

University of Prince Edward Island	Policy Number: admordgnl0003	Revision No. 2
Policy Title: Animal Care Committee Policy	Page: 1 of 4	
Creation Date: March 1993	Version Date: November 26, 2009	
Authority: Board of Governors	Review Date: November 26, 2012	
Responsibility: Vice-President, Research & Development	Access: W	

1. Purpose

The University of Prince Edward Island (UPEI) is committed to the care and well-being of all animals in its research and teaching programs. The University follows the principles and guidelines developed by the Canadian Council on Animal Care (CCAC) pertaining to the well-being of animals. The University has appointed an Animal Care Committee (ACC) that reports to the Vice-President, Research & Development.

The ACC has general responsibility for ensuring that the use of animals in research and teaching at the University conforms to the most rigorous ethical standards that are compatible with the goals of science. The basic ethical principles which it acts to maintain are that no physical or psychological discomfort may be caused to an animal, except where there is a clear scientific justification for doing so, and that where such justification exists, the level of discomfort caused will be no higher than what is absolutely necessitated by the scientific or educational purposes of the procedure in question. The ACC shall fulfill this responsibility in two ways:

- (a) by reviewing all individual research, teaching and testing project protocols involving the use of animals, so as to ensure that the above principles are respected in each case; and
- (b) by formulating and recommending to the University administration such policies as would aim to preclude willful or inadvertent violations of the above principles by those working for or affiliated with the University.

2. Scope

This policy applies to all investigators and teachers (including faculty staff, students and trainees) at the University of Prince Edward Island.

3. Responsibility

- 3.1 The Animal Care Committee (ACC) of the University of Prince Edward Island is a University committee, reporting to the Vice-President of Research & Development pursuant to Board of Governors regulations governing the activities of all faculties engaged directly or indirectly in animal research.
- 3.2 The Vice-President, Research & Development is responsible for initiating the review of this policy. The policy is to be reviewed every three years.

University of Prince Edward Island	Policy No. admordgnl0003	Revision No. 2
Policy Title: Animal Care Committee Policy	Page: 2 of 4	

3.3 The ACC's establishment is in accordance with the requirements of the regulations made under The Animal Health and Protection Act R.S.P.E.I. 1988, Cap. A-11.1. Section 5 of the regulations says:

“With respect to the use of animals for the purposes of medical or scientific research, the standards of care should be those contained in the Guide to the Care and Use of Experimental Animals, Volumes I and II, published by the Canadian Council on Animal Care,(1993, 1984) (“CCAC Guide”). Volume I of the CCAC Guide requires that institutions carrying out animal research have an animal care committee reporting to the appropriate administrative officer at the institution.”

3.4 The ethical principles guiding the ACC are in accord with the recommendations of the CCAC, and shall be reviewed whenever new recommendations on ethics are forthcoming from that body, or from relevant statutory agencies such as the Canadian Institutes of Health Research or the Natural Science and Engineering Research Council.

3.5 The procedural responsibilities of the ACC are in accord with the recommendations of the CCAC, and shall be reviewed whenever new recommendations on procedures are forthcoming from that body or from other relevant statutory agencies.

3.6 The ACC's domain of responsibility includes all research, teaching, testing and collection procedures. This includes the use of animals both at the University of Prince Edward Island and its affiliated institutions, and those obtained from or studied in the field by University and affiliated personnel. It also includes activities involving animals conducted in or at University facilities by organizations or individuals from outside the University.

3.7 In order to ensure that animals are utilized only in necessary and valid research projects, any research proposal which would utilize animals must undergo peer review for scientific merit. The ACC may recognize a review conducted by the granting agency if such granting agency commonly conducts a peer review based on its own established procedures (e.g., Canadian Institutes for Health Research). Where funding is obtained internally or from a granting agency without thorough ACC and independent peer review procedures, the ACC may establish procedures for review. These procedures should be conducted according to the most recent CCAC guidelines on: Animal Use Protocol Review.

University of Prince Edward Island	Policy No. admordgnl0003	Revision No. 2
Policy Title: Animal Care Committee Policy	Page: 3 of 4	

POLICY

4. Use of Animals

- 4.1 Investigators and teachers must apply to the UPEI ACC using the appropriate forms provided by the UPEI ACC in order to receive approval for the use of animals in research, teaching or testing prior to initiating any animal use.
- 4.2 Applications for animal use should be submitted to the ACC secretary at least two months in advance of the anticipated start date of the project or course.
- 4.3 Investigators are encouraged to consult with the Director of Animal Resources before beginning new projects.
- 4.4 Investigators or instructors must apply for any modifications to approved protocols using the Amendment/Extension form prior to implementing any changes to approved protocols.
- 4.5 The renewal may be sought for on-going projects for up to 3 renewals. Renewal applications may include minor modifications of the original protocols. Major modifications to existing protocols, including changes in animal species, category of invasiveness, the nature of the invasive procedure(s), or significant changes in the use of anesthetic/analgesics must be submitted on the full-length protocol application.

5. Implementation

The University may develop guidelines and procedures to assist in the administration of this policy.

Resources:

- CCAC Guidelines, Volume 1 & 2
- http://www.ccac.ca/en/CCAC_Programs/Guidelines_Policies/PDFs/ExperimentalAnimals_GDL.pdf
- http://www.ccac.ca/en/CCAC_Programs/Guidelines_Policies/PDFs/ExperimentalAnimalsV2_GDL.pdf

CCAC Policy Statements

- http://www.ccac.ca/en/CCAC_Programs/Guidelines_Policies/POLICIES/TERMS00E.HTM
- http://www.ccac.ca/en/CCAC_Programs/Guidelines_Policies/POLICIES/CATEG.HTM

University of Prince Edward Island	Policy No. admordgnl0003	Revision No. 2
Policy Title: Animal Care Committee Policy	Page: 4 of 4	

- Transgenic animals:
http://www.ccac.ca/en/CCAC_Programs/Guidelines_Policies/PDFs/TRANSGE1.pdf
- Immunological procedures:
http://www.ccac.ca/en/CCAC_Programs/Guidelines_Policies/POLICIES/IMMUNO.HTM
- Experimental endpoints:
http://www.ccac.ca/en/CCAC_Programs/Guidelines_Policies/PDFs/APPOPEN.pdf

Appendices

- Appendix 1 - Terms of Reference for Animal Care Committee
- Appendix 2 - Ethical Principles

Associated Documents

- Procedures of the Animal Care Committee
- Animal Care Crisis Management Program and Plan

Link to Forms and Instructions

- http://www.upei.ca/research/acc_forms