Animal Care Committee

Procedure for Requesting Animal Holding or Use Within Extra Vivarial Spaces

A. For requests of Extra-Vivarial Space available within the AUP management system

1. The Principal Investigator will add the requested space via an AUP/Protocol Modification form (Housing & Use Locations section).

2. The ACC, or designate(s), will conduct its assessment(s) of the space and provide specific feedback to the PI.

3. The ACC Office will notify the departmental/institute leader responsible for the space of the ACC determination.

   3.1. The department/institute leader may provide feedback to the ACC.

B. For requests of space not available within the AUP management system

1. The Principal Investigator (PI) will request the use of space by completing and forwarding the Request for Use of an Extra-Vivarial Space form to the ACC (See Appendix 1).

2. The ACC Executive will review the request and provide direction.

3. The ACC, or designate(s), will undertake an assessment of the space in the presence of the PI, or designate, using the Space Assessment Form (See Appendix 2).

If the Extra-Vivarial space meets standards

4. The ACC Office will add the room to the AUP online management system, and notify the PI that the room will be available for selection.

5. The Principal Investigator will add the requested space via an AUP/Protocol Modification form to the required sections.

6. The ACC Office will confirm details via the AUP review process.

If the Extra-Vivarial space does not meet standards

7. The ACC Chair, or designate, will notify the PI and the associated departmental / institute leader of the deficiencies.
This form should be completed by the AUP holder with reference to the relevant policy (POL-016) for spaces not currently available within the online AUP system.

Please forward this form to the ACC via acc@uwo.ca.
Note that requests may take up to two months to process.

1. Principal Investigator:
   a. Name: Click or tap here to enter text.
   b. Email: Click or tap here to enter text.

2. Animal Use Protocol #s: Click or tap here to enter text.

3. Extra-Vivarial Space Location
   a. Building: Click or tap here to enter text.
   b. Room Number: Click or tap here to enter text.

4. Justification for Use of this Space – Explain why space within a Laboratory Animal Facility is not suitable. Click or tap here to enter text.

5. Have you discussed with a Facility representative your animal procedure needs?
   ☐ Yes ☐ No
   a. Facility representative name: Click or tap here to enter text.

6. Species – Select all live species requested to be used within this space
   ☐ Avian  ☐ Cat  ☐ Dog  ☐ Fish  ☐ Amphibian  ☐ Ground Squirrel  ☐ Guinea Pig  ☐ Mouse  ☐ NHP  ☐ Pig  ☐ Rabbit  ☐ Rat  ☐ Sheep  ☐ Other: Click or tap here to enter text.

7. Animal Procedures – Select all animal procedures requested to be undertaken within this space:
   ☐ Anesthesia - ☐ Gas  ☐ Injectable  ☐ Imaging
   ☐ Behaviour Testing
   ☐ Breeding Colony  ☐ Metabolic Caging
   ☐ Collection - ☐ Blood  ☐ Excrement  ☐ Tissue  ☐ Injections  ☐ Restraints
   ☐ Electrophysiology Recordings  ☐ Surgery - ☐ Non Recovery; ☐ Recovery
   ☐ Euthanasia – Specify: Click or tap here to enter text.
   ☐ Blood/Tissue Collection: Specify: Click or tap here to enter text.
   ☐ Gavage  ☐ Holding Beyond 12 Hours / Overnight
8. **Animal Procedures Timeframes** – Provide the maximum duration and timeframe that live animals will be held in the space and number of cohorts anticipated per timeframe:

   a. **Maximum duration per animal:** Click or tap here to enter text.

   b. ☐ Overnight ☐ Same day use

   c. **Number of cohorts to be held within this space per timeframe (specify):** Click or tap here to enter text.
### I. Site Visit Information / Use Information

<table>
<thead>
<tr>
<th>Site Visit ID</th>
<th>Site Visit Date</th>
<th>Site Location Area &amp; Room#</th>
<th>Area Supervisor</th>
<th>ACC Site Visitors</th>
</tr>
</thead>
<tbody>
<tr>
<td>Click or tap here to enter text.</td>
<td>Click or tap here to enter a date.</td>
<td>Area: Click or tap here to enter text. Room #: Click or tap here to enter text. Containment Level: ☐ 1 ☐ 2 ☐ 2+ ☐ 3</td>
<td>Click or tap here to enter text.</td>
<td>Click or tap here to enter text.</td>
</tr>
</tbody>
</table>

Animal-based scientists (PIs, PI staff) and AUPs involved in live-animal procedures within this space:

Tell us about the research to be undertaken within this space (as applicable)

Identify the species being used within this space

Outline how animals will be transported to / from this space

Identify the live animal procedures to take place within this space:

- ☐ Anesthesia- ☐ Gas, ☐ Injectable
- ☐ Behaviour
- ☐ Breeding
- ☐ Electrophysiology
- ☐ Euthanasia, Method:
- ☐ Gavage
- ☐ Genotyping, Method:
- ☐ Imaging
- ☐ Injections
- ☐ Irradiation
- ☐ IVVM
- ☐ Metabolic caging, Duration:
- ☐ Restraints
- ☐ Surgery- ☐ Non Recovery; ☐ Recovery
- ☐ Tissue / Sample Collection ☐ Blood ☐ Urine ☐ Other:
- ☐ Other procedure detail: Click or tap here to enter text.

Outline the timeframes, duration and frequency that live animals will be held/used within this space:

<table>
<thead>
<tr>
<th>Seasonal Use:</th>
<th>Weekly Timeframes:</th>
<th>Duration of Use:</th>
<th>Frequency of Use (Avg number of cohorts per timeframe, e.g. per week, month)</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ All ☐ Specify:</td>
<td>☐ Overnight ☐ Weekdays ☐ within work hours ☐ after-hours ☐ Weekends</td>
<td>☐ Up to 12 hours ☐ &gt;12 hours, specify:</td>
<td></td>
</tr>
</tbody>
</table>

### II. SITE SPECIFIC CONSIDERATIONS

<table>
<thead>
<tr>
<th>N/A</th>
<th>Site Security – This site has controlled entry/exit access involving key or swipe card &amp; there are security measures in place for access during and after regular hours; The area is out of direct sight from the general public; Animal areas are separate from personnel area.</th>
<th>M</th>
<th>I</th>
<th>V</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐</td>
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</tbody>
</table>
Training - Animal Users have received AUP-associated institutional animal user and post-training oversight by a competent individual until competence is confirmed; other site specific training, e.g. containment L2

Emergency / After Hours and Holiday Animal Care is in place. Specify: Click or tap here to enter text.

Crisis Response – Animal Users in this site understand the institutional crisis response plan, e.g. animal disposition during fire alarm

### III. Physical Environment – Environmental Monitoring / Housekeeping

<table>
<thead>
<tr>
<th>N/A</th>
<th>Description</th>
<th>M</th>
<th>I</th>
<th>V</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐</td>
<td>Humidity – Humidity is within an acceptable range for the species used here (all); Monitoring device is present and working (&gt;12 hrs)</td>
<td>☐</td>
<td>☐</td>
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</tr>
<tr>
<td>☐</td>
<td>Temperature – Temperature is within an acceptable range for species used here (all); Monitoring device is present and working (&gt;12 hrs)</td>
<td>☐</td>
<td>☐</td>
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<tr>
<td>☐</td>
<td>Lights – Light cycle/intensity is species- and procedures appropriate (all); Timer device is present and working (&gt;12 hrs)</td>
<td>☐</td>
<td>☐</td>
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<tr>
<td>☐</td>
<td>Noise – Sound levels are appropriate for the species used here, e.g. presence of ambient noise, adjacencies (all)</td>
<td>☐</td>
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<tr>
<td>☐</td>
<td>HVAC – The site is odor-free (all); air exchange frequency is species-appropriate (&gt;12 hrs)</td>
<td>☐</td>
<td>☐</td>
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<tr>
<td>☐</td>
<td>Environmental Monitoring Records are available, appropriate &amp; complete (&gt;12 hrs)</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
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<tr>
<td>☐</td>
<td>Emergency back-up power is available and adequate</td>
<td>☐</td>
<td>☐</td>
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</tr>
<tr>
<td>☐</td>
<td>Doors are solid, well fitted, clean; with door sweeps (&gt;12 hours)</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>☐</td>
<td>Floors, Walls and Ceilings are clean, clutter and crack/hole-free, washable, (all); and slip resistant (floors)</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>☐</td>
<td>Furniture &amp; Fixtures – counters, shelves, tables/benches, sinks, chairs, carts are clean, crack/hole-free, sealed/washable, organized/uncluttered and appropriate (all)</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>☐</td>
<td>Equipment is appropriately stored, clean, in working order &amp; regularly serviced, e.g. BSC / fumehood, metabolic caging, microscope</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>☐</td>
<td>Supplies are appropriately stored in clean, washable containers off of the floor and away from procedure space</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>☐</td>
<td>Waste Disposal – Dirty bedding, sharps and other wastes are properly stored/disposed of</td>
<td>☐</td>
<td>☐</td>
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</tr>
</tbody>
</table>
### Cleaning / Area Maintenance Schedule / Record
- Is available, appropriate and up-to-date per CW-FAC-001 Citywide Animal Area Housekeeping SOP

### Vermin Controls – Entryways (doors, windows, pipes)
- Seal/construct to prevent entry (all); humane live traps (>12 hrs holding; feed/bedding rooms)

### IV. Endpoints – Experimental and Early Euthanasia
- List of AUP approved euthanasia methods
- Euthanasia equipment is available and maintained, e.g. cleaned/disinfected

### V. Documents & Records
- No documents or records are stored in this space
- The AUP form and associated monitoring records, scoring sheets, etc. and SOPs are readily available within close proximity to the room
- The SAR program is understood and followed: documentation is complete & available, as per Policy 009 Sick Animal Response
- Morbidity / Mortality logs are available to animal users for their use as per Policy 009

### VI. Drugs – Spaces Using Therapeutic Drugs
- No drugs are used or stored within this space
- Drugs used are pharmaceutical grade and appropriate/approved within the AUPs, and within date
- Drug/Agents Vial Labelling – Includes agent names, dilution, concentration & drug expiry/ aliquot dates
- Controlled Drugs are stored under double lock

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**NOTES**

Click or tap here to enter text.
### VII. Anesthesia / Surgical Spaces

**☐** No anesthesia and/or surgery is performed within this space

**A. Animal Prep – Pre Med Space**

**☐** No animal prep takes place within this space

- **☐** A separate dedicated space is allocated for animal preparation and premedication
- **☐** Tools/equipment for animal prep is available and appropriate, e.g. shaver, cleaning products/sink/garbage bin, room for animal / cage / cart
- **☐** Premedication supplies / drugs are available and appropriate, e.g. analgesia, SQ fluids

### B. Anesthesia

**☐** No anesthesia takes place within this space

- **☐** Anesthesia method(s) used in this space: ☐ Gas, ☐ Injectable, Specify: Click or tap here to enter text.
- **☐** Space is clean, tidy, sanitizable, free of unrelated storage
- **☐** Outline how anesthetic depth is monitored (method, frequency). Specify: Click or tap here to enter text.
- **☐** Anesthesia induction equipment and supplies are available, used and maintained as per manufacturer’s requirements, e.g. gas vaporizer, scavenging system, syringes/induction drugs, BSC / fume hood
- **☐** Anesthesia/Analgesia drugs are available, appropriate (as per AUP, pharmaceutical grade), in date, stored, labeled appropriately – Analgesia method is appropriate (SOP 356)
- **☐** Animal monitoring and maintenance devices are available, used and maintained as per manufacturer’s requirements, e.g. water circulating blanket, temperature monitoring
- **☐** Animal recovery equipment and practices are appropriate, e.g. recovery cage (absorbent material, not regular cob), heat source (red lamp), hydration

**NOTES**

Click or tap here to enter text.
### C. All Surgeries – Non-Recovery & Recovery

<table>
<thead>
<tr>
<th>Notes</th>
<th>M</th>
<th>I</th>
<th>V</th>
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</thead>
<tbody>
<tr>
<td>☐ No surgery is performed within this space</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
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<tr>
<td>☐ Space is segregated from other usage and traffic flow</td>
<td>☐</td>
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</tr>
<tr>
<td>☐ Surgical Space is constructed of impervious, smooth, readily disinfected material; isolated from supplies/equipment storage directly around the surgical space</td>
<td>☐</td>
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<td>☐</td>
</tr>
<tr>
<td>☐ Surgical equipment is appropriate, clean – instruments are sharp, free of rust; surgical platform is segregated from supplies/equipment</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>☐ Surgeon PPE – gloves (Non-Recovery: clean &amp; scrubbed), masks, bonnets, lab coats are available &amp; used</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>☐ Surgical Equipment – Is appropriate, clean, sterilizable (as applicable): instruments, sterilizer, animal monitoring &amp; maintenance devices (temp), recovery caging</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
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</tbody>
</table>

### D. Recovery Surgeries

<table>
<thead>
<tr>
<th>Notes</th>
<th>M</th>
<th>I</th>
<th>V</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ No recovery surgery takes place within this space</td>
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<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>☐ A dedicated and distinct space is allocated for surgeon preparation and scrub</td>
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<td>☐</td>
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<tr>
<td>☐ HVAC for this room ensures positive pressure</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>☐ Surgical SOPs are followed – Aseptic Technique is followed, Prep, Peri- &amp; Post-Operative</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>☐ 330 (post-op rodents), ☐ 331-334 (post-op L1-4) ☐ 343 (Rodent-Surgical Prep/Recovery)</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>☐ Aseptic Technique is understood and followed – instruments, supplies are aseptically prepared, appropriately stored and used; autoclave monitoring procedures are implemented; storage of autoclaved materials maintains sterility; cold sterilization procedures are appropriate</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>☐ Sterilization equipment is available and used according to manufacturer’s instructions / best practices, e.g. autoclaved packs, bead sterilizer, cold sterilization</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>☐ Surgeon PPE – gloves (sterile), masks, bonnets, lab coat are available &amp; used</td>
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<td>☐</td>
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<tr>
<td>Not</td>
<td>VI. Animal Procurement, Holding &amp; Husbandry – Animal Holding &gt; 12 Hours</td>
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<td>I</td>
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<tr>
<td>☐</td>
<td>Not Applicable – No holding &gt; 12 Hours</td>
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<tr>
<td>☐</td>
<td>Animals are procured as per policy POL-008 Research Animal Procurement, e.g. arms-length procurement admin, health reports reviewed by vets, quarantine requirements are followed</td>
<td></td>
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<tr>
<td>☐</td>
<td>SOP CLN-310 – Holding Period Post-Admission is followed, e.g. fish @24hrs, rodent/birds @72 hrs, pigs/sheep/rabbits @ 5 dys, cats/dogs/NHPs @ 7 dys, wild-caught exempted</td>
<td></td>
<td></td>
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<tr>
<td>☐</td>
<td>Daily Animal Observations – Animals are observed and recorded daily by trained staff</td>
<td></td>
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<tr>
<td>☐</td>
<td>SAR – Sick Animal Response - Animal Users in this site understand and follow the Sick Animal Response Policy (POL-004) &amp; Procedures (PROC-004). Flow charts are posted within site. SAR Designate is identified, incl. emergency vet pager # Specify Name(s): Click or tap here to enter text.</td>
<td></td>
<td></td>
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<tr>
<td>☐</td>
<td>Animal numbers and records are maintained for the required intervals post death policy POL-003 Animal Care and Use Records</td>
<td></td>
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<tr>
<td>☐</td>
<td>Animal Housing – Caging is species appropriate, including size, bedding &amp; social housing, and is aligned with the approved AUP</td>
<td></td>
<td></td>
</tr>
<tr>
<td>☐</td>
<td>Environmental Enrichment is species appropriate &amp; aligned with the AUP</td>
<td></td>
<td></td>
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<tr>
<td>☐</td>
<td>Animal Feed is properly stored (lidded, washable container), with milling date, is within date; is species-appropriate &amp; aligned with the AUP</td>
<td></td>
<td></td>
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<tr>
<td>☐</td>
<td>Animal Water is from a reputable source. Water bottles are translucent, contain sufficient quantity &amp; are changed minimum weekly</td>
<td></td>
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</tr>
</tbody>
</table>
### VIII. Physical Spaces Suitability for Stated Purpose

- **Approved conditional upon the following:**

  - [ ] Area-Related SOPs /documentation are available, appropriate & up-to-date:
    - [ ] Husbandry
    - [ ] Cleaning
    - [ ] Feed & Watering
    - [ ] Sick Animal Response
    - [ ] Observation Schedule
    - [ ] Experimental and Early Euthanasia Endpoints

- **Not Approved due to the following:**

  - [ ] Animal Husbandry Schedule / Record is available, appropriate and up-to-date

**NOTES**

Click or tap here to enter text.