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Purpose / Scope

The objective of this policy is to highlight key regulatory and institutional obligations regarding the acquisition of research animals specific to animal suppliers, animal transport and acclimatization; to highlight the responsibilities of key institutional stakeholders associated with the procurement of research animals, including the Institutional Veterinarian.

This policy pertains to the procurement of live animals associated with animal-based science activities involving either an Animal Facility (Facility) or Extra-Vivarial Space (EVS) within Western and its affiliates.

Rationale

As holders of CCAC's Certificate of Good Animal Practice (GAP), we are bound by CCAC's 'Guidelines on: procurement of animals used in science' (2007), which outlines 25 general considerations regarding the acquisition of research animals based upon "sound scientific evidence and expert opinion."[1]

As registered research facilities in Ontario, Western's Research Community is bound by Regulations 24 and 25 of Ontario's Animals for Research Act (R.R.O. 1990), which specify requirements for research and supply facilities as well as animal transportation that impact animal procurement.

The Canadian Food Inspection Agency enforces regulations associated with the *Health of Animals Act (2019)*, e.g., *Regulations*, *Part XII Transport of Animals.* Procurement of animals that fall under CFIA's jurisdiction must comply with

[1] CCAC's Guidelines on: procurement of animals used in science (2007) P.1. Retrieved 08APR2024 from https://ccac.ca/Documents/Standards/Guidelines/Procurement.pdf

associated regulations.

Policy Statements

General Considerations

The acquisition of animals – from requisition to arrival at a Laboratory Animal Facility (Facility) or Extra-Vivarial Space (EVS) – must follow all related federal, national, provincial, and institutional laws, policies, and regulations, including but not limited to:

- CCAC's Guidelines on: Procurement of Animals Used in Science (2007)
- Animals for Research Act (1990) – Regulations 24 and 25
- Fish and Wildlife Conservation Act (1997)
- Canadian Food Inspection Agency's 'Criteria for Quarantine Facilities' and 'Requirements for Non-Human Primates Imported into Canada' (2009) and 'Health of Animals Act' and regulations, e.g., 'Sect. XII - Transport of Animals' (2019)

AUP Holders and their designates must only procure animals approved within their own currently approved Animal Use Protocol (AUP).

- Under exceptional circumstances outlined within the Animal Use Protocols Policy (POL-002-A), animals may be procured under the Temporary Animal Holding AUP held by the University Veterinarian.

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Resource Requirements

Prior to requesting animal procurement, AUP Holders – in conjunction with the Institutional Veterinarian and the Facility Supervisor – must ensure that the appropriate facilities, housing, and expertise, including a sufficient number of adequately skilled and experienced staff are available to house and care for the animals.

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Animal Sources

Except wildlife used in Field Research, the Institutional Veterinarian must be informed of all animal sources used in animal-based science to ensure they meet current regulatory standards.

- The AUP Holder must disclose their animal sources within their AUP. AUP Holders may provide preferred identified animal sources; however, the Institutional Veterinarian, in conjunction with each institution's Procurement Services department and the related Facility Supervisor, is ultimately responsible to finalize the procurement process.
- Animals obtained from GAP-certified organizations are considered by the ACC as approved pending review and approval by the Institutional Veterinarian and related Facility Supervisor.
- Animals obtained from institutions without GAP or equivalent certification must be assessed by the Institutional Veterinarian to ensure alignment with CCAC core animal ethics and care principles and practices and appropriate animal health status.

As deemed necessary by the ACC or the Institutional Veterinarian, veterinarians must assess non-commercial vendors, and/or review and approve the health status of the animals from the source prior to receipt of animals into areas associated with Western and affiliates.

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Institutional Veterinarian Involvement

Institutional Veterinarians are ultimately responsible for facilitating the procurement of healthy animals; therefore, they must be directly engaged at the outset of animal procurement under circumstances involving any animal that:

- is a dog, cat, or non-human primate; or
- is considered livestock; or
- is a pet involved in a non-invasive behavioural study; or
- may be procured abroad; or
- requires CFIA oversight; or
- whose health status may compromise the destination's health status, e.g., barrier;
- wild animals captured for housing within a Laboratory Animal Facility; or
- as directed by the ACC.

Non-human primates, dogs, cats and , at the discretion of the ACC, other animals, must be procured directly through a competent arms-length administrator under the direct oversight of an Institutional Veterinarian. An Institutional Veterinarian is responsible for decision-making regarding institutional quarantine requirements such as:

- determining when quarantine is required;
- assessing and approving quarantine areas;
    - the approval on some occasions must be provided by the CFIA inspector;
- ensuring quarantine duration is appropriate to the related risk to the health of both quarantined and general animal populations; and
- liaising with regulators or agencies, as required, to receive related approvals and/or permits.

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Health Reports

For animal procurement activities requiring the direct involvement of an Institutional Veterinarian, as per this policy, health reports must be made available to the Institutional Veterinarian in advance of animal receipt, or as made available by the vendor.

With the exception of Wildlife animals obtained for holding within an Animal Facility, Facility Supervisors must proactively review the health status of incoming animals to ensure alignment with health standards of the receiving area. Variations on the health status must be reviewed and approved by the Institutional Veterinarian and Facility Supervisor to determine acceptance of the animals into the facility.

- The Animal Health Biosecurity Policy (POL-024) must be followed.

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Animal Procurement Administrators

All live animals procured for the purpose of animal-based science associated with Western and affiliates must be acquired through ACC-approved Animal Procurement Administrators who have:

- no direct reporting accountability to the related animal-based science;
    - this does not apply to Field Research involving procurement of wildlife for housing/use within an Animal Care Facility;

- adequate understanding of this policy and other associated institutional policies;
    - training on the related software system used to record procurement; and who have
- successfully completed the Animal Ethics & Regulations online course prior to ACC approval to assume this role.

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Transport and Arrival

The transport of animals from the vendor must be undertaken by an Institutional Veterinarian-approved vendor and/or commercial carrier and/or individual using a Western-approved transport vehicle and in accordance with associated SOPs (Standard Operating Procedures).

Following their arrival, animals must be acclimatized to the experimental conditions as per *SOP 310 – Holding Period Post Admission*, unless an exemption has been pre-approved by the ACC and disclosed within the AUP.

If a newly arrived animal may be sick, the Facility Supervisor and scientist must immediately notify the Institutional Veterinarian as per the *Sick Animal Response Policy* (POL-009).

Animal Procurement Records must be kept by the Animal Facility Supervisor, or Designate, and be readily retrievable a minimum of one-year post-euthanasia, and two years for dogs, cats, and non-human primates as per the *Animal Care and Use Records Policy (POL-003)*.

Any Concerns associated with research animal procurement that cannot be readily and appropriately resolved between the concerned individual and the PI must be forwarded to the ACC Executive, as per the *Concerns Policy (POL-004)*.

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Procurement Special Cases

In advance of the housing or use of wildlife within a Laboratory Animal Facility, AUP Holders involved with Field Research must:

- receive advance approval from the related Facility Supervisor; and
- notify the Institutional Veterinarian.

If non-invasive behavioural studies are proposed on pets owned by the public,

- a consent form that includes description of all procedures and consequences to the animal must be read and signed by the public pet owner;
- as required by OMAFRA (Ontario Ministry of Agriculture, Food, and Rural Affairs), the names and addresses of such public members must be provided to OMAFRA annually; and
- as required by CCAC re. safety review, staff and veterinary health assessments must be completed prior to authorization.

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References

- CCAC Guidelines on Procurement of Animals Used in Science (2007)
- Animals for Research Act, Ontario, R.S.O. 1990, Reg. 24/25
- Canadian Food Inspection Agency – Health of Animals Act (2019) - Health of Animals Regulation Part XII – Transport of Animals
- Canadian Food Inspection Agency – Criteria for Quarantine Facilities
- Canadian Food Inspection Agency - Requirements for Non-Human Primates Imported into Canada -
- Fish and Wildlife Conservation Act, 1997
- Animal Care Committee policies and procedures

Revision History

Version	Date *dd/mm/yyyy*	Description of Changes	Author
00	23-04-2014	New Policy	LT
01	05-05-2016	Policy statement updates: 1. ACC accountability to ensure all areas and sources are appropriate; 2. Field PIs responsibilities re. field animals into facilities; 3. ACVS Vet and AC Facility Supervisor accountabilities to review animal health statuses; 4. Add ref. to SOP 310 re. acclimatization, SAR (Sick Animal Response) and Concerns policies.	LT
02	11-04-2017	Policy statement updates: 1. Alignment with AUP content, 2. ACVS Vet direct involvement in procurement re specific species/sources; 3. Re. Pets – Add OMAFRA requirement; 4. Updated accountabilities for Animal Procurement Admins; 5. NHP procurement through ACVS Vet; 6. New Definitions: 'animal procurement records', 'non-commercial vendor'	LT
03	30-05-2018	Add 'Rationale;' Policy statement updates: 1. Add specifica specific list of external regulators; 2. Ids roles to liaise with vendors; 3. 'sensitive species transport' driver reqmts	AEW / LT
04	11/07/2024	Remove responsibilities section; add approval from sources with GAP certificates; update Transport and Arrival section; change section re. Animal Procurement Administrators; add ref. to SOP CW-443/444;	LT / Citywide Facility Supervisors