Procedure for requesting exemption to the inclusion of Registered Veterinary Technicians in AUPs Policy

The Principal Investigator will:

1) complete the RVT Exemption Request Form (APP1) to request that an individual with equivalent experience serves as an ‘Alternate’ to a Registered Veterinary Technician (RVT), per the Policy, and submit it to the Office of the Animal Care Committee (OACC) (acc@uwo.ca) a minimum of two months in advance of need.

The OACC will:

2) forward the form to the Institutional Veterinarian and provide administrative support.

Procedure for ACC Consideration of the Request for Exemption

The Institutional Veterinarian will:

3) review the exemption request and undertake a competency assessment of the Alternate, and
4) complete the portion of the RVT Exemption Request Form to include their recommendation and present it to the ACC Executive.

The ACC Executive in collaboration with the Institutional Veterinarian will:

5) determine whether the Alternate is approved to serve in place of a Registered Veterinary Technician for the procedures specified in the form.

The OACC or ACC Leader will:

6) Notify the requestor (PI) of the decision and append the RVT Exemption Request Form to the related AUP.
7) Maintain all related records, including the RVT Exemption Request Form.

Revision History

<table>
<thead>
<tr>
<th>Version</th>
<th>Date</th>
<th>Description of Changes</th>
<th>Author</th>
</tr>
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<tbody>
<tr>
<td>00</td>
<td>07-12-18</td>
<td>New procedure</td>
<td>LT</td>
</tr>
<tr>
<td>01</td>
<td>08-02-24</td>
<td>Reformat &amp; update</td>
<td>JSN, HCP, NH</td>
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</tbody>
</table>

Animal Care Committee
Procedures for Requesting Exemption from the Inclusion of Registered Veterinary Technicians in AUPs
Animal Care Committee
Appendix 1-RVT Exemption Request Form

This form is intended for Principal Investigators requesting exemption from the *Inclusion of Registered Veterinary Technicians in Animal Use Protocols Policy* (POL-006). Please complete this form and forward to acc@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.

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 #(#s)** – Click or tap here to enter text.
4. **Species** – Click or tap here to enter text.
5. **Requested Alternate to a Registered 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 their:
   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.
For ACC Use Only

I. Institutional Veterinarian
   a. Competency Assessment Date – Click or tap here to enter text.
   b. Competency Assessor Name – Click or tap here to enter text. and Role – Click or tap here to enter text.
   c. Competency Assessor Notes & Recommendations – Click or tap here to enter text.

II. ACC Executive Determination
   a. Meeting Date: Click or tap to enter a date.
   b. ☐ Approved without conditions – Click or tap here to enter text.
   c. ☐ Approved with the following conditions – Click or tap here to enter text.
   d. ☐ Not Approved with the following rationale – Click or tap here to enter text.