A. For requests to construct or renovate an extra-vivarial space to include live animal holding or use.
   1. Follow the EVS Assessment Process flow chart

B. For requests of space not available within the AUP management system
   1. Follow the EVS Assessment Process flow chart.

C. For requests of Extra-Vivarial Space available within the AUP management system
   1. The AUP Holder will add the requested space via an AUP/Protocol Modification form (Housing & Use Locations section).
   2. If the EVS is suitable for the requested live animal science, the request within the AUP will be returned with no questions.
   3. As applicable to the situation, the ACC, or designate(s), will conduct its assessment(s) of the space with a view to its suitability for the intended purpose and provide specific feedback to the PI.
      3.1. Follow the EVS Assessment Process flow chart.
Requestor or institutional rep notifies ACC@uwo.ca minimum six months before space is to be made available for animal use and at the initial planning stage for spaces slated for construction or renovation.

ACC Executive reviews Appendix 1. Provides feedback to requestor & notifies SPT.

SPT meets to review request and consider space options; provides feedback to ACC Chair / Designate.

Legend:
- Requestor
- ACC Executive
- SPT - VPR Space Planning Sub-Team

No

Alternative Space Available?

Yes

ACC designate, veterinarian, SPT rep undertake initial tour / review. Request submission of Floor Plan / Forward Appendix 2 to Requestor & SPT.

Not New / No Renovations

New or Renovated Space

Floor Plan

Respond to Appendix 2 recommendations. Notify ACC designate of readiness for EVS Assessment.

ACC designate & veterinarian undertake EVS Assessment. Update ACC Executive & forward Appendix 3 to Requestor.

Yes

Approved?

No

ACC Chair / SPT notifies requestor. Facilitates identifying alternative space.

Vet arranges OMAFRA inspection.

Respond to OMAFRA inspection report.

ACC Executive reviews Appendix 3 / requestor response. Determines approval status.

Yes

Approved?

No

ACC designate notifies requestor & SPT of approval w. conditions.

EVS Approval Certificate

EVS supervisor posts EVS approval certificate.

Respond to Appendix 3 recommendations.

Legend

Page 2 of 12

PROC-016-01
Approval Date: 09DEC2021
Effective Date: 09DEC2021
This form should be completed by the extra-vivarial space (EVS) supervisor in conjunction with animal-based scientists requesting to use an EVS that is either planned for construction, renovation or was previously not ACC-approved for live animal-based science activities. Please forward this form to the ACC via acc@uwo.ca. Note that EVS requests may take several months to process.

1. **Extra-Vivarial Space Location**
   a. Building and room number: Click or tap here to enter text.
   b. Location description, including layout, containment level, equipment list and current room purpose: Click or tap here to enter text.
   c. A floor plan is attached: ☐ Yes ☐ Not available

2. **Area Supervisor(s):**

<table>
<thead>
<tr>
<th>Full Name</th>
<th>Role</th>
<th>Employment relationship of EVS supervisor to Animal-Based Scientists wishing to use the space</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Click or tap here to enter text.</td>
<td>Click or tap here to enter text.</td>
<td>☐ arms-length – Supervisor’s name: Click or tap here to enter text. ☐ non-arms-length – specify: Click or tap here to enter text.</td>
<td>Click or tap here to enter text.</td>
</tr>
</tbody>
</table>

3. **Name and visit frequency of individual(s) providing arms-length oversight:** Click or tap here to enter text.

4. **Justification for use of this space for animal-based science activities**
   a. Explain specifically why the EVS is needed, including why an alternative space within a Laboratory Animal Facility is not suitable. Click or tap here to enter text.
   b. Have you discussed the need for space with
      i. An institutional veterinarian? ☐ Yes ☐ No
      ii. A Laboratory Animal Facility supervisor? ☐ Yes ☐ No
      iii. The Animal Care Committee Office or Chair? ☐ Yes ☐ No
This form should be completed by the extra-vivarial space (EVS) supervisor in conjunction with animal-based scientists requesting to use an EVS that is either planned for construction, renovation or was previously not ACC-approved for live animal-based science activities. Please forward this form to the ACC via acc@uwo.ca. Note that EVS requests may take several months to process.

### 5. Provide the following information associated with AUP holders interested in using this EVS for live animal-based science activities:

<table>
<thead>
<tr>
<th>AUP Holder Name</th>
<th>AUP #</th>
<th>Species</th>
<th>Specific live animal procedures / holding requested to be undertaken here</th>
<th>Average number of cohorts per week &amp; month</th>
<th>Per animal cohort, provide the maximum duration and timeframe that live animals will remain here</th>
</tr>
</thead>
<tbody>
<tr>
<td>Click or tap here to enter text.</td>
<td>Click or tap here to enter text.</td>
<td>Click or tap here to enter text.</td>
<td>Click or tap here to enter text.</td>
<td>Click or tap here to enter text.</td>
<td>Click or tap here to enter text.</td>
</tr>
<tr>
<td>Click or tap here to enter text.</td>
<td>Click or tap here to enter text.</td>
<td>Click or tap here to enter text.</td>
<td>Click or tap here to enter text.</td>
<td>Click or tap here to enter text.</td>
<td>Click or tap here to enter text.</td>
</tr>
<tr>
<td>Click or tap here to enter text.</td>
<td>Click or tap here to enter text.</td>
<td>Click or tap here to enter text.</td>
<td>Click or tap here to enter text.</td>
<td>Click or tap here to enter text.</td>
<td>Click or tap here to enter text.</td>
</tr>
<tr>
<td>Click or tap here to enter text.</td>
<td>Click or tap here to enter text.</td>
<td>Click or tap here to enter text.</td>
<td>Click or tap here to enter text.</td>
<td>Click or tap here to enter text.</td>
<td>Click or tap here to enter text.</td>
</tr>
<tr>
<td>Click or tap here to enter text.</td>
<td>Click or tap here to enter text.</td>
<td>Click or tap here to enter text.</td>
<td>Click or tap here to enter text.</td>
<td>Click or tap here to enter text.</td>
<td>Click or tap here to enter text.</td>
</tr>
<tr>
<td>Click or tap here to enter text.</td>
<td>Click or tap here to enter text.</td>
<td>Click or tap here to enter text.</td>
<td>Click or tap here to enter text.</td>
<td>Click or tap here to enter text.</td>
<td>Click or tap here to enter text.</td>
</tr>
</tbody>
</table>
Extra-Vivarial Space Location Details

**Building:** Click or tap here to enter text.

**Room-specific details:**

<table>
<thead>
<tr>
<th>Room #</th>
<th>Room Purpose(s)</th>
<th>Layout / Other Characteristics</th>
<th>Identified Deficiencies</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Click or tap here to enter text.</td>
<td>Click or tap here to enter text.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Click or tap here to enter text.</td>
<td>Click or tap here to enter text.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Click or tap here to enter text.</td>
<td>Click or tap here to enter text.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Click or tap here to enter text.</td>
<td>Click or tap here to enter text.</td>
</tr>
</tbody>
</table>

**OMAFRA Inspection Outline of Identified ARA Requirements** - ☐ Not Applicable

<table>
<thead>
<tr>
<th>ARA Standard</th>
<th>Identified Deficiencies</th>
<th>Resolution Status at the time of the Tour</th>
</tr>
</thead>
<tbody>
<tr>
<td>Click or tap here to enter text.</td>
<td>Click or tap here to enter text.</td>
<td>Click or tap here to enter text.</td>
</tr>
<tr>
<td>Click or tap here to enter text.</td>
<td>Click or tap here to enter text.</td>
<td>Click or tap here to enter text.</td>
</tr>
<tr>
<td>Click or tap here to enter text.</td>
<td>Click or tap here to enter text.</td>
<td>Click or tap here to enter text.</td>
</tr>
<tr>
<td>Click or tap here to enter text.</td>
<td>Click or tap here to enter text.</td>
<td>Click or tap here to enter text.</td>
</tr>
</tbody>
</table>

*Veterinarians Act of Ontario Reg. 1093 – ‘major surgery’ means surgery, (a) in which bone, viscera or an extensive area of subcutaneous tissue is exposed, or (b) the failure of which would endanger the life or organ function of the animal. R.R.O. 1990, Reg. 1093, s. 2; O. Reg. 398/07, s. 1; O. Reg. 356/11, s. 1; O. Reg. 233/15, s. 2.

Page 5 of 12

PROC-016-01
Approval Date: 09DEC2021
Effective Date: 09DEC2021
### Initial Assumptions
Click or tap here to enter text.

### Initial Recommendations

**General Recommendations:** Click or tap here to enter text.

**Room-Specific Recommendations:**

<table>
<thead>
<tr>
<th>Room #</th>
<th>Room’s Physical Characteristics – Walls, Ceilings, Floors, HVAC, Design</th>
<th>Equipment, Supplies</th>
<th>Documentation / Signage</th>
<th>Procedure-Specific</th>
</tr>
</thead>
<tbody>
<tr>
<td>Click or tap here to enter text.</td>
<td>Click or tap here to enter text.</td>
<td>Click or tap here to enter text.</td>
<td></td>
<td>Click or tap here to enter text.</td>
</tr>
<tr>
<td>Click or tap here to enter text.</td>
<td>Click or tap here to enter text.</td>
<td>Click or tap here to enter text.</td>
<td></td>
<td>Click or tap here to enter text.</td>
</tr>
<tr>
<td>Click or tap here to enter text.</td>
<td>Click or tap here to enter text.</td>
<td>Click or tap here to enter text.</td>
<td></td>
<td>Click or tap here to enter text.</td>
</tr>
<tr>
<td>Click or tap here to enter text.</td>
<td>Click or tap here to enter text.</td>
<td>Click or tap here to enter text.</td>
<td></td>
<td>Click or tap here to enter text.</td>
</tr>
</tbody>
</table>

*Veterinarians Act of Ontario Reg. 1093 – ‘major surgery’ means surgery, (a) in which bone, viscera or an extensive area of subcutaneous tissue is exposed, or (b) the failure of which would endanger the life or organ function of the animal. R.R.O. 1990, Reg. 1093, s. 2; O. Reg. 398/07, s. 1; O. Reg. 356/11, s. 1; O. Reg. 233/15, s. 2.
### Location & Associated Animal Use Information

<table>
<thead>
<tr>
<th>Site Visit ID</th>
<th>Assessment Date</th>
<th>Location</th>
<th>Area Supervisor(s)</th>
<th>Area Users</th>
<th>EVS Assessment Participants</th>
</tr>
</thead>
<tbody>
<tr>
<td>Click or tap here to enter text.</td>
<td>11/18/2021</td>
<td>Location: Click or tap here to enter text. Area: Click or tap here to enter text. Room #: Click or tap here to enter text. Containment Level: ☐ 1 ☐ 2 ☐ 2+ Other Location Detail: Click or tap here to enter text.</td>
<td>Click or tap here to enter text.</td>
<td>Click or tap here to enter text.</td>
<td>Click or tap here to enter text.</td>
</tr>
</tbody>
</table>

### Animal Detail

<table>
<thead>
<tr>
<th>Species</th>
<th>Other Animal Detail</th>
</tr>
</thead>
<tbody>
<tr>
<td>Click or tap here to enter text.</td>
<td>Click or tap here to enter text.</td>
</tr>
</tbody>
</table>

### Animal Procedures - Provide details in next row

- □ Holding > 12 Hours
- □ Holding < 12 Hours
- □ Breeding
- □ Genotyping
- □ Metabolic
- □ Caging
- □ Euthanasia
- □ Gas
- □ Injectable
- □ Fume Hood required
- □ Other Euthanasia Method (specify below)
- □ Injections / Cannulation
- □ Blood Collection
- □ Gavage
- □ Identification / Tagging
- □ Glucose Tolerance Test
- □ Imaging
- □ Irradiation
- □ Electrophysiology
- □ Anesthesia
- □ Injectable
- □ Gas
- □ Animal Prep
- □ Animal Recovery
- □ Surgery Location
- □ Surgical Prep Location
- □ Surgical Recovery Location
- □ Stereotaxic Frame Used during Surgery
- □ Minor surgery
- □ Major surgery*
- □ Behaviour Testing
- □ Behaviour Training
- □ Behaviour Observation Only
- □ Other Procedure (specify below)

### Other Animal Procedure Details – Animal Transport, Containment, Other

---

*Veterinarians Act of Ontario Reg. 1093 – ‘major surgery’ means surgery, (a) in which bone, viscera or an extensive area of subcutaneous tissue is exposed, or (b) the failure of which would endanger the life or organ function of the animal. R.R.O. 1990, Reg. 1093, s. 2; O. Reg. 398/07, s. 1; O. Reg. 356/11, s. 1; O. Reg. 233/15, s. 2.

Page 7 of 12

PROC-016-01
Approval Date: 09DEC2021
Effective Date: 09DEC2021
**Step 3 – EVS Assessment Checklist**

*Veterinarians Act of Ontario Reg. 1093 – ‘major surgery’ means surgery, (a) in which bone, viscera or an extensive area of subcutaneous tissue is exposed, or (b) the failure of which would endanger the life or organ function of the animal. R.R.O. 1990, Reg. 1093, s. 2; O. Reg. 398/07, s. 1; O. Reg. 356/11, s. 1; O. Reg. 233/15, s. 2.*

### Associated Animal Use Protocols / Rationale for Usage / Other Use Information

<table>
<thead>
<tr>
<th>ITEM #</th>
<th>TYPE</th>
<th>SUB-TYPE</th>
<th>NAME</th>
<th>DETAIL</th>
<th>STATUS</th>
<th>Associated Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Approval</td>
<td>New / Renovated EVS Only</td>
<td>External-OMAFRA</td>
<td>Inspection is requested; identified deficiencies are resolved; OMAFRA approval is granted</td>
<td>M=Meets Standards I=Improvement Needed N=Not Applicable</td>
<td>Click or tap here to enter text.</td>
</tr>
<tr>
<td>2</td>
<td>Approval</td>
<td>New / Renovated EVS Only</td>
<td>Departmental / VPR Space Planning</td>
<td>Senior Administration has authorized intended use</td>
<td>M=Meets Standards I=Improvement Needed N=Not Applicable</td>
<td>Click or tap here to enter text.</td>
</tr>
<tr>
<td>3</td>
<td>Location</td>
<td>All</td>
<td>Proximity to Animal Facility</td>
<td>Space is within close proximity to facilitate ease of animal transport</td>
<td>M=Meets Standards I=Improvement Needed N=Not Applicable</td>
<td>Click or tap here to enter text.</td>
</tr>
<tr>
<td>4</td>
<td>Physical Characteristics</td>
<td>All</td>
<td>Physical Requirements by Space Type</td>
<td>Physical characteristics align with regulatory (ARA, CCAC) &amp; ACC standards see Requirements by Space Type</td>
<td>M=Meets Standards I=Improvement Needed N=Not Applicable</td>
<td>Click or tap here to enter text.</td>
</tr>
<tr>
<td>5</td>
<td>Use-Specific Requirements</td>
<td>All</td>
<td>Other Requirements by Space Type</td>
<td>Other elements align with regulatory (ARA, CCAC) &amp; ACC standards associated with the specific usage – see Requirements by Space Type</td>
<td>M=Meets Standards I=Improvement Needed N=Not Applicable</td>
<td>Click or tap here to enter text.</td>
</tr>
<tr>
<td>ITEM #</td>
<td>TYPE</td>
<td>SUB-TYPE</td>
<td>NAME</td>
<td>DETAIL</td>
<td>STATUS</td>
<td>Associated Comments</td>
</tr>
<tr>
<td>-------</td>
<td>--------------------</td>
<td>----------</td>
<td>-----------------------------</td>
<td>------------------------------------------------------------------------</td>
<td>------------</td>
<td>-------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>6</td>
<td>Equipment</td>
<td>All</td>
<td>Equipment Use &amp; Maintenance</td>
<td>All equipment w/i room related to live animal use, e.g., BSC, vaporizer, surgical, diagnostic, support is available and maintained appropriately</td>
<td>M=Meets Standards</td>
<td>Click or tap here to enter text.</td>
</tr>
<tr>
<td>7</td>
<td>Security</td>
<td>All</td>
<td>Access</td>
<td>Area is secure from general public – access &amp; visual</td>
<td>I=Improvement Needed</td>
<td>Click or tap here to enter text.</td>
</tr>
<tr>
<td>8</td>
<td>Oversight</td>
<td>All</td>
<td>Area Supervisor</td>
<td>Area is directly overseen by an arms-length individual.</td>
<td>N=Not Applicable</td>
<td>Click or tap here to enter text.</td>
</tr>
<tr>
<td>9</td>
<td>Room Maintenance</td>
<td>All</td>
<td>Housekeeping / Room Maintenance Log</td>
<td>Daily, weekly, monthly room-specific requirements - room &amp; equipment-specific</td>
<td>M=Meets Standards</td>
<td>Click or tap here to enter text.</td>
</tr>
<tr>
<td>10</td>
<td>Signage</td>
<td>All</td>
<td>Contact List – Supervisor / Users</td>
<td>Posted on door or entryway wall - name, email, emergency contact #</td>
<td>I=Improvement Needed</td>
<td>Click or tap here to enter text.</td>
</tr>
<tr>
<td>11</td>
<td>Signage</td>
<td>All</td>
<td>Veterinary Services / Sick Animal Response</td>
<td>SAR flow chart with emergency contacts is posted on door or entryway wall</td>
<td>N=Not Applicable</td>
<td>Click or tap here to enter text.</td>
</tr>
<tr>
<td>12</td>
<td>Signage</td>
<td>All</td>
<td>Crisis Response</td>
<td>Appendixes 1A &amp; 1B - Crisis Management SOP - supervisors customizes per area &amp; posts in area; emergency back-up power is available</td>
<td>M=Meets Standards</td>
<td>Click or tap here to enter text.</td>
</tr>
</tbody>
</table>

*Veterinarians Act of Ontario Reg. 1093 – ‘major surgery’ means surgery, (a) in which bone, viscera or an extensive area of subcutaneous tissue is exposed, or (b) the failure of which would endanger the life or organ function of the animal. R.R.O. 1990, Reg. 1093, s. 2; O. Reg. 398/07, s. 1; O. Reg. 356/11, s. 1; O. Reg. 233/15, s. 2.*
**Item #** | **Type** | **Sub-Type** | **Name** | **Detail** | **Status** | **Associated Comments**
--- | --- | --- | --- | --- | --- | ---
13 | Log/Monitoring | Animal Holding >12 Hours Only | Animal Health & Environmental Monitoring | Daily animal monitoring & record-keeping - may include AUP specific monitoring sheets; Room temperature, humidity, air flow (+/-) log is maintained daily | M=Meets Standards N=Not Applicable | Click or tap here to enter text.
14 | SOP | All | Animal Transport | Applicable SOP is followed - SOP is available to users | | Click or tap here to enter text.
15 | SOP | All | Entry & Exit Requirements | PPE & process for entry/exit - mitigate animal allergen exposure, other, e.g., CL2 requirements | | Click or tap here to enter text.
16 | SOP | All | Clinical SOPs | Applicable to room use, e.g., analgesia, anesthesia, surgery, euthanasia, etc. - supervisor ensures area users understand & follow | | Click or tap here to enter text.
17 | Training | All | User Training | A system is in place to train/ensure training of those who use the space. | | Click or tap here to enter text.
18 | AUP | All | AUPs & Associated SOPs & Templates | Electronic or hard copy AUPs & ACC approved record-keeping templates, SOPs are readily available to users within the space | | Click or tap here to enter text.
19 | Log | All | Animal Morbidity / Mortality Log | Room-level log and/or PI log - readily retrievable | | Click or tap here to enter text.

*Veterinarians Act of Ontario Reg. 1093 – ‘major surgery’ means surgery, (a) in which bone, viscera or an extensive area of subcutaneous tissue is exposed, or (b) the failure of which would endanger the life or organ function of the animal. R.R.O. 1990, Reg. 1093, s. 2; O. Reg. 398/07, s. 1; O. Reg. 356/11, s. 1; O. Reg. 233/15, s. 2.*
**ACC Designate / Veterinarian Recommendations:**
Click or tap here to enter text.

**ACC Executive Review Date:** Click or tap to enter a date.

**ACC Executive Determination:**
Click or tap here to enter text.

**Approval Conditions:**
- **Species:** Click or tap here to enter text.
- **Procedures:** Click or tap here to enter text.
- **Other Conditions:** Click or tap here to enter text.

**EVS Requestor Response:**
Click or tap here to enter text.

**Follow-Up:**
Click or tap here to enter text.

*Veterinarians Act of Ontario Reg. 1093 – ‘major surgery’ means surgery, (a) in which bone, viscera or an extensive area of subcutaneous tissue is exposed, or (b) the failure of which would endanger the life or organ function of the animal. R.R.O. 1990, Reg. 1093, s. 2; O. Reg. 398/07, s. 1; O. Reg. 356/11, s. 1; O. Reg. 233/15, s. 2.*
ACC CERTIFICATE OF APPROVAL

This certifies that

Building, Room #

is approved for the following live-animal-based science activities

<table>
<thead>
<tr>
<th>Approved Species</th>
<th>Approved Procedures</th>
<th>Other Approval Conditions</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>XXXX</td>
<td>XXXX</td>
</tr>
</tbody>
</table>

Dr. Robert Gros, ACC Chair

Click to add text

Valid Until

acc@uwo.ca

PROC-016-01
Approval Date: 09DEC2021
Effective Date: 09DEC2021