

The UNIVERSITY of WESTERN ONTARIO

ANIMAL CARE AND VETERINARY SERVICES

Guidelines for Animal Use at UWO - An Overview for New Investigators

Depending on where you have done animal based research in the past, some of this information may not be new. It is intended to highlight areas that may be different - at UWO - in Ontario - in Canada.

1. Approval to use animals

- a. The protocol form "Application to Use Animals for Research and Teaching" must be approved prior to ordering animals. For additional information see the [Animal Use Subcommittee \(AUS\)](#) web site.
- b. Information on the [protocol review process](#) can be found on the AUS web site.
- c. [University Policy and Procedures for the Use of Animals in Research and Teaching](#) is available on the University Council on Animal Care (UCAC) web site.
- d. A veterinarian is available for consultation on animal care and use related issues. Contact the main office at extension 86770.
- e. It is the principal investigator's responsibility to ensure that all staff and students included on the application form: 1) are familiar with the contents of the protocol 2) have read all of the necessary Standard Operating Procedures (SOP's), 3) have adequate training to perform any procedures. The ACVS web site has information on [upcoming](#) courses.
- f. The 'Safety Sheet' that is part of the application should be reviewed by the appropriate safety officer prior to submitting the protocol.
- g. Once your application has been approved you will receive notification from the AUS Administrative Assistant.

2. Ordering Animals

- a. Deadlines for animal orders can be obtained from the facility manager.
- b. Animals from non-standard sources, such as other laboratories, must meet import guidelines. Contact the facility manager for information specific to your facility.

3. Procedures, Standard Operating Procedures and Record Keeping

- a. Narcotic and control drug records must be kept in accordance with UWO policy and Federal legislation.
- b. There are numerous [Standard Operating Procedures \(SOP's\)](#) that outline procedures accepted by the AUS. These cover subjects such as Surgical Procedures, Post-Operative Care and Antibody Raising. Although these procedures ARE NOT mandatory, alternative procedures must be outlined in your protocol.
- c. Recovery surgery may only be performed in approved facilities. Contact the main office at extension 86770 for more information.
- d. Unless approved in advance by the **AUS**, animals may not be held overnight in laboratories, or any room other than a holding facility.
- e. Disease transmission between facilities is a major concern. Check with the facility manager prior to entering any facility other than where your animals are held.
- f. All cell lines and biologicals used in animals must be tested pathogen free. Introduction of a pathogen into a facility can be devastating. Contact the facility manager for more information if you wish to import a cell line or biological.
- g. Records of animal procedures must be maintained at cage side. Record books or cage cards can be used depending on the nature of the study.

4. Training and Education

- a. All principal investigators and individuals handling animals or entering animal care facilities must take the 'Animal Care and Use Course - WebCT.' Applicable workshops must be taken by all except the principal investigator. For more information visit the [teaching](#) web site.

5. Site visits - Your laboratory may be visited by the following groups (advance notice is usually not given):

- a. [Animal Use Subcommittee](#) (AUS)
- b. Ontario Ministry of Agriculture Food and Rural Affairs (OMAFRA) Inspector re. the Animals for Research Act. This legislation establishes guidelines for research animal care and pound seizure. Charges for noncompliance range from fines to imprisonment.
- c. [Canadian Council on Animal Care](#) (CCAC) site-visit teams. The CCAC is a peer review system for monitoring animal care and use in Canada.
- d. ACVS veterinary staff