1. **ACC Responsibilities and Authority**

As defined within the Canadian Council on Animal Care (CCAC)’s Terms of Reference for Animal Care Committees, and acting under the authority of the senior administrator responsible for the animal ethics and care program within Western’s Research Community – the Vice President (Research) – the Animal Care Committee (ACC) is responsible:

1.1 To assume all responsibilities mandated by:

   1.1.1 The Canadian Council on Animal Care, policy statements, guidelines and other standards;

   1.1.2 The *Animals for Research Act* (R.S.O. 1990), Ontario Ministry of Agriculture and Rural Affairs (OMAFRA);

   1.1.3 Tri-Agency’s *Agreement on the Administration of Agency Grants and Awards by Research Institutions*;

   1.1.4 *CALAM Standards of Veterinary Care* – Canadian Association for Laboratory Animal Medicine;

   1.1.5 Other Federal agencies whose policies apply to the use of animals and/or materials used in research involving animals, including but not limited to:

      1.1.5.1 Canadian Food Inspection Agency

      1.1.5.2 Health Canada

      1.1.5.3 Public Health Agency of Canada

      1.1.5.4 Environment Canada, and

      1.1.5.5 Transport Canada;

   1.1.6 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); and

   1.1.7 University policies

      1.1.7.1 MAPP 7.0 – *Academic Integrity in Research Activities*

      1.1.7.2 MAPP 7.12 – *The Animal Ethics and Care Program*

      1.1.7.3 ACC-approved policies, procedures and Standard Operating Procedures;

1.2 To ensure that animal-based scientists working off-site, such as field researchers, those collaborating at other sites or institutions (including sabbaticals and other periods of academic leave), and those conducting studies or teaching with animals owned by them or the public, are in compliance with 1.1;

1.3 To provide ethical review and oversight of Animal Use Protocols once they have been found to have scientific, pedagogical, or regulatory merit;

1.4 To ensure that Animal Use Protocols are undertaken in practice as approved in principle;
1.5 To develop, approve, regularly review and disseminate institutional policies and procedures associated with Western’s Animal Ethics and Care Program; to review and approve all animal-based-science related Standard Operating Procedures (SOPs);

1.6 To ensure that all individuals involved in animal-based science activities receive CCAC-mandated animal user training;

1.7 In collaboration with institutional officials, to ensure the sufficiency of and continuing education and training for institutional animal health professional and husbandry staff;

1.8 To ensure that all animals used within Western’s Research Community for animal-based science activities within institutional spaces are sourced only from ACC-approved commercial and non-commercial sources;

1.9 To ensure a robust post-approval monitoring program is in place;

1.10 To support unrestricted access by ACC leaders and Institutional Veterinarians at all times to all areas where animals are held or used;

1.11 As necessary, to establish other working groups in order to undertake specific projects on behalf of the full ACC, and to include the following working groups (See Terms of Reference for ACC Working Groups):

1.11.1 An Executive;
1.11.2 Animal Use Protocol (AUP) Review;
1.11.3 Training Exemption;
1.11.4 Laboratory Animal Facility Supervisors; and
1.11.5 Policies and Procedures.

1.12 To stop or limit the use of animals associated with animal-based science in accordance with 1.1 above;

1.13 To determine and lead in the correction of breaches of compliance with approved Animal Use Protocols and current veterinary standards of care;

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

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

1.14.2 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;

1.14.3 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; and

1.14.4 delegate authority to treat or euthanize animals to an Institutional Veterinarian, where in the veterinarian’s opinion and judgment 1.14.1 – 1.14.3 are met; and

1.15 To bring to the attention of the Vice President (Research) and Lawson Health Research Institute’s Director any matters requiring their special attention, and to make
recommendations as appropriate; to report to the University Research Board minimum annually, or as necessary.

2. ACC Meetings

2.1. A face-to-face meeting is the principal forum used for full ACC discussion and decision-making. At the Chairs discretion, they may conduct an ACC meeting with all members attending via simultaneous videoconference or teleconference, provided everyone has received the review materials and quorum is met.

2.2. Meeting Frequency - The full ACC will meet regularly.

2.2.1. ACC working groups will determine meeting frequency based upon need (Terms of Reference for ACC Working Groups).

2.3. Meetings will consist of Agenda topics that arise from the ACC’s accountabilities, as outlined in Section 1. including but not limited to:

2.3.1. Review, discussion and approval determination of Animal Use Protocol forms;
2.3.2. Post approval monitoring updates; and
2.3.3. Review of ACC working group decisions and actions brought forward by the ACC Chair or designate.

2.4. Minutes describing all discussions and decisions taken during any ACC meeting will be produced and made available to the ACC and the Vice-President (Research).

3. Decision Making

3.1. Typically decisions will be made by consensus, where consensus is defined as widespread rather than unanimous agreement. Opportunity will be given for individual members to register their vote as approve, not-approve or abstention.

3.2. From time-to-time where consensus cannot be reached, the ACC Chair may call for a vote or may defer the decision.

3.2.1. In the event that a vote is taken, a 60% majority will be required for approval of a motion.

3.2.2. Roles involved in voting will include one representative from each Category (Sect. 6.4), plus an institutional veterinarian, totaling seven individuals.

3.2.3. The ACC Chair will only vote in the event to break a tie.

3.3. As brought forward by the Chair, decisions made by ACC working groups will be disclosed to the full ACC.

4. Conflict of Interest

4.1. All ACC members shall disclose any conflicts of interest (actual, apparent, perceived or potential) prior to the review and/or discussion of items on the meeting agenda.

4.2. All ACC members shall follow recusal requirements
5. ACC Member Terms of Office & Quorum

5.1. Terms of Office - The term of elected or appointed members of faculty, staff or the general community will be no less than two years and no more than four years, renewable up to a maximum of eight consecutive years, unless otherwise granted by the Vice-President (Research), or as identified below.

5.1.1. These terms do not apply to ex officio members.

5.1.2. The term of the Chair will be four years, renewable.

5.1.3. The term of Vice Chairs will be four years, renewable.

5.1.4. The term of students will be one year, renewable a maximum of two times.

5.1.5. The term of Animal Care Facility Supervisor representatives will be one year, three times renewable.

5.1.6. Members may resign from the ACC at any time by advising the Chair in writing.

5.1.7. On the recommendation of the ACC, the Vice-President (Research) may request a member of the ACC to resign from the ACC.

5.2. Quorum

5.2.1. Quorum requirements will be one half the membership plus one member (50% + 1) at full ACC meetings.

5.2.2. Quorum must include at minimum one of each of the following roles: Chair/Acting Chair, Community Representative, ACC Coordinator/Manager, and an Institutional Veterinarian.

6. ACC Composition

The ACC must have adequate active membership to allow it to fulfill its Terms of Reference, to include:

6.1. A Chair, who is accountable to and appointed by the Vice-President (Research) in consultation with ACC and the University Veterinarian and the Director of the Office of Research Ethics and Compliance.

6.1.1. The Chair must be a tenured faculty member with at least ten years’ experience within Western’s research community who has been an active ACC member and who has served at least two years on the ACC.

6.2. Two Vice Chairs must be appointed by the ACC Chair.

6.2.1. As a general guideline, one Vice Chair should be affiliated primarily with Lawson and the other affiliated primarily with Western.

6.3. Ex officio members will include:

6.3.1. The University Veterinarian;

6.3.2. The ACVS Assistant Director-Compliance Assurance;
6.3.3. The Director of Research Ethics and Compliance

6.3.4. Research Western’s Research Animal Safety Manager;

6.3.5. The ACC Coordinator,

6.3.6. The ACC Manager, and

6.3.7. Laboratory Animal Facility Supervisors.

6.4. In addition to the above mentioned members, the ACC must be comprised of sufficient membership that represents all faculty and hospital divisions that engage in animal-based science, to include the following categories:

6.4.1. Category 1 – Animal-Based Scientists – At least two suitably qualified persons with substantial experience in the use of animals in animal-based science activities within Western’s research community.

6.4.1.1. Members from this category will be representative of the animal-based science undertaken within and the organizational structures associated with Western’s Research Community. Animal-based scientists associated with Lawson and St. Joseph’s will be appropriately represented on the ACC.

6.4.2. Category 2 – Community Representatives – Minimum two persons who represent the community who are not employed by this institution, who are not involved in the care and use of animals associated with animal-based science, and who are not otherwise in a conflict of interest.

6.4.3. Category 3 – Non-Animal User - Minimum two employees of Western or Lawson who are not involved either directly or indirectly in the care and use of animals for animal-based science activities.

6.4.4. Category 4 – Technical Representative - Minimum two employees of Western or Lawson with veterinary technician (VT) or Registered Laboratory Animal Technician (RLAT) qualifications, expertise and experience.

6.4.5. Category 5 – Student - Minimum two students involved in animal-based science; preferentially students will be at the PhD level.

6.4.6. Category 6 – Laboratory Animal Facility Supervisor Representatives – A total of two with adequate qualifications, expertise and experience in Laboratory Animal Facility operations and who are at arms-length from the related animal-based science activities.

6.5. With the exception of Category 2, all nominations will be sought from Deans of Faculties, Directors or Chairs of Departments/Schools/Institutes/Units as membership opportunities become available.

6.6. Potential Community Representatives will be recommended by the ACC and other institutional stakeholders.

6.7. For all member categories, nominees will meet with the ACC Chair and University Veterinarian in the first instance, and then meet with the ACC Executive to ensure compatibility with the mission.
6.8. Prior to appointment, all category members must first:

6.8.1. Attend a formal orientation session;

6.8.2. Acknowledge in writing that they will accept and support:

6.8.2.1. The ACC Terms of Reference;

6.8.2.2. An ACC member-specific Confidentiality Agreement;

6.8.2.3. An ACC member role-specific responsibilities outline;

6.8.2.4. ACC policies; and

6.8.3. Attend an ACC full meeting as an observer.

6.9. With the exception of ex officio members and the Chair, all members of the ACC will be appointed by the ACC Chair.

7. Other institutional stakeholders and citywide support staff will be called upon by the ACC or the Executive to provide consultation and support on an as-needed basis.

7.1. In situations where a non-ACC member wishes to attend an ACC meeting in order to provide information or receive clarification on specific elements associated with the committee or its meeting-specific Agenda, the Chair will review the request and grant permission on a case-by-case basis.

7.2. Any non-member attendees at ACC meetings will be considered to have a ‘non-consensus/non-voting’ role, and will be required to sign a confidentiality agreement, as deemed appropriate by the Chair.

8. Appeals to ACC decisions will be adjudicated through the Research Ethics and Compliance Office.