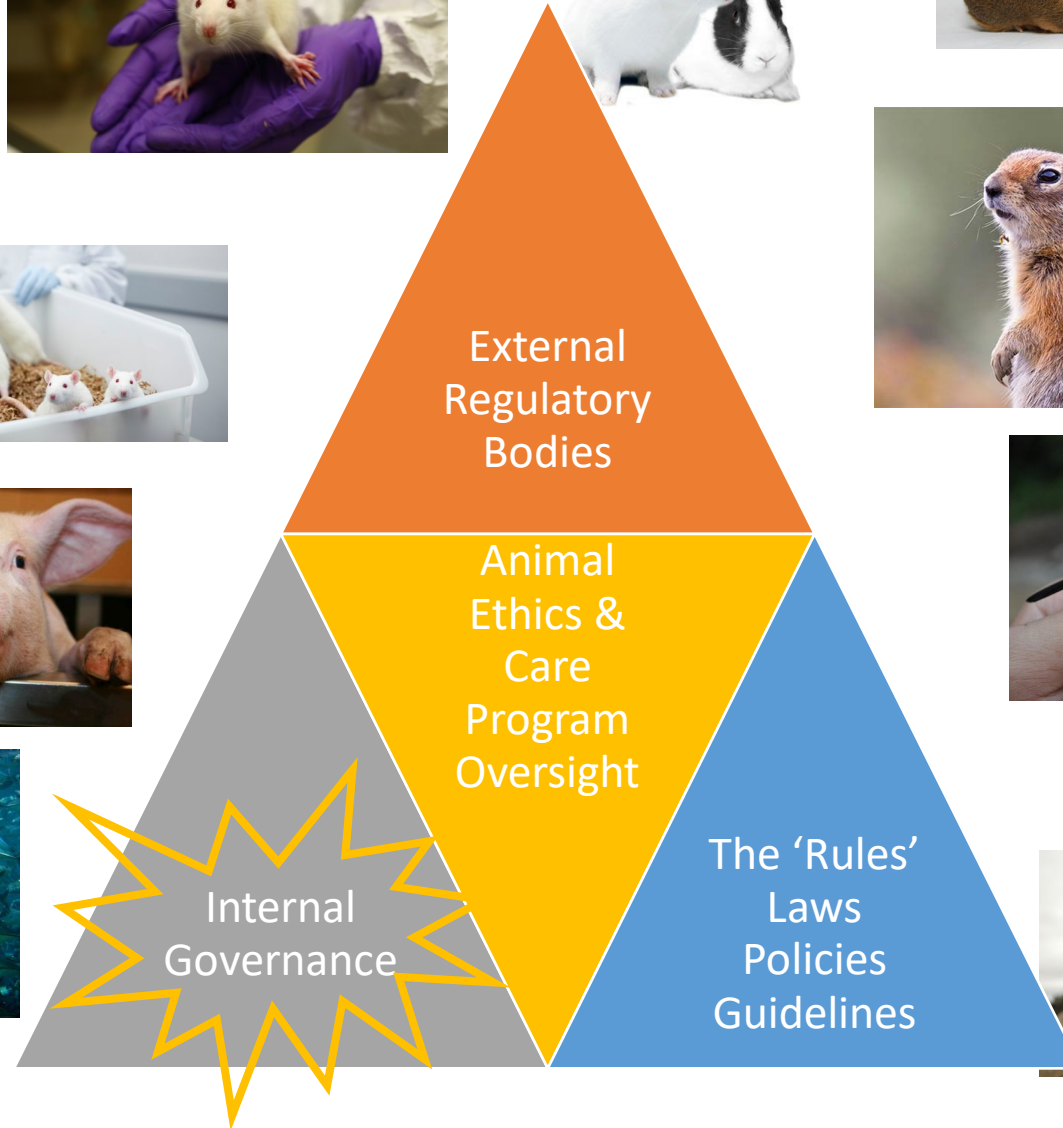


Western's Animal Care Committee





Internal
Governance

Western's Animal Care Committee (ACC)

Equal voice

Consensus-driven decision-making

ACC Chair / Vice Chairs

Veterinarians

Animal-Based Scientists

Animal Health Professionals

Community Reps

Students

Non-Animal User Faculty

ACC Coordinators

ACC
Member
Roles



Fulfills role of CCAC's
'working' animal care
committee

Delegated authority
by VPR to intervene to
relieve unnecessary
animal pain or
suffering

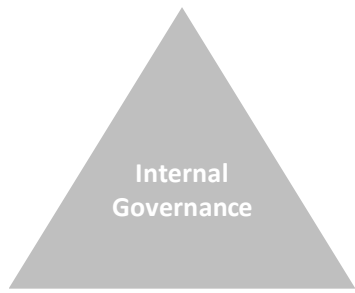


Western
Research

Animal Care Committee
Terms of Reference

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 senior administrator responsible for the animal ethics and care program within Western's Research Community – the Vice President (Research) – the Animal Care Committee (ACC) is responsible:



ACC Responsibilities

*The ACC is responsible for overseeing all animal care and use undertaken by members of the institution and ensuring compliance with institutional and CCAC standards. **CCAC Policy Statement for Senior Administrators. Sect. V. P.4***



Responsibilities per CCAC's Terms of Reference for ACCs



Internal
Governance

ACC Working Groups

Executive

- Weekly meetings
- Concerns response
- AUP Major Mod Reviews
- Reports Reviews, e.g., ACC Site Visits, Visits by Animal Health Professionals

Facility Supervisors

- Monthly meetings
- Best-practice sharing
- ACC policies/procedures/citywide SOP reviews

AUP Review

- Online review / approval
- AUP Major / Minor Mod Reviews

Training Exemption

- Online review of requests for exemption from IAUTP delivered Core Skills hands-on training

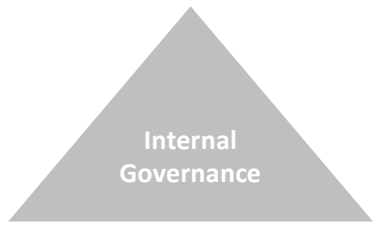
ACC Working Group Responsibilities

Internal
Governance

Executive

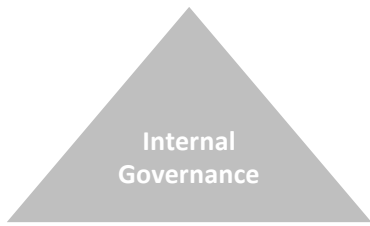
- be apprised of external regulatory requirements and develop plans to ensure their translation and transmission to institutional policies, procedures, and stakeholders;
- lead in the development and/or review of institutional policies and procedures, including Standard Operating Procedures;
- facilitate two-way communications between the ACC and the animal-based science community at Western and affiliates to educate and enhance collaboration;
- act as an AUP Review Working Group to perform AUP reviews, as needed, in accordance with the AUP Review Working Group Terms of Reference;
- act as front-line responders to Concerns, Reportable Animal Welfare Incidents, and Animal Welfare Assessments brought to its attention, as outlined within related policies;
- review all Animal Care Committee (ACC) Site Visit reports prior to full ACC distribution; provide direction regarding recommendations and ensure follow-up, as applicable;
- review reports associated with and impacting the Animal Ethics and Care Program, e.g., post approval monitoring, animal user training programs and other strategic initiatives; develop recommendations and action plans, as applicable;
- provide direction and support to other ACC working groups;
- provide leadership in preparation for and in response to regulatory assessments and associated reports; and
- notify and engage the full ACC of its decisions and actions, as appropriate.

ACC Working Group Responsibilities



Facility Supervisors

- annually allocate two of its members to assume the role of Laboratory Animal Facility Supervisor Representatives (Category 6).
- be apprised of external regulatory requirements associated with Facility operations and husbandry practices.
- compile and/or develop associated concerns, questions, and/or recommendations and relay them to the ACC Executive.
- review draft institutional policies and procedures applicable to their roles.
- share best practices with one another; support one another in problem-solving.
- as applicable, advise the Executive of any Concerns not readily resolvable, including Reportable Animal Welfare Incidents, as per the Concerns Policy (POL-004).

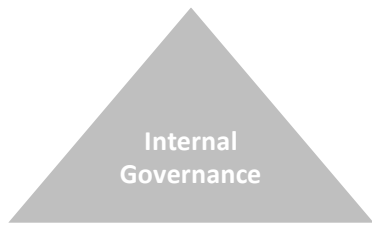


ACC Working Group Responsibilities



- Perform ethical review of AUP Modifications requiring Full Review as per the Animal Use Protocols Policy-Modifications (POL-002-C) and AUP Review Processes for Principal Investigators (GUID-002).
- As appropriate, AUP forms undergoing Delegated Review may be reviewed by this Working Group.
- As requested by the Executive, perform ethical review of full AUPs requiring interim review/approval.
- As requested by the reviewing Veterinarian, perform ethical review of other forms, e.g., Annual Renewals.

ACC Working Group Responsibilities



Training Exemption

- Review 'Exemption Request Forms' as per Procedures for the Institutional Animal User Training Program (PROC-017); recommend training requirements.

Office of the ACC Roles & Responsibilities

Director of Research Ethics and Compliance	<ul style="list-style-type: none">• Leader for Research Ethics and Compliance Teams• Responsible for Operational and Administrative Support
ACC Manager	<ul style="list-style-type: none">• ACC Site Visits• Rooms Inventory• Space Repurposing & Visits• Policies and Procedures• Concerns Administration• Project Leadership for CCAC Assessment Visits• Program change management
ACC Officer	<ul style="list-style-type: none">• AUP Facilitation with Researchers• Full / New / Pilot AUP Review & Review Coordination• Full and Executive ACC Meetings
ACC Coordinator	<ul style="list-style-type: none">• AUP Modifications• Annual Renewals• ACC SOP Administration
Animal Research Safety Consultant	<ul style="list-style-type: none">• AUP Hazard Reviews• SOP Development• Site Visits• Risk Assessments• Institutional OHS Liaison
Software Systems Administrator	<ul style="list-style-type: none">• New system implementation Project Leadership