

### University Council on Animal Care (UCAC)

**Effective Date:** June 2018

**Supersedes:** December 2015

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#### **TERMS OF REFERENCE**

- 1) **Purpose** - The University Council on Animal Care's (UCAC) purpose is to oversee and advise on all matters pertaining to the procurement, maintenance and use of animals as defined by the Canadian Council on Animal Care (CCAC), hereafter referred to as "animals," for research, testing, teaching and display associated with the University and its affiliated bodies.
  - a) As necessary, the UCAC shall deliver its mandate through the following sub-committees and/or department:
    - i) Animal Care Committee(ACC);
    - ii) Department of Animal Care & Veterinary Services (ACVS);
    - iii) Other subcommittees as developed by UCAC.
  
- 2) **Responsibilities** - With the assistance of its ACC and ACVS, the UCAC has overall responsibility to:
  - a) Ensure that all animals are procured, cared for and used in a manner that maintains animal-based science activities of the University and its affiliates in accordance with all Federal, National, Provincial, Institutional and U.S. (as applicable) policy statutory requirements, regulations and guidelines, including:
    - i) The Canadian Council on Animal Care (CCAC) – Policy statements, guidelines, and other standards
    - ii) Tri-Agency's "*Agreement on the Administration of Agency Grants and Awards by Research Institutions*"
    - iii) 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) Canadian Food Inspection Agency;
      - (2) Health Canada;
      - (3) Public Health Agency of Canada;
      - (4) Environment Canada;
      - (5) Transport Canada.
    - iv) *CALAM Standards of Veterinary Care* – Canadian Association for Laboratory Animal Medicine;
    - v) The *Animals for Research Act* – Ontario Ministry of Agriculture, Food and Rural Affairs;
    - vi) For animal-based science involving U.S. funding, *Policy on Humane Care and Use of Laboratory Animals* – Public Health Service – Office of Laboratory Animal Welfare (OLAW);
    - vii) University Policies – Academic Integrity in Research Activities [MAPP 7.0]; Policy and Procedures for the Use of Animals in Research, Testing and Teaching [MAPP 7.12]; Standardized Training in Animal Care and Use [MAPP 7.10]; Post Approval Monitoring Program [MAPP 7.15]; UCAC policies; ACC's Terms of Reference; ACC-approved procedures, including Standard Operating Procedures (SOPs).

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- b) Ensure that the University's and its affiliates' animal facilities and personnel provide appropriate welfare, care, and supervision of all animals before, during and after the course of experimental procedures and/or teaching exercises and/or displays in accordance with the aforementioned regulatory policy statutory requirements, regulations, and guidelines.
- c) Work with the University community to ensure that all animal users and care givers are informed of and comply with institutional animal care and use policies.
- d) Address any individual or organizational submissions or complaints relating to the operation of the Animal Care Committee (ACC), the Department of Animal Care and Veterinary Services (ACVS), and/or the care and use of animals within its jurisdiction.
- e) Use its authority as delegated by the Vice President (Research) to:
  - i) Stop any procedure it considers objectionable on the basis that unnecessary distress or pain is being experienced by an animal;
  - ii) 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
  - iii) Have an animal euthanized humanely if pain or distress caused to the animal is not part of the approved Animal Use Protocol and cannot be alleviated; and
  - iv) Delegate authority to treat or euthanize animals to an ACVS veterinarian.
- f) Hear and decide appeals from decisions of the ACC in accordance with appeal mechanisms established in the Policy and Procedures for the Use of Animals in Research, Testing and Teaching [[MAPP 7.12](#)].
- g) Support the ACC in promptly resolving non-compliance as described within the *Concerns Identification, Project Refinement and Corrective Response* policy and related procedures.
- h) Review and approve internal policies directly associated with animal-based science at Western and its affiliates.
- i) Advise on or direct
  - i) future requirements for animal facilities and foster the orderly development of such facilities by reviewing all developmental plans for additions, expansions, consolidations and renovations of animal facilities and determine that adequate professional advice has been sought with respect to their design and equipage;
  - ii) city-wide health surveillance strategies;
  - iii) disease outbreak and other disaster response;
  - iv) strategies for proactively and reactively managing activism and protests against animal research;
  - iv) other animal-science related issues with potential for significant impact upon the program.
- j) Advise the President & Vice-Chancellor, who shall bring to Senate via the University Research Board those matters requiring Senate's attention.
- k) Report on its activities to Senate through the University Research Board at least annually.
- l) Ensure that enquiries from the public and the news media regarding the procurement, care and use of animals at this University and affiliated institutions are directed to a Communications Response Team of the UCAC, chaired by the Vice President (Research).

**3) Composition & Terms of Office –**

Voting members shall represent all of Western's animal-based science programs:

- a) President & Vice-Chancellor
- b) Vice President (Research), or designate, who will serve as Chair
- c) Vice-Provost (Graduate & Postdoctoral Studies), or designate
- d) Scientific Director, Lawson Health Research Institute, or designate
- e) Director, Animal Care and Veterinary Services, or designate
- f) Chair, Basic Sciences Committee from Schulich School of Medicine & Dentistry, or designate
- g) Chair, Animal Care Committee, or designate (The designate must be a member of ACC at the time of appointment)
- h) Dean of Schulich School of Medicine and Dentistry, or designate
- i) Dean of Science, or designate
- j) Dean of Social Science, or designate
- k) Dean of Health Sciences, or designate
- l) Four faculty members elected by Senate: two who conduct animal-based research and two who do not conduct animal-based research. None of these faculty shall be members of the ACC.
- m) One student, appointed by the President & Vice-Chancellor.
- n) Ex officio Members – non-voting:
  - i) ACVS Veterinarian appointed by the ACVS Director
  - ii) Secretary of Senate
- o) With the exception of the Director ACVS, other ACVS veterinarians, and the ACC Chair, no member of UCAC may at the same time be a member of the ACC.
- p) The Council shall select a Vice-Chair from the voting members of Council for a two-year term, once renewable.

\*The list of the most up to date internal policies is posted on Research Western's web page:

[http://uwo.ca/research/services/animalethics/animal\\_care\\_and\\_use\\_policies.html](http://uwo.ca/research/services/animalethics/animal_care_and_use_policies.html)