

## Purpose / Scope

The purpose of this policy is to outline Canadian Council on Animal Care (CCAC) and institutional requirements for Animal Care Committee (ACC) site visits to all animal holding and use areas associated with animal-based science activities within Western's Research Community.

## Rationale

In its *Terms of Reference for Animal Care Committees (2006)*<sup>1</sup>, the CCAC outlines requirements for the ACC to regularly visit all areas where animals are held and/or used in animal-based science.

## Policy Statements

ACC Site Visits must be undertaken at minimum annually.

ACC Site Visits must be announced and organized in advance of the visit to ensure availability of related stakeholders, as applicable.

A minimum of three ACC members must participate in every ACC Site Visit to include a site visit leader and two other ACC members.

- Areas where animals are held beyond 12 hours and spaces involving invasive procedures will involve an Institutional Veterinarian.

All ACC members must actively participate in, or at least volunteer for, a minimum of three site visits per year.

Site Visits will be comprised of two elements: 1) a Zoom meeting and 2) an in-person visit to the site.

- 1) Zoom meetings will be focused upon providing updates on the Animal Ethics and Care Program (AECPP) and receiving updates from area supervisors and research teams in order to better understand work being undertaken as well as area- and research-specific challenges, e.g., sufficiency of facilities, equipment and human resources.
- 2) During the visit to each area, supervisors and/or animal users must provide current samples of animal procedure records associated with the space for review by Site Visitors. During visits, ACC Site Visit Team members must contribute evidence-based, specific feedback via verbal and written documentation using the ACC Site Visit Checklist (PROC-019-Appendix 1).

Supervisors and animal users of areas being visited must make themselves, or a knowledgeable designate, available to accompany ACC members during Site Visits either via the Zoom meeting or the in-person visit to the area.

ACC Site Visit Reports must be completed using an ACC Site Visit Report Template (APP2 or APP3).

- Final ACC Site Visit Reports will be forwarded to the ACC Executive for review.
- Closed reports will be forwarded to the full ACC.

---

<sup>1</sup> Canadian Council on Animal Care. Terms of Reference for Animal Care Committees (2006). Retrieved on 24Sep2020 from [https://www.ccac.ca/Documents/Standards/Policies/Terms\\_of\\_reference\\_for\\_ACC.pdf](https://www.ccac.ca/Documents/Standards/Policies/Terms_of_reference_for_ACC.pdf)

## References

Canadian Council on Animal Care. Terms of Reference for Animal Care Committees (2006).  
Guidance for Animal Care Committee Members Conducting Annual Site Visits (2018).

## Revision History

<b>Version</b>	<b>Date</b>	<b>Description of Changes</b>	<b>Author</b>
00	08-10-2020	New stand-alone policy; previously embedded in POL-005 PAM Program	LT