Animal Care Committee (ACC)

Effective Date: October 2015
Revised: *

1. ACC Responsibilities and Authority

As the working subcommittee of the University Council on Animal Care (UCAC) on behalf of Western University, and as defined by the Canadian Council on Animal Care (CCAC), the Animal Care Committee (ACC) is responsible:

1.1 To assume all responsibilities mandated by:

1.1.1 the Canadian Council on Animal Care (CCAC), Policy statements, Other standards, and Guidelines
1.1.2 Animals for Research Act, Ontario Ministry of Agriculture and Rural Affairs (OMAFRA) (Ontario)
1.1.3 Tri-Agency’s “Agreement on the Administration of Agency Grants and Awards by Research Institutions”
1.1.4 Other Federal agencies whose policies apply to the use of animals and/or materials used in research involving animals, including but not limited to:

1.1.4.1 Canadian Food Inspection Agency;
1.1.4.2 Health Canada;
1.1.4.3 Public Health Agency of Canada;
1.1.4.4 Environment Canada;
1.1.4.5 Transport Canada.
1.1.5 Canadian Association of Laboratory Medicine’s “Standards of Animal Care”;
1.1.6 University policies

1.1.6.1 MAPP 7.0 – Academic Integrity in Research Activities
1.1.6.2 MAPP 7.12 – Policy and Procedures for the Use of Animals in Research, Testing and Teaching
1.1.6.3 MAPP 7.10 – Standardized Training in Animal Care and Use
1.1.6.4 MAPP 7.15 – Post Approval Monitoring Program
1.1.6.5 UCAC Policies
1.1.6.6 ACC-approved procedures, including Standard Operating Procedures.
1.2 To ensure that the care and use of animals, as defined by the CCAC, hereafter referred to as “animals,” throughout all stages of their life and in all experimental situations associated with all facilities operated by the University and its affiliated institutions, are in compliance with all Federal, Provincial, and University policy statutory requirements, regulations, and guidelines. Furthermore, to ensure that scientists working off-site, such as field studies, those collaborating at other sites or institutions, and scientists conducting studies or teaching with animals owned by them or the public, are in compliance with the same.

1.3 To use its authority as delegated by the Vice-President (Research) to:

1.3.1 Stop any procedure it considers objectionable on the basis that unnecessary distress or pain is being experienced by an animal;

1.3.2 Stop immediately any use of animals which deviates from the approved use, any non-approved procedure, or any procedure causing unforeseen pain or distress to animals; and

1.3.3 Have an animal euthanized humanely if pain or distress caused to the animal is not part of the approved Animal Use Protocol (AUP) and cannot be alleviated.

1.3.4 Delegate authority to treat or euthanize animals to an ACVS veterinarian.

1.4 To review and determine the approval status, and/or require the modification of an Animal Use Protocol (AUP), and stop or limit the use of animals in research, testing and teaching in accordance with Federal, Provincial, and University policy statutory requirements, regulations and guidelines as per 1.1.

1.5 As necessary, the ACC may establish subcommittees according to Senate bylaws (Senate By-law VI, 3) in order to undertake specific projects on behalf of the full ACC, e.g. policies and procedures development and review.

1.6 The ACC or its designates may develop and approve procedures, including standard operating procedures, and may draft policies for review and approval by the UCAC.

1.7 To ensure that all animals used by the University and its affiliated institutions, with the exception of wildlife studies, and those conducted on animals owned by the public, are sourced only from ACC-approved commercial and non-commercial sources licensed in their jurisdiction and that operate in an ethical manner in keeping with Federal and Provincial regulatory guidelines as per section 1.1.

1.7.1 In the event that non-invasive behavioural studies are proposed on pets owned by the public, such public member(s) must acknowledge in writing that they have read the associated AUP and agree to the participation of their pet(s) in the study. Additionally, CCAC-mandated safety review and staff health assessment must be completed prior to authorization.

1.8 To undertake post-approval monitoring as per MAPP 7.15 - Post Approval Monitoring Program.

1.9 To ensure that all individuals involved in the care and use of animals receive and maintain CCAC-mandated animal training as per MAPP 7.10. Standardized Training in Animal Care and Use.

1.10 To ensure that relevant Federal, Provincial, and University policy statutory requirements and guidelines are communicated to animal-based scientists.
1.11 To bring to the attention of the University Council on Animal Care (UCAC) any matters requiring its special attention, and to make recommendations as appropriate:

1.11.1 To report to the UCAC minimum annually, or as necessary;

1.11.2 To provide the UCAC with materials and information as required for the consideration of appeals to ACC decisions and UCAC policy development.

1.12 To review and approve all animal-based-science related procedures, including Standard Operating Procedures (SOPs), as per ADM-500 Animal Use Subcommittee SOP Administration.

1.13 To undertake specific duties as may be requested by the UCAC.


2.1 Animal Use Protocols - The review and approval of Animal Use Protocol (AUP) forms by the ACC is required prior to the commencement of all animal-based science and displays involving animals. The Animal Use Protocols policy and related procedures will be followed.

2.2 ACC Meetings - A face to face meeting is the principal forum used for ACC discussion and decision-making. Decisions will be made by consensus or by formal vote if consensus is not possible. The Chair only votes in the event of a tie.

2.2.1 Minutes describing all discussions and decisions taken during ACC meetings are produced and made available to the ACC, and upon request to the Vice-President (Research), and the University Council on Animal Care (UCAC).

2.3 ACC Executive Team Meetings – As detailed within the Concerns Identification, Project Refinement and Corrective Response Policy, an executive of the ACC will meet as required to review and consider the status of concerns brought to their attention, and facilitate prompt resolution of all incidents and non-compliance.

3. ACC Member Terms of Office & Quorum

3.1 Terms of Office –

3.1.1 The term of elected or appointed members of faculty, staff or the general community will be three years, once renewable, unless otherwise granted by the VP (Research).

3.1.2 The term of appointed students will be one year, renewable a maximum of four times.

3.1.3 The Chair will be elected by the subcommittee from among the members who have served at least one year on the ACC, and will assume this role for two years, once renewable.

3.1.4 Two Vice-Chairs will be elected to serve a term of two years, once renewable.

3.1.4.1 As a general guideline one Vice-Chair is to be selected from an ACC member affiliated primarily with Lawson and one affiliated primarily with Western

3.2 Quorum –

3.2.1 Quorum requirements for ACC shall be those of Senate Subcommittees (Senate By-law VI, 11 b http://www.uwo.ca/univsec/senate/bylaws.pdf
3.2.1.1 One-half of all voting members during September to May,
3.2.1.2 One-third of all voting members during June to August.

3.2.2 Quorum must include at least one of the members from outside the University community and at least one ACVS veterinarian.

4. ACC Composition

4.1 With the exception of the Director of Animal Care and Veterinary Services (ACVS) and the Chair of the ACC, no voting member of UCAC may at the same time be a member of the ACC.

4.2 Thirteen animal-user faculty members, as follows:
   4.2.1 Five faculty members from the Basic Medical Science departments of the Schulich School of Medicine & Dentistry, elected by the Faculty Council
   4.2.2 Four faculty members from the Affiliated Hospitals appointed by LHRI’s Scientific Director
   4.2.3 Two faculty members representing Science, appointed by their respective Chair/Dean
   4.2.4 Two faculty members representing Social Sciences and/or other faculties, as determined by the Vice President-Research and appointed by their respective Chair/Dean

4.3 Three technicians associated with research or teaching involving animals, appointed by the Director, Animal Care and Veterinary Services (ACVS);

4.4 Six members appointed by the Vice-President (Research), as follows:
   4.4.1 Three Non-Animal User faculty
   4.4.2 Three Community Representatives sourced from outside the University Community

4.5 Other faculty members or community representatives appointed by the President, as necessary.

4.6 Two graduate students, appointed by the Vice-Provost (School of Graduate and Postdoctoral Studies).

4.7 A pool of alternates will be appointed for each of these groups

4.8 Director, Animal Care and Veterinary Services

5. ACC Ex Officio Members – non-voting

   ACVS Veterinarians
   ACC Administrative Officers
   ACVS Operations Manager
   Institutional Safety Officers
   Animal Research Safety Consultant
   Institutional Compliance Officer
   Animal Facility Supervisors
   Compliance Assurance Technicians
6. ACC Members’ Roles and Responsibilities

In addition to the aforementioned responsibilities and authority, ACC members’ roles and responsibilities, including participation frequencies, are outlined within the *Roles & Responsibilities for ACC Members*.

Alternates share the roles and responsibilities of the primary members, as required. Alternates will perform duties as outlined within the *Roles & Responsibilities for ACC Members*.

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