

Policy: Development and Maintenance of Animal Care & Use Policies and Standard Operating Procedures

Category: Compliance Assurance

Subject: Development and maintenance of policies and standard operating procedures directly associated with the Animal Care and Use program within Western's Research Community

Approving Authority: University Council on Animal Care

Responsible Office: Animal Care Committee

Related Procedures:

Effective Date: May 5, 2016

Previous Approval Dates: April 23, 2014

Revised:

Purpose

The primary objective of this policy is to ensure that all policies and standard operating procedures associated with Western's Animal Care and Use program align with current published veterinary and animal husbandry best practices and institutional, federal and provincial regulatory policies.

Scope

This policy pertains to institutional policies and standard operating procedures associated with animal-based science associated with Animal Care Committee (ACC) authorized researchers, instructors, those having animal displays, and designates associated with Western's Research Community.

Policy

Animal Care and Use policies must be developed by designates of the University Council on Animal Care (UCAC), reviewed by appropriate stakeholders and the ACC, approved by the UCAC, and reviewed/updated at minimum every three years by appropriate stakeholders.

All participants in the Animal Care and Use program within Western's Research Community must comply with all institutional Animal Care and Use policies. Failure to do so will result in sanctions as determined by the UCAC or ACC.

Animal Care and Use standard operating procedures must be written and maintained to reflect current veterinary and husbandry best practices, developed by ACC designates, reviewed by appropriate stakeholders, approved by the ACC, and reviewed/updated at minimum every three years.

Participants electing to divert from ACC approved standard operating procedures must disclose the variance and provide justification within their *Animal Use Protocol (AUP)*, and must receive ACC approval for this variance in advance of animal use.

Definitions

- **Animal Care Committee (ACC)** – A subcommittee of the University Council on Animal Care; the institutional animal care committee “responsible for overseeing all aspects of animal care and use and for working with animal users, animal care personnel and the institutional administration”; responsible to ensure animal ethics and care for animal-based science and animal displays directly associated with Western’s Research Community is in accordance with all regulatory and institutional policies and guidelines
 - **Animal Displays** – All displays of animals that can be encountered by Western’s community and/or public at large. 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
 - **Animal Use Protocol (AUP)** – The ACC’s mandatory animal ethics form that contains details of a AUP holder’s intended live vertebrate animal care and use, which must be reviewed and approved by the ACC in advance of animal-based science or public viewing of displayed animals
 - **Stakeholders** – Qualified individuals authorized by the UCAC and/or ACC to contribute to the development and/or review of Animal Care and Use policies and/or standard operating procedures. These individuals may include internal and external experts in veterinary, animal husbandry, occupational health and safety, facilities management, regulatory and research-related fields
 - **University Council on Animal Care (UCAC)** – Western’s Senate committee ultimately responsible for the Animal Ethics and Care program directly associated with Western’s Research Community
 - **Western’s Research Community** – Institutions and their departments involving animal-based scientists having *Animal Use Protocols* under the jurisdiction of Western’s Animal Care Committee, the ACC
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Roles & Responsibilities

- ACVS Director, or designate is responsible to:
 - Ensure UCAC policies are developed, reviewed and updated by the appropriate stakeholders, as required, at minimum every three years
 - That policies reflect up-to-date standards of veterinary care and regulatory guidelines and policies, as well as institutional policies
 - Forward all new and updated UCAC policies to Western’s Secretariat at minimum two weeks’ prior to a UCAC meeting
 - Updated policies must utilize the ‘track changes’ review mode
 - Allocate resources for and oversee the development and maintenance of ACC Standard Operating Procedures to ensure they reflect current standards of veterinary care, at minimum every three years
- The Animal Care Committee is responsible to:
 - Review UCAC policies prior to submission to the UCAC for review and approval
 - Review and approve all Standard Operating Procedures associated with animal-based science within Western’s Research Community
 - Provide support to the ACVS Director, or designate, in obtaining authors in the development and experts in the review of UCAC policies and procedures

- Review all requests within Animal Use Protocols for exemptions from Standard Operating Procedures
- The University Council on Animal Care is responsible to:
 - Review and approve all policies associated with animal-based science within Western's Research Community
 - Review all animal-science policies at minimum every three years