

PROCEDURES FOR CONDUCTING RESEARCH OR TEACHING
INVOLVING ANIMALS

Procedural Authority: Vice-President Research and
Innovation

Procedural Officer: Associate Vice-President Research
Operations

Parent Policy: [Research or Teaching Involving Animals](#)

Effective Date: December, 2010

Supersedes: New

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PURPOSE

1.00 The purpose of this document is to set out the procedures for conducting research or teaching at the University of Victoria (university) in compliance with the standards determined by the Canadian Council on Animal Care and the university's policies.

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animal care facilities by the protocol holder, while follow- up is conducted by the ACC Chair and/or Veterinary Director, as may be deemed appropriate.

10.00

12.00

14.03 The responsibility for obtaining scientific peer review of the project is delegated to the AVPRO The PI will be informed of the process and the likely time frame

18.00 All persons involved in the use of animals in teaching, including but not limited to faculty

21.03 If the applicant is not satisfied with the decision of the ad-hoc committee, the applicant will indicate this in writing to the Vice -President Research and Innovation within 30 days of receiving the committee's decision. The Vice-President Research and Innovation will consider the submission and respond to it within 30 days of receiving the submission.

- 25.00 Where a researcher is conducting collaborative animal based work that is divided between animal facilities at multiple Host Institutions, the ACC at each institution must receive an animal use protocol that:
- (a) describes the specific work being completed at that institution.
 - (b) provides an overview of the whole project.
- 25.01 Animal transfers must occur with protocols agreed upon by all institutions involved in the transfers.
- 25.02 The Chair of the ACC shall inform the Chair of the ACC of other institutions whenever a protocol involving the other institution is rejected.
- 26.00 Where there is no comparable Animal Care Committee at the Host Institution or site, the University of Victoria ACC will provide the AUP review with reference to the specific conditions or facilities provided at the Host Institution. There may be additional resources required for post-approval monitoring at remote sites that will be charged back to the project.

APPENDIX "A" – ANIMAL CARE COMMITTEE TERMS OF REFERENCE

Mandate

- 1.00 The mandate of the university Animal Care Committee (ACC) is to determine the ethical acceptability of all research, teaching and testing involving vertebrate or cephalopod animals that is conducted under the auspices of, or by, members of the university and to ensure proper implementation of the university's (research, teaching and testing) policies.

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- Scientists, normally faculty or affiliated faculty, with experience relevant to the types of protocols reviewed by the ACC. This should include at least one scientist experienced in field work, one scientist experienced with aquatic species, two scientists experienced in mammalian species. The ACC Chair may at their discretion seek additional expertise on a case by case basis (all voting).
- At least one institutional member whose normal activities, past or present, do not depend on or involve animal use for research, teaching or testing (voting).
- At least one person representing interests and concerns of the community, who has no affiliation with the institution, and who is not involved in animal use for research (voting).
- The representative from Occupational Health, Safety and Environment with responsibility for animal care services and facilities (non-voting).
- A technical staff member representative from Animal Care Services, preferably with experience in both aquatic and mammalian species (non-voting).
- A graduate student member, recruited through the Graduate Students' Society and appointed for a period of one year (non-voting).
- The Animal Ethics Liaison (ex-officio, non-voting).

A quorum will be at least five members of the ACC including a community representative, a veterinarian and a researcher actively using animals.

Meetings

- 7.00 Meetings will be held monthly from September to June. Other meetings may be called by the Chair as necessary.
- 8.00 At the discretion of the Chair, with justification provided by the Principal Investigator, ad hoc subcommittees can be appointed by the Chair to conduct interim AUP reviews. Interim reviews are an exception and must be justified to the satisfaction of the Chair.
- 8.01 Such subcommittees must include at least 3 members of the ACC: a veterinarian, a community representative, and a faculty member.
- 8.02 Interim decisions must be ratified at the next full ACC meeting.
- 9.00 Minutes of all ACC meetings shall be prepared and maintained and include all decisions, dissents, and the reasons for them. The deliberations of the ACC shall be treated as confidential.
- 10.00 Following deliberation, the Committee makes a decision as to approval, and/or recommendation for changes, or rejection of the applications. This decision is normally

reached by consensus. If consensus cannot be reached, the decision is made by a simple majority vote with the Chair casting a vote in the event of a tie.

- 11.00 Tours of all animal facilities and examination of the standard operating procedures and protocols used within the facilities, to ensure that CCAC pol1.3 ()0g3n(h)-1.4d(,)-6.3 ()11.6g(,)-6.3u(h)-1