



Animal Care Governance Steering Committee (ACGSC) Terms of Reference

1. Responsibilities

- 1.1. The Animal Care Governance Steering Committee (ACGSC), a subcommittee of the University Council on Animal Care (UCAC), is responsible for reviewing and administering matters on behalf of the UCAC, and advising the UCAC and Animal Use Subcommittee (AUS) on matters that require time-sensitive consideration, including but not limited to:
 - 1.1.1. Appeals to AUS decisions;
 - 1.1.2. Per-diem rate changes;
 - 1.1.3. City-wide health surveillance strategies;
 - 1.1.4. Changes to AUS procedures and processes;
 - 1.1.5. Review and approve policies directly associated with the Animal Care and Use Program as delegated by UCAC.
 - 1.1.6. Disease outbreak and other disaster response;
 - 1.1.7. Outstanding non-compliance issues as determined by the AUS and/or ACVS Director and outlined within the *AUS Post Approval Monitoring Policy*;
 - 1.1.8. Other concerns or complaints relating to the care and use of animals requiring time sensitive response by senior administration.
- 1.2. The ACGSC shall meet as required at the call of the Vice President Research.
- 1.3. The ACGSC will bring to the attention of the UCAC, as necessary and at least annually, any matters requiring its special attention, and will make recommendations as appropriate.
- 1.4. ACGSC decisions will be determined by consensus during face-to-face meetings, and will be in accordance with all Federal, Provincial, and University policy statutory requirements, regulations, and guidelines, including:
 - 1.4.1. The Canadian Council on Animal Care (CCAC) - *Ethics of Animal Experimentation*; the *Guide to the Care and Use of Experimental Animals*, Volumes 1 and 2; the principles of the 3 R's *Reduce, Refine, and Replace*, <http://www.ccac.ca> ;
 - 1.4.2. Tri-Council's *Memorandum of Understanding*
http://www.nserc-crsng.gc.ca/NSERC-CRSNG/Policies-Politiques/MOURoles-ProtocolRoles/index_eng.asp ;
 - 1.4.3. Other Federal Agencies whose policies apply to the use of animals and/or materials used in research involving animals, including but not limited to:
 - 1.4.3.1. Canadian Food Inspection Agency;
 - 1.4.3.2. Health Canada;
 - 1.4.3.3. Public Health Agency of Canada;
 - 1.4.3.4. Environment Canada;
 - 1.4.3.5. Transport Canada.
 - 1.4.4. The Canadian Association of Laboratory Medicine's *Standards of Animal Care*;
 - 1.4.5. The *Animals for Research Act* (Ontario)
http://www.e-laws.gov.on.ca/html/statutes/english/elaws_statutes_90a22_e.htm ;
 - 1.4.6. University policies - Policy and Procedures for the Use of Animals in Research, Testing and Teaching document [[MAPP 7.12](#)]; Standardized Training in Animal Care and Use [[MAPP 7.10](#)]; Animal Use Subcommittee's (AUS) Terms of Reference; AUS-approved Standard Operating Procedures (SOPs).

2. Composition & Quorum

2.1. *Composition* - 13 members as follows:

- 2.1.1. Vice President (Research)
- 2.1.2. Dean of Schulich School of Medicine & Dentistry
- 2.1.3. Associate Dean of Research, Schulich School of Medicine & Dentistry
- 2.1.4. Dean of Science
- 2.1.5. Associate Dean of Science
- 2.1.6. Dean of Social Science
- 2.1.7. Associate Dean of Social Science
- 2.1.8. Dean of Health Sciences
- 2.1.9. Director of Lawson Health Research Institute
- 2.1.10. Director of Robarts Research Institute
- 2.1.11. Director of Animal Care and Veterinary Services
- 2.1.12. Director of London Regional Cancer Program
- 2.1.13. Chair, Department of Surgery, London Health Sciences Centres

2.2. The Vice President (Research) or designate shall Chair the committee. Designates must be selected from amongst the voting members of the committee and will normally serve for a two-year term, once renewable.

2.3. *Quorum* - Quorum requirements for the ACGSC shall be those of Senate Subcommittees (Senate By-law VI, 11 b):

- 2.3.1. One-half of all voting members during September to May.
- 2.3.2. One-third of all voting members during June to August.

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