**Procedures for Requesting Exemption from the Inclusion of Veterinary Technicians in Animal Use Protocols**

Procedure Number: PROC-006  
Version Number: 00  
Category: Operations  
Subject: Procedures for Principal Investigators requesting exemption from the inclusion of Veterinary Technicians in Animal Use Protocols, and for the ACC in considering the request  

**Approving Authority:** Animal Care Committee  

**Responsible Office:** ACC Executive  

**Related Policy:** Inclusion of Veterinary Technicians in Animal Use Protocols Policy (POL-006)  

**Approval Date:** July 12, 2018  
**Effective Date:** August 12, 2018  

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**Procedure for Requesting Exemption**  
The Principal Investigator will:  

1) Complete the Exemption Request Form (APP1), and submit it to the Animal Care Committee (ACC) Executive (ausexec@uwo.ca) minimum two months in advance of need.

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**Procedure for ACC Consideration of the Request for Exemption**  
The ACC Executive will:  

2) review the Exemption Request Form (APP1) submitted by the Principal Investigator as well as the related Animal Use Protocol (AUP),  

3) consider the exemption request in light of the associated policy and current veterinary standards of care, and  

4) allocate an institutional veterinarian to perform a competency assessment of the Alternate.

The Institutional Veterinarian will:  

5) undertake a competency assessment of the Alternate,  

6) complete the portion of the Exemption Request Form allocated for this purpose, and forward to the ACC Executive.
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Effective Date: 12AUG2018

The ACC Executive will:

7) review the written evaluation by the Institutional Veterinarian, develop recommendations and then forward all associated documentation to the full ACC requesting its determination.

The Animal Care Committee will:

8) review the exemption request and the ACC Executive recommendations, and approve/deny the request, and
9) communicate the determination to the Principal Investigator via the ACC Chair email.

The ACC Coordinator will:

10) Maintain all related records, including the Exemption Request Form.

Revision History

<table>
<thead>
<tr>
<th>Version</th>
<th>Date</th>
<th>Description of Changes</th>
<th>Author</th>
</tr>
</thead>
<tbody>
<tr>
<td>00</td>
<td>07-12-18</td>
<td>New procedure</td>
<td>LT</td>
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</table>
This form is intended for Principal Investigators requesting exemption from the Inclusion of Veterinary Technicians in Animal Use Protocols (POL-006). Please complete this form and forward to ausexec@uwo.ca at minimum two months in advance of need. Please note that a competency assessment will be undertaken by an institutional veterinarian in response to this request. The ACC Chair will relay the ACC’s determination.

1. **Request Date**: Click or tap here to enter text.
2. **Principal Investigator**
   a. **Name**: Click or tap here to enter text.
   b. **Email**: Click or tap here to enter text.
   c. **Contact #**: Click or tap here to enter text.
3. **Animal Use Protocol #**: Click or tap here to enter text.
4. **Species**: Click or tap here to enter text.
5. **Requested Alternate to a Veterinary Technician Contact Information**
   a. **Name**: Click or tap here to enter text.
   b. **Email**: Click or tap here to enter text.
   c. **Contact #**: Click or tap here to enter text.
6. **Required Technical Responsibilities and Duties** – Please provide an outline of technical responsibilities and duties requested to be undertaken by the above-named individual and as outlined within the AUP
   Click or tap here to enter text.
7. **Exemption Criteria** – Please provide details specific to this requested Alternate regarding his/her:
   a. **Technical capabilities** – Click or tap here to enter text.
   b. **Experience with required skills** – Click or tap here to enter text.
   c. **Experience with related species** – Click or tap here to enter text.
   d. **Knowledge of humane care and use of animals in a research setting** – Click or tap here to enter text.
   e. **Consistent adherence to humane principles** – Click or tap here to enter text.
8. **Competency Assessment Availability** – Please provide availability of the Alternate named above for undergoing a competency assessment by the ACC-designated institutional veterinarian. Click or tap here to enter text.
For ACC Use Only

I. Competency Assessment Date – Click or tap here to enter text.

II. Competency Assessor Name Click or tap here to enter text. and Role Click or tap here to enter text.

III. Competency Assessor Notes & Recommendations – Click or tap here to enter text.

IV. ACC Executive Recommendations – Click or tap here to enter text.

V. Full ACC Meeting Date – Click or tap here to enter text.

VI. Full ACC Determination –
   a. ☐ Approved without Conditions
   b. ☐ Approved with Conditions, Click or tap here to enter text.
   c. ☐ Not Approved with Rationale, Click or tap here to enter text.