

Animal Care Committee Roles and Responsibilities Procedure			
Parent Policy	Animal Ethics Policy		
Policy Sponsor	Provost and Vice President, Academic	Category	Academic
Policy Contact	Associate Vice President Research	Effective Date	May 22, 2019
Procedure Contact	Research Ethics Officer	Review Date	May 22, 2024

1. Purpose

Describe the membership, roles and responsibilities of the Athabasca University Animal Care Committee (AUACC) and its relationship to the University of Alberta University Animal Policy and Welfare Committee (UAPWC) and its sub-subcommittees.

2. Scope

This procedure applies to the Athabasca University Animal Care Committee.

3. Definitions

Animal	Any living non-human vertebrate and any living invertebrate of the class Cephalopoda, including free-living and reproducing larval forms, used for research purposes by Athabasca University researchers.
Athabasca University Animal Care Committee (AUACC)	The Committee responsible for the ethics review and post-approval monitoring of all animal use by Athabasca University Researchers.
Canadian Council on Animal Care (CCAC)	The national organization responsible for setting and maintaining standards for the ethical use and care of animals used in science.
Peer Review for Scientific Merit	The review of the research proposal by two or more researchers, who have the technical expertise to assess the science of the protocol and are at arm's length from the research team and the AUACC.
Principal Investigator (PI)	A member of the academic staff who is responsible for the design, conduct, supervision and oversight of the care and use

	of animals in research as described in an approved animal use protocol.
Researcher	Anyone who conducts research activities. Includes, but is not limited to, faculty, undergraduate and graduate students, post-doctoral fellows and other personnel involved directly or indirectly in research, including research assistants/associates, technical and support staff, adjunct professors, visiting professors, and institutional administrators.
Science Animal Support Services (SASS)	Animal facility, established and operated by partner institutions (i.e. University of Alberta) as an ongoing administrative unit to provide veterinary and animal care staff, infrastructure, training, oversight and other resources to support the use of animals in research, teaching and testing by University researchers.
University Animal Policy and Welfare Committee (UAPWC)	UAPWC is a standing committee of the Vice-President (Research) at the University of Alberta and is the institutional animal care and use committee for the University of Alberta. UAPWC oversees all animal care and use performed under the jurisdiction of the University of Alberta to ensure humane and ethical treatment of animals in compliance with University of Alberta and Canadian Council on Animal Care (CCAC) policies, guideline, standards and procedures.

4. Guiding Principles

Athabasca University (AU) has entered into a formal animal care agreement with the University of Alberta by which the University of Alberta will provide all animal related services, including but not restricted to, oversight of Athabasca University's animal care and use program for research, use of University of Alberta facilities, and animal care and husbandry. The University of Alberta Biosciences Animal Care and Use Committee (ACUC), with the addition of one non-permanent member from AU, shall serve as the Athabasca University Animal Care Committee (AUACC).

Authority

The AUACC oversees all animal care and use performed under the jurisdiction of AU to ensure humane and ethical treatment of animals in compliance with AU, University of Alberta and Canadian Council on Animal Care (CCAC) policies, guidelines, standards and procedures. All research conducted by AU researchers that involves the use of animals must be approved by the AUACC prior to commencement and must comply with any and all conditions of approval and post-

approval monitoring requirements. The AUACC shall report on the use of animals in research to the Associate Vice President, Research at Athabasca University.

The AUACC has the authority, on behalf of the Associate Vice President, Research, to:

- a) Stop any objectionable procedure if it considers that unnecessary distress or pain is being experienced by an animal;
- b) Stop immediately any use of animals which deviates from the approved use, any non-approved procedure, or any procedure causing unforeseen pain or distress to animals; and
- c) Have an animal killed humanely if pain or distress caused to the animal is not part of the approved protocol and cannot be alleviated.

Responsibilities

- i. approve, reject, propose modifications to or terminate the approval of any proposed or ongoing animal use by AU researchers, and manage animal use applications;
- ii. encourage the use of pilot studies with few animals when new approaches, methods or products are being tried before approving new, large scale protocols;
- iii. ensure all animal users are aware of their responsibility to remain in compliance with AU and University of Alberta standards for animal care and use;
- iv. work with the staff of the animal services units to ensure compliance with its decisions and with the conditions set out in approved animal use protocols;
- v. conduct annual on-site reviews of all the animal care facilities and areas in which animals are used associated with the animal use protocols it reviews. The AU faculty member appointed to the committee must attend site visits involving AU researcher facilities. The AUACC will develop alternatives to on-site reviews for research conducted in the field;
- vi. direct and promote the post-approval monitoring program for animal care and use;
- vii. implement strategies and recommendations arising from post-approval monitoring activities as required;
- viii. receive and follow-up unanticipated adverse event reports as required;
- ix. ensure that each research project has been found to have scientific merit through independent peer review before approving the project;
- x. support and promote education and training opportunities for staff and trainees on the ethics of animal care and use in research;

- xi. advise the AU Associate Vice President Research (AVPR) about significant events in animal care and use and provide an annual report to the AVPR on the status of the University's animal care and use program;
- xii. support and promote communication among and between the veterinarians, Principal Investigators (PIs) and AUACC to facilitate integrated and collaborative delivery of a comprehensive institutional animal care and use program;
- xiii. review regularly (at least every three years) the terms of reference of the AU ACC;
- xiv. support a crisis management program for the animal ethics and care program;
- xv. support an occupational health and safety program for the animal ethics and care program; and
- xvi. contribute to and participate in Canadian Council on Animal Care (CCAC) site visits and assessments and other such assessments as required.

Membership

A dynamic and collaborative peer review process is vital to the animal care and use program.

The AUACC Chair will typically be selected from among the current scientific/faculty membership of the Biosciences Animal Care and Use Committee and will be appointed by the University of Alberta Vice-President (Research).

Normally, AUACC members will be appointed for terms of no less than two years and no more than four years, renewable to a maximum of eight consecutive years of service. The voting membership will include:

- i. faculty/scientific members experienced in animal care and use and representative of the animal use commonly reviewed by the AUACC;
- ii. a veterinarian experienced in experimental animal care and use;
- iii. the Director of the animal services unit, who may also be a veterinarian, most closely aligned with the majority of the animal use reviewed by the AUACC;
- iv. an institutional member (UofA) whose normal activities, past or present, do not depend on or involve animal use for research, teaching or testing;
- v. at least one and preferably two or more person(s) representing community interests and concerns, who has (have) had no affiliation with the institution, who has (have) not been significantly involved in animal use for research, teaching or testing;
- vi. technical staff representation (either an animal facility or an animal research technician);
- vii. graduate student representation;

- viii. the Chair of University of Alberta Animal Policy and Welfare Committee or designate;
- ix. the Post-Approval Monitoring Coordinator; and,
- x. a faculty member from Athabasca University appointed by the Athabasca University Associate Vice President Research.

The U of A Biosciences Animal Care and Use Committee Specialist at the University of Alberta, although not a voting member of AUACC, will provide advice and recommendations to the AUACC on animal use protocols, Canadian Council on Animal Care (CCAC) requirements and AUACC processes.

Animal Care Committee members are provided orientation and training by the Research Ethics Office at the University of Alberta, including with respect to CCAC guidelines and policies, University policies and procedures and orientation to the online research ethics system. The Chair will have attended at least one CCAC Workshop and such opportunities will be afforded to committee members from time to time as is possible.

Meetings

- i. The AUACC will meet at least twice a year in person and as required at the call of the Chair.
- ii. Decisions will, to the extent possible, be made by consensus. If consensus cannot be achieved, decisions must be supported by a simple majority of eligible voting members.
- iii. Quorum will constitute the Chair, one veterinarian, one community member, and at least two additional scientific members, one of whom must be an AU faculty member.
- iv. AUACC members shall disclose any potential conflict of interest and recuse themselves from meetings or discussions about animal use protocols on which they are named.
- v. AUACC meetings and decisions will be documented in meeting minutes, correspondence and the Research and Ethics Management Online system. AUACC records and discussions are confidential unless otherwise indicated.
- vi. The University of Alberta Research Ethics Office (REO) will serve as the secretariat for the AUACC and will compile the annual animal use data form for CCAC.
- vii. The Athabasca University Research Ethics Officer shall be granted access to the REMO system and shall be responsible for monitoring and reporting on discussion and decisions regarding animal care and use protocols submitted by Athabasca University researchers, to the Athabasca University Associate Vice President Research.

5. Applicable Legislation and Regulations

The care and use of animals in research is to be carried out in accordance with federal and provincial legislation and regulation, including the most recent versions of the following:

[Canadian Council on Animal Care \(CCAC\)](#)

[Tri-Agency Agreement on the Administration of Agency Grants and Awards](#) (2012, December and as amended from time to time.

[Animal-Based Projects Involving Two or More Institutions \(CCAC\)](#)

[Animal Protection Act](#) (Government of Alberta)

[Animal Protection Regulation](#) (Government of Alberta)

[Agreement on Animal Research Ethics Review](#) between the Governors of the University of Alberta and the Governors of Athabasca University (2019, and as amended from time to time).

[Athabasca University Animal Ethics Policy](#)

[Athabasca University Research Integrity Policy](#)

[Athabasca University Breach of Research Integrity Procedures](#)

[University of Alberta Animal Ethics Policy](#)

6. Related Procedures/Documents

[Animal Care and Use Appeal of an AUACC Decision Procedure](#)

[Animal Care and Use Post-Approval Monitoring Procedure](#)

[Animal Care and Use Standard Operating Procedure](#)

[Animal Care and Use Non-Compliance Procedure](#)

[Animal User Training Procedure](#)

History

<i>Date</i>	<i>Action</i>
May 22, 2019	Associated Policy Approved (General Faculties Council)