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## **Animal Care Committee Terms of Reference**

Yukon College (YC) has a formal animal care agreement with Lethbridge College (LC) for support through LC's animal care committee (LCACC) with representatives from YC for the oversight of YC's animal ethics and care program development. When overseeing YC animal-based research or teaching, the ACC reports to YC's President and is referred to as the Yukon College ACC (YCACC).

### **Membership**

1. The Animal Care Committee (ACC) will have the following members appointed by the President at YC:
  - a) two (2) community representatives who have no affiliation with the institution and who have not been involved in animal use for research, teaching or testing;
  - b) one (1) institutional member whose normal activities, past and present, do not depend on or involve animal use for research, teaching, or testing;
  - c) two (2) faculty or staff members and one alternate with experience in animal care and use;
  - d) one (1) veterinarian experienced in experimental animal care and use;
  - e) one (1) institutional representative responsible for occupational health and safety;
  - f) one (1) student representative;
  - g) Animal facility technician or manager;
  - h) AVP Research Operations
  - i) ACC Administrator; and
  - j) others as may be deemed appropriate.

### **Term of Appointment**

1. Committee members are appointed for two (2) year terms and are normally renewable to a maximum of eight (8) consecutive years. This maximum does not apply to *ex officio* ACC members, namely the ACC Administrator, the veterinarian(s), the animal facility technician/manager and the AVP Research Operations. The terms should be staggered to provide continuity.
2. A Chair is elected annually, preferably at the last meeting of the fiscal year, and should not be directly involved in the management of the institutional animal facilities, nor be an *ex officio* member, nor a member charged with ensuring compliance with CCAC standards, nor be involved in the preparation of a significant number of the protocols to be reviewed by the committee, in order to avoid potential conflicts of interest.

### **Reporting and Quorum**

1. The ACC and ACC Administrator report to the Associate Vice President, Research Operations and to the President.
2. A simple majority of members will constitute a quorum and must include a veterinarian and a community representative.

## Meetings

1. The ACC shall establish a schedule of meeting and publish deadlines for submission of protocols.
2. There shall be at least two (2) meetings per year and meetings should be as often as necessary to fulfill requirements set out in the terms of reference and to ensure that all animal use within the College is in compliance with the College, municipal, provincial, and federal guidelines and CCAC standards.

## Recordkeeping

1. It is the responsibility of the ACC Administrator to produce minutes documenting ACC discussions, decisions and modifications to YC protocols and forward them to the Committee.

## Authority

1. The ACC has the authority, on behalf of the head of the institution to:
  - a. Stop any objectionable procedure if it determines that unnecessary distress or pain is being caused to the animal;
  - b. Immediately stop any use of animals that deviates from the approved use, or is not an approved protocol;
  - c. Have an animal humanely euthanized if the pain or distress of the animal is not a part of an approved protocol and cannot be reasonably alleviated.
2. The ACC Chair and veterinarian will have access to all animal facilities at all times.
3. The ACC delegates the authority to treat, remove from a study, or euthanize, if necessary, animals according to the veterinarian's professional judgement. A written report will be sent by the veterinarian to the animal user and to the ACC following any such event. The veterinarian may delegate this responsibility as necessary.
4. The intent of the ACC is to resolve concerns of the Committee with the investigator, the Committee will invite the investigator, if necessary to appear before the Committee.

## Roles and Responsibilities

1. The Animal Care Committee (ACC) has a responsibility to:
  - a) establish and implement procedures to provide a system of animal care which comply with legal and ethical requirements and recommends on implementation of, and modifications to policy;
  - b) inform potential investigators of their responsibility to bring to the attention of the ACC, any research or teaching protocol which involves the use of live animals before any work with animals commences or animals are brought on campus;
  - c) require that all animal users submit appropriate animal use forms to the ACC Administrator for forwarding to the ACC for review and approval; animal use forms have been established by the ACC and shall be in compliance with Canadian Council on Animal Care guidelines; these forms may be modified by the ACC as required, however in the case of funded research, review and approval must occur before the release of funds to ensure that:

- animal users update their protocols with any modifications and that they are approved before they are implemented; minor modifications can be approved by the Chair of the ACC or delegate whereas any major changes require that a new protocol be submitted to the ACC,
  - all protocols are reviewed annually, and any modifications to a protocol are approved before they are implemented,
  - all research (including field studies), testing or teaching projects involving animals receive prior approval of a written animal use protocol by the ACC and that no animals are acquired or used before approval,
  - no animals be held for breeding purposes, or for eventual use in research, teaching or testing projects, without prior ACC approval of a written animal use protocol, and
  - all procedures comply with CCAC guidelines and policy statements, and, if at variance with those guidelines and policy statements, require justification for the variance on scientific grounds.
- d) ensure that a peer review of scientific merit is carried out for research and testing projects by YC research services respective to the main institution of the researcher; if the review is not carried out by an external peer review agency, the administration at YC should obtain a review in accordance with the CCAC Guidelines on Animal Use Protocol Review;
- e) ensure that the pedagogical merit of teaching animal welfare protocols is evaluated;
- f) establish procedures for monitoring protocols which involve animals, such as periodic visits to the animal housing facilities and receipt of annual updates of ongoing protocols;
- g) undertake site visits of all animal care facilities and experimental laboratories as a subcommittee at least once annually; provide written reports to those responsible for the facilities following the Committee site visits;
- h) ensure adequate care of animals in all stages of life, and ensure veterinary assistance in case of sickness, injury and elective procedures;
- i) encourage the use of pilot studies with few animals when new approaches, methods or products are being tried, before approving new, large scale protocols; ensure that animal users report to the ACC on the outcome (positive or negative) of any pilot studies;
- j) determine and correct breaches of compliance with approved animal use protocols and Standard Operating Procedures (SOPs); any breach of compliance that cannot be corrected by the ACC and the concerned animal users and veterinary/animal care staff must be referred to the YC President.
- k) at least every three (3) years review:
- its terms of reference to ensure compliance with the most recent CCAC guidelines or policies and changing needs within the institution, the scientific community, the animal welfare community and society as a whole,
  - the security of the animals and research facilities,
  - standard operating procedures and institutional animal care and use policies, and
  - policies and procedures for monitoring animal care and experimental procedures within the institution.
  - maintain liaison with the CCAC Secretariat and with the provincial authorities, where applicable and submit complete and accurate animal use information to the CCAC annually;
- l) aid in the development of a crisis management program for the animal facilities and for the animal care and use program, in conjunction with any general institutional crisis management plan(s); and

- m) sponsor, from time to time, seminars or workshops on the use of animals in science and the ethics of animal experimentation; this should include a formal orientation session to introduce new ACC members to the animal care and use program and its members, policies and procedures, as well as to the animal facilities and to CCAC guidelines and policies.
2. The College has the responsibility to:
- a) work with the ACC to ensure that all Committee members and animal users have the opportunity to become familiar with the Canadian Council on Animal Care (CCAC) guidelines and policies statements, federal, provincial or municipal statutes that may apply, as well as institutional requirements;
  - b) support the work of the ACC by appointing an ACC Administrator who will ensure that animal use protocols are well managed, that committee minutes and reports are produced and distributed promptly, that all exchanges between the ACC and animal users are well documented and filed in a timely manner, that ACC members and animal users are provided with necessary information; and that relevant communication with YC is undertaken in a thorough and timely manner. The Yukon College Research Administrator will be the point of contact for YC applications and administrative support. The Research Administrator will work with the ACC Administrator to continue development and provision of services in support of the YCACC.
  - c) ensure that ACC members are provided with the necessary initial training and ongoing learning opportunities to better understand their work and role; and
  - d) value and recognize the work performed by the ACC.

### **Protocol Review**

1. The ACC will review and assess all animal use protocols, with particular emphasis on the CCAC's Guide to the Care and Use of Experimental Animals, the Ethics of Animal Investigation policy statement and the guidelines on: animal use protocol review as well as on all other relevant CCAC guidelines and policy statements.
2. Where necessary, the ACC can require further supportive information from the investigator/instructor or meet with the investigator/instructor to ensure that all members of the committee understand the procedures to be used on the animal.
3. Protocols will be reviewed with regard to the ethical treatment of animals in all aspects of the procedures including housing, maintenance and techniques.
4. Protocols submitted to the ACC should include sufficient information written in non-technical language, where possible, to describe and justify the experiments and methods to be used.
5. Normally protocols deemed to be CCAC Category of Invasiveness “E” will not be considered for approval.
6. The ACC shall discuss each protocol and detailed recommendations shall be recorded.
7. The ACC shall discuss protocols and make decisions on them during full committee



meetings (except as otherwise provided) and shall attempt to reach decisions by consensus.

8. The protocol will either be approved, approved pending revision, or the Principal Investigator (PI) will be asked to re-submit.
9. The PI will be advised of the Committee's decision by email, asked to respond to any recommendations by email.
10. Each approved protocol shall be assigned a protocol number, which should be used to monitor the number of animals used.
11. Research and teaching protocols may be approved for up to four years but must be renewed at least annually.
12. Responsibility for interim review of protocols requesting immediate approval will be delegated to a protocol review subcommittee consisting of the ACC Chair, a veterinarian, a community representative, and the ACC Administrator. If agreement cannot be reached on an interim review by the protocol review subcommittee, then the protocol should be submitted to the ACC for review. If approval is granted by the protocol review subcommittee, such interim approval will be subject to discussion and final approval at a full meeting of the ACC.
13. Any appeal of the ACC's decisions shall be made in writing to the Associate VP Research Operations or the President.

**Please direct any questions to the administrator responsible for this document.**