

PROCEDURE FOR POLICY 7.12 – Use of Animals in Research, Testing and Teaching

I Animal Use Protocols (AUPs)

The Animal Care Committee and animal-based scientists must align their AUP and related processes with the *Animal Use Protocols* policy and related procedures.

II Post Approval Monitoring (PAM)

The ACC must undertake post approval monitoring in accordance with MAPP 7.15 *Post Approval Monitoring Program*, all related UCAC policies, and related procedures, including but not limited to:

- Animal Procurement
- Animal Care & Use Record Keeping
- Sick Animal Response
- Continuing Care and Facilitation Visits
- Non-Arms-Length Managed Sites
- Concerns Identification, Project Refinement and Corrective Response
- Inclusion of Veterinary Technicians in Invasive Procedures

III CCAC-Mandated Training

The ACC must ensure that all personnel listed on the AUP have been appropriately trained according to the expectations defined in the CCAC Guidelines and Policy Statements and as provided for in MAPP 7.10 “*Standardized Training in Animal Care and Use.*”

IV Other Procedures

1. **Development and Maintenance of Policies and Standard Operating Procedures –** Policies and procedures associated with Western’s animal care and use program must be developed and maintained in accordance with *The Development and Maintenance of Animal Care & Use Policies and Standard Operating Procedures Policy*.
2. **Health Monitoring** - Surveillance of animal health must align with ACC-approved standard operating procedures and must be centrally coordinated by ACVS so as to facilitate the transfer of animals between rodent barriers of equivalent health status; conventional facilities of equivalent health status; and specialized areas such as imaging equipment.
3. **Cell Line & Biological Testing –** Testing of cell lines and biological on animals must follow ACC-approved standard operating procedures.
4. **Animal Displays –** All displays of animals, hereto referred to as “displays”, that can be encountered by Western’s community and/or public at large must have an ACC-approved AUP. Displays may include aviaries, fish ponds, and fish tanks within classrooms. Excluded from this requirement are displays in private offices, e.g. fish tanks, caged birds.

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V Appeals

1. Appeals of ACC decisions must be made to the Chair of University Council on Animal Care c/o the University Secretariat, in writing, within 30 days of a decision.
2. The Letter of Appeal must set out in detail a full description of the matter under appeal; the grounds of appeal; a copy of the ACC decision; and all supporting documentation. Appeals may be made on either, or both, of the following grounds: that the decision was inappropriate or unreasonable in light of the evidence (scientific or other) presented to ACC, and that the review of ACC lacked procedural fairness.
3. Within three weeks of receipt by the Chair of the UCAC of an appeal notice, the UCAC will hold a preliminary meeting and ACC will forward to the UCAC Chair, c/o the University Secretariat, full documentation pertaining to the appeal.
4. Parties to the appeal shall be given copies of all material filed with the UCAC, and given an opportunity to be heard. Opinions of external experts may be provided to the UCAC by the parties.
5. Meetings of the UCAC held for consideration of appeals shall include as non-voting members University legal counsel and the Secretary of Senate (or designate).
6. At the preliminary meeting the UCAC will establish its own procedures for hearing an appeal and will determine its decision-making basis preference for either written submissions or an oral hearing.
 - 6.1 If the appeal is made regarding a decision to disallow animal use or to terminate a research, testing, or teaching activity, the UCAC must hold an oral hearing.
7. The parties will be advised of this decision.
8. In the case of an appeal by a Principal Investigator or instructor, the parties to the appeal are the Principal Investigator, ACC and the ACVS Director.
9. In the case of an appeal by an ACVS Veterinarian, the parties to the appeal are the ACVS veterinarian, ACC, the ACVS Director, and the Principal Investigator.
10. The right to be represented by counsel will be accorded to the principal parties to the appeal. The UCAC also reserves the right to retain counsel.
11. Deliberations of the UCAC will be held in camera.
12. The Committee's decision will be based on a "balance of probabilities" standard.
13. Each voting member of the Committee must cast a vote; there will be no abstentions.
14. The UCAC may:
 - 14.1 Deny the appeal,
 - 14.2 Grant the appeal and quash or modify the original decision, or
 - 14.3 Direct ACC to re-hear the matter or reconsider some pertinent aspect of its decision.
15. The parties to the appeal will be informed in writing of the decision of the UCAC, and the reasons for the decision, within a reasonable time following the hearing. The decision, including reasons, will be reported to ACC at their next regular meeting. Other individuals will be notified of the decision on a need to know basis only as determined by the UCAC.
16. The decision of the UCAC is final.
17. Costs will not be awarded by the UCAC.

Last updated: November, 2015