and Responsibilities	LT
02	13-05-2021	Updated policy statements to reflect CCAC guidelines, e.g., specific program aspects requiring policies / procedures; removed Definitions & Roles and Responsibilities	LT
03	08-08-2024	Triennial Review. Minor updates, e.g., add associated references, expand to include other document types, e.g., work instructions, related documents	LT