

Animal Care and Use Standard Operating 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

Define the processes by which Standard Operating Procedures (SOPs) for animal use are created, approved and managed.

2. Scope

This procedure applies to all Athabasca University (University) researchers who use animals in research.

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.

4. Guiding Principles

The Canadian Council on Animal Care (CCAC) and Athabasca University encourage the use of formal, written standard operating procedures (SOPs) for commonly used animal procedures wherever possible. In addition to promoting consistent and verifiable processes across the Animal Care and Use Program, SOPs offer Principal Investigators (PIs) an alternative to writing detailed procedures each time they prepare a protocol for review. Similarly, the use of SOPs reduces the review burden for the Animal Care and Use Committee (AUACC) and simplifies the work of the animal service unit.

SOPs are sets of fixed instructions or steps to be followed in carrying out a given operation or in a given situation. SOPs may be developed by various members of the animal care and use program for a range of activities, including record keeping, equipment maintenance, use of equipment, emergency management and animal care and use.

Any SOP involving live animals must be reviewed and approved by the AUACC before it can be used. Changes to SOPs must also be approved before they are implemented.

PIs may create standard operating procedures for specialized activities that they or their research personnel perform regularly. These SOPs will be approved by the AUACC in connection with the PI's animal use protocol and reviewed in detail with full protocol renewal every four years or in the event of changes. The animal use protocol identifies the animal users and their training, as well as the context in which protocol-specific SOPs will be employed. The more invasive the SOP, the more

important it is to verify that the personnel following the SOP have commensurate training.

PIs must ensure that current approved versions of his/her SOPs are available to all members of the research team on an as needed basis.

PIs conducting research in animal facilities at partner institutions (i.e. University of Alberta) will be bound by all applicable institutional SOPs and those specific to the Science Animal Support Unit, as well as any protocol specific SOPs developed.

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 Committee Roles and Responsibilities Procedure](#)

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

[Animal Care and Use Post-Approval Monitoring 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)