

<b>University of Prince Edward Island</b>		<b>Policy Number:</b>
<b>Policy Title: POLICIES AND PROCEDURES OF THE ANIMAL CARE COMMITTEE</b>		<b>Page 1 of 18</b>
<b>Creation Date:</b> March 1993	<b>Version Date:</b> February 2004	
<b>Authority:</b> Board of Governors	<b>Responsibility:</b> Vice President, Research and Development	
<b>Reference:</b>	<b>Review Date:</b> 2007	

## 1. Purpose

The University Animal Care Committee (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 fulfil this responsibility in two ways:

- (a) by reviewing all individual research, teaching and testing project proposals 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 wilful 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 at The University of Prince Edward Island.

## 3. Responsibility

- 3.1 The Animal Care Committee of the University of Prince Edward Island is a University committee, reporting to the Vice President of Research and 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 and Development is responsible for initiating the review of this policy. The policy is to be reviewed every three years.
- 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:
  5. 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 (“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 Canadian Council on Animal Care, 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 Canadian Council on Animal Care, 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 (eg., Canadian Institutes for Health Research). Where funding is obtained internally or from a granting agency without approved 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.

## **POLICY**

### **4. PROCEDURES FOR THE USE OF ANIMALS**

- 4.1 Investigators and teachers must apply to the UPEI Animal Care Committee (ACC) using the appropriate forms provided by the UPEI Animal Care Committee in order to receive approval for the use of animals in research, teaching or testing prior to initiating any animal use. Instructions for the completion of the Animal Utilization Protocol for Research are given below. The same

form should be used for testing protocols. A separate form has been developed for teaching protocols (see G:\ACC).

- 4.2 Applications for animal use should be submitted to the Animal Care Committee 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 **Animal Utilization Protocol: Research - Completion Requirements/Instructions**

**Section 1. Principal Investigator** - Must be a faculty member at the University of Prince Edward Island or a Scientist in the employ of AVC Inc. Student projects must be sponsored by a faculty member. All correspondence related to the project must bear the signature of the Principal Investigator.

**Section 3.** The **research renewal form** may be used for ongoing 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 anaesthetic/analgesics must be submitted on the full-length protocol application.

**Section 4.** The Canadian Council on Animal Care guidelines state that the Animal Care Committee must ensure that approved protocols have been **peer-reviewed for scientific merit**. Investigators whose protocols have not been peer-reviewed as part of the funding process should be aware that approval of their protocol may be delayed until peer review has been obtained. Therefore, these projects should be submitted well in advance of the expected start date. The Animal Care Committee will take reasonable measures to ensure the confidentiality of all projects.

**Section 5. Lay summary** - Please avoid technical jargon. Describe in clear language the purpose of the research and the procedures that the animals will be subjected to.

**Section 6. Scientific objectives and research plan** - For part (a), a copy of the summary page required with many grant proposals may be attached. Clinical or field-based research protocols involving client-owned animals must attach a copy of the informed consent form.

**Section 7. Animal Housing and Procurement** - Please note that approval of the

protocol does not guarantee that space is available for animal housing. Animals entering research housing facilities must be from approved sources. Consult with the Director of Animal Resources regarding housing and procurement issues.

**Section 11.** This section must be filled out or protocols will not receive approval. If the protocol is not expected to cause any **health or behavioural changes** in the animal (section 10) then this section should be completed by indicating that upon the advice of the laboratory animal veterinarian, a sick or distressed animal will be removed from the study and, if necessary, euthanized.

**Section 12.** Investigators cannot rely upon the animal resource technical staff to **monitor their animals' health**. At minimum, animals must be observed once weekly by research personnel. After any interventions, animals must be monitored more frequently.

**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/ExperimentalAnimals_GDL.pdf)

[http://www.ccac.ca/en/CCAC\\_Programs/Guidelines\\_Policies/PDFs/ExperimentalAnimalsV2\\_GDL.pdf](http://www.ccac.ca/en/CCAC_Programs/Guidelines_Policies/PDFs/ExperimentalAnimalsV2_GDL.pdf)

**Guidelines for:**

- **transgenic animals:** [http://www.ccac.ca/en/CCAC\\_Programs/Guidelines\\_Policies/PDFs/TRANSGE1.pdf](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](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](http://www.ccac.ca/en/CCAC_Programs/Guidelines_Policies/PDFs/APPOPEN.pdf)

## 5. PROCEDURES OF THE ANIMAL CARE COMMITTEE

- 5.1 The ACC shall meet monthly. Additional meetings may be held at the call of the Chair.
- 5.2 The ACC shall require that all University personnel and University affiliated research teams, who are planning to use animals for teaching or research, complete and submit to the ACC a protocol description form, which the ACC will maintain on file.
- 5.3 Protocols are reviewed and discussed by all the members at the meeting of the ACC (See Article III). A decision on the protocol is reached by consensus.
- 5.4 Where in the opinion of the ACC, a protocol is in violation of the ethical principles as per Article VI below, the ACC shall cause the objectionable procedure to be terminated or suspended by withholding or withdrawing its approval of the protocol. Where such procedures have caused distress to an animal which cannot be alleviated, the ACC shall require the Director of the Animal Care Service to humanely destroy the animal. The University Veterinarian, acting on behalf of the ACC, may at any time initiate any of the actions outlined above without prior consultation with the ACC. Such actions will be reported to the ACC at its next scheduled meeting.

- 5.5 The ACC may inspect all Animal Care Service facilities at the University at any time, and shall do so at least once a year.
- 5.6 The ACC shall review and approve Standard Operating Procedures developed by personnel in Animal Resources or by individual investigators.
- 5.7 The ACC shall submit minutes of committee meetings to the Vice President, Research.
- 5.8 The ACC shall submit its terms of reference to the Board of Governors for approval. Amendments to these terms of reference may be considered and approved by majority vote of the members and such amendments shall take effect upon the submission of the proposed amendments and the approval of the Board of Governors.

## **6. PROTOCOL REVIEW PROCESS**

- 6.1 Principal investigators of protocols that are about to expire are reminded 2 months in advance of the expiry date by the ACC secretary of the need to file a Renewal form.
- 6.2 The agenda and protocols received prior to the monthly submission deadline shall be provided to all members on the Committee at least one week in advance of the meeting.
- 6.3 The Chair of the Committee is responsible for reviewing the proposals in advance of the ACC meeting and soliciting any further information from the author that may help the ACC members decide on the merits of the submission.
- 6.4 New submissions shall be reviewed by the full ACC, at the monthly meeting. Each protocol description shall be in the form approved by the ACC and shall be available from the secretary to the ACC or from the Chair of the committee.
- 6.5 Annual renewals, submitted on the abbreviated form, shall be reviewed by the full ACC, at the monthly meeting.
- 6.6 Full protocols must be submitted after 3 annual renewals. These are reviewed by the full ACC, at the monthly meeting.
- 6.7 Within-year amendments shall be submitted to the ACC on the appropriate form and shall be reviewed by the full ACC, at the monthly meeting.
- 6.8 Peer review for scientific merit shall be sought for all protocols with “D” or “E” category procedures if not funded by agencies that conduct thorough external peer review of all research proposals. In addition, regardless of the funding source, peer review for scientific merit may be sought for any protocol where, in the judgement of the ACC, the specifics of animal use have not been adequately justified or explained.
- 6.9 Any protocols involving the use of compounds that are not named for proprietary reasons in

animals will be reviewed by a sub-committee of the ACC. Sub-committee members shall agree to sign confidentiality agreements with the Proprietor involved in the study. The investigator or AVC Inc. shall provide to the Sub-Committee such documents and other information as would allow them to properly judge the scientific merit of the study, as well as potential hazards to animals. The Sub-Committee shall consist of the Chair, the Director of Animal Resources, and one other member of the ACC.

**6.10** The Committee shall give proposals either approved, rejected, provisional approval or deferred status. Approval shall be for a maximum of one year. The ACC Chair or secretary informs the principal investigators of the decisions taken by the ACC immediately following the monthly meetings.

(a) Provisional approval is given to protocols in which some minor detail is missing. Provisional approval may be changed to an Approved status once the additional information requested from the principal investigator by the ACC has been received by the Chair, circulated to all members, and their direction received.

(b) Deferred status is given to protocols that require external or internal review, or that require major revisions.

## **7. APPEAL MECHANISM**

**7.1** Researchers or course coordinators may appeal negative decisions of the Animal Care Committee.

**7.2** Appeals shall be made in writing to the Vice-President of Research and Development within 2 weeks of notification of the decision. The Vice-President shall proceed to strike an *ad hoc* Appeals Committee whose composition shall reflect that of an Animal Care Committee (i.e., to include, at minimum, a scientist, a veterinarian, and a community representative.)

**7.3** The mandate of the Appeals Committee shall be to approve or reject the protocol, as submitted.

**7.4** The Appeals Committee shall have access to all documentation related to the protocol in question, and may interview members of the Animal Care Committee or the appellant, as necessary.

**7.5** Normally, the Appeals Committee shall render its majority decision to the President of the University (or designate) within one month.

## **8. CRISIS MANAGEMENT PROGRAM AND PLAN**

**8.1** The Canadian Council on Animal Care requires that all institutions which use experimental animals have in place a crisis management program for their animal facilities and for their animal care and user program. This program has been developed in conjunction with the general institutional crisis management plan.

**8.2** The term **crisis** is defined as being *any unplanned event which triggers a real, perceived, or possible threat to the life, health or safety of animals and/or personnel, or to the institution's credibility.*

**8.3** The Crisis Management Team consists of the following individuals:

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Senior administrator (VP Research and Development)  
Deans of Units in which animals are used, or their designates  
Assistant to the Dean of Veterinary Medicine (AVC Emergency Officer)  
Director of Animal Resources  
Chair of the Animal Care Committee  
Communications Officer  
Director of Physical Plant and Security Services  
Security Officer from AVC  
Chair of the Biohazards Committee

**8.4** The mandate of the Crisis Management Committee follows the outline given by the Canadian Council on Animal Care, namely:

- a. to develop the Crisis Management Plan for the University, incorporating relevant aspects of any existing plans and recommendations from local fire and police authorities;
- b. to prepare a policy statement on the care and use of animals by the institution;
- c. to prepare a communications plan to be used in the event of a crisis;
- d. to prepare a strategy to deal with crises;
- e. to act as the public liaison in the event of a crisis.

**8.5 Crisis Management Program and Plan**

The animals specified in this Crisis Management Program and Plan refer to those under the jurisdiction of the Director of Animal Resources; that is, animals involved in teaching, research, or testing programs at the University of Prince Edward Island. Patients of the Veterinary Teaching Hospital are not addressed although it should be noted that the administrators of the V.T.H. have developed similar plans.

**A. Specific types of crises**

- 1. *Fire, chemical spill or explosion.***

*For further information refer to Emergency Evacuation Plan for AVC: October 1998.*

*“It must be emphasized that at no time will employees or students jeopardize their own lives or the lives of other people in attempting to evacuate animals from an area where there is a fire, toxic gas or some similar form of emergency.”*

***Evacuation plan for animal holding areas in AVC (including North Barn teaching and research areas):*** In the event of an emergency or the alarm sounding, all persons in the animal holding areas must leave the building. If it is not a drill, the Emergency Officer identified in the North Barn is responsible for making contact with the Fire Department Chief who has responded to the fire alarm. The decision to evacuate animals rests with the Fire Department Chief. If a decision is taken to evacuate the animals, an emergency Officer from the barn will assist the Fire Department Chief in coordinating the evacuation.

*For AVC, the following **evacuation plan for animals** has been developed:* It is the responsibility of the North Barn Emergency Officer to maintain a list of personnel who will aid in the evacuation of animals from their areas, as directed to do so by the Fire Department Chief. This list is to be made available to the UPEI Security Department so that these individuals may be contacted in the event of an after-hours emergency. The Emergency Officer (or his Deputy) must establish contact with the Fire Department Chief as quickly as is possible so that the decision on animal evacuation can be made. If the situation warrants an animal evacuation, **large animals** will be transferred to the paddock area, **dogs** evacuated on leashes, and **cats** removed in their cages. **Small animals**, including rodents and miscellaneous species, being evacuated from the North Barn teaching/research areas will be moved to the VTH Small Animal Clinic. Practicality of evacuating other species eg. chickens, swine will be made with consideration for their safe removal without possibility of escape, and availability of a safe retaining area for the duration of the emergency. Animals with communicable diseases (ie. communicable to either people or animals) **are not to be evacuated and means must be taken to ensure that they do not escape during an emergency!**

It is the responsibility of the Director, Animal Resources to maintain a list of on-going research projects in which animals with communicable diseases are used, as well as the room locations of such projects. This list, to include identity, population of species, and biological agents, should be updated on a monthly basis and made available to the UPEI Security Department, the Charlottetown Fire Department, and the North Barn Emergency Officer.

Names, phone numbers (work and home) and pager numbers of designated personnel are available in the Emergency Evacuation Plan for AVC and are updated regularly.

***Aquatic animals in AVC*** - There are currently no plans to evacuate aquatic animals.

***Duffy Science facility*** - Currently no mammals are housed in Duffy. There are no existing plans for removal of aquatic species.

***Memorial Hall Psychology facility*** - A small colony of rats is housed in this building. Upon the advice of the Fire Department Chief, personnel would evacuate these animals to the AVC North Barn.

**It must be emphasized that at no time will employees or students jeopardize their own lives or the lives of other people in attempting to evacuate animals from an area where there is a fire, toxic gas or some similar form of emergency.**

***Animals involved in teaching and research procedures at the time of an alarm or evacuation notice:***

**AVC Teaching areas on Level 100** - If **surgical exercises** are in progress, the Emergency Officers identified for the Teaching Wing laboratories will maintain contact with the Chief Emergency Officer and will seek direction. A decision as to whether or not the surgical areas must be evacuated will be made by either the Chief Emergency Officer or Fire Department Chief, based on their knowledge of the overall situation. Once the decision has been made to evacuate these areas, the essential personnel still involved with the surgical procedures will evacuate the surgical suites. If no surgical procedures are in progress, individuals in these areas will follow the general evacuation orders as soon as patients not in surgery are under restraint. In such cases, the Emergency Officer for each surgical area must immediately inform the Chief Emergency Officer that the surgical suites have been evacuated.

**AVC Research areas on level 300** - Researchers and technicians should ensure that all animals are under secure restraint or caged. Researchers using animals on Level 300 should evacuate the building and notify the respective Emergency Officers for their area, preferably in writing, that animals remain on Level 300. Emergency Officers will contact the Chief Emergency Officer and advise the researchers regarding safe evacuation of these animals. Researchers should make themselves available to assist with animal evacuation.

**8.5 A 2. *Natural disaster, including power failures***

The AVC has a back-up power source to which essential equipment has been connected.

Animal care personnel have an informal arrangement such that one or more workers agrees to stay in the facility for the duration of a severe snowstorm or during other severe weather conditions. (Depending on conditions, workers living in Charlottetown may visit the facility daily). In other cases, individual researchers have responsibility for the care of their animals (eg. fish in Duffy; rats in Memorial Hall). UPEI Security has been provided with the names of individuals from the main campus and AVC who are to be called in the case of power outages or equipment failures.

In the event that the situation becomes significantly detrimental to the health of the animals, the Director of Animal Resources will determine the best course of action.

**8.5 A 3. *Break-in, vandalism, unauthorized removal of animals***

Limited access to animal holding areas is assured through restricted issuance of keys with doors locked 24 h hours a day. Routine checks are conducted by the Security staff after hours and on weekends in all buildings. In the AVC, additional security is provided through the use of a key pad security system at the main entrance (after hours, weekends, holidays) and at main entrances to animal holding areas. Security staff is present in the AVC after hours and on weekends/holidays.

Personnel encountering situations are to immediately report any incident to the Dean/Director of the Unit and to the Director of Security.

**8.5 A 4. *Bomb threats***

This policy has been developed by Security Services, University of Prince Edward Island.

Bomb threats are normally received by telephone. Should a bomb threat be received, remain calm and courteous. Do not interrupt the caller. Note as much information as possible from the caller and write it down immediately (use the Bomb Threat Telephone Checklist if possible). It is important to note the time of the call. Pass on the information to the Security Services Central Dispatch @4357 or 0384 as soon as possible. Inform your supervisor immediately.

Security Services Staff are responsible for coordinating a response to the threat.

Should any suspicious object or packages be noticed, immediately notify Security Services Central Dispatch. Under no circumstances should personnel touch, tamper with or move a suspicious object.

If instructed to evacuate, personnel should move to designated emergency assembly point or a minimum of 200 meters from the building. Animals in the teaching/research barn or research laboratories should not be removed except by permission of Security Staff. Refer to policy for evacuation in the case of fire.

Do not re-enter the building until instructed to do so by Security Services Personnel.

**8.5 A 5. *Sit-ins, barricades, on-site negative media events***

In the event of such incidents, the Security Dispatch should be called @4357 or 0384. Security Services Staff are responsible for coordinating a response to the threat. Also notify the Chair of the Crisis Management Committee and the appropriate Dean/Director of Unit.

## **9. ETHICAL PRINCIPLES**

- 9.1** This article describes the ethical principles concerning the scientific use of animals which shall guide the ACC in all of its decisions concerning particular research protocols, and in all of its policy recommendations within the University. The text of the article incorporates verbatim recommendations of the Canadian Council on Animal Care with respect to the ethics of animal investigation, as revised in October 1989.
- 9.2** The use of animals in research and teaching is acceptable only if it promises to contribute to understanding of fundamental biological principles, or to the development of knowledge that can reasonably be expected to benefit humans or animals.
- 9.3** Animals should be used only if the researcher's best efforts to find an alternative have failed. **A description of possible replacement, refinement and/or reduction alternatives, and justification if these are not employed, or a description of the applicant's best efforts to find alternatives should be included in the protocol.** A continuing sharing of knowledge, review of the literature, and adherence to the Russell-Burch '3R' tenets of 'Replacement, Reduction and Refinement' are also requisites. Those using animals should employ the most humane methods on the smallest number of appropriate animals required to obtain valid information.
- 9.4** The following principles should be applied:
- (a) If animals must be used, they should be maintained in a manner that provides for their physical comfort and psychological well-being, where species-specific needs and vulnerabilities are taken fully into account;
  - (b) Animals must not be subjected to unnecessary pain or distress. The experimental design must offer them every practicable safeguard, whether in research, or in teaching procedures. Cost and convenience must not take precedence over an animal's physical and mental well-being;
  - (c) Expert opinion must attest to the potential value of any study involving animals if it is to be considered justified. The following procedures, which are restricted, require independent, external evaluation to justify their use:
    - (i) burns, freezing injuries, fractures, and other types of trauma investigation in anaesthetized animals, concomitant to which must be acceptable veterinary practices for the relief of pain, including adequate analgesia during the recovery period;
    - (ii) staged encounters between predators and prey or between conspecifics where prolonged fighting and/or injury are probable.

- (d) If pain or distress are necessary concomitants to the study, these must be minimized both in intensity and duration. The ACC must be especially cautious in evaluating the proposed use of the following procedures:
  - (i) experiments involving withholding pre- and post-operative pain-relieving medication;
  - (ii) paralysing and immobilizing experiments where there is no reduction in the sensation of pain;
  - (iii) electric shock as negative reinforcement;
  - (iv) extreme environmental conditions such as low or high temperature, high humidity, modified atmospheres, etc., or sudden changes therein;
  - (v) experiments studying stress and/or pain;
  - (vi) experiments requiring withholding of food and/or water for periods incompatible with species-specific physiological needs;
  - (vii) injection of Freund's Complete Adjuvant (FCA).
- (e) An animal observed to be experiencing severe, unrelievable pain or discomfort should immediately be humanely killed, using a method involving rapid initial induction of unconsciousness;
- (f) While non-recovery procedures involving anaesthetized animals, and studies involving no pain or distress, are considered acceptable, the following experimental procedures inflict excessive pain and are thus unacceptable:
  - (i) utilization of muscle relaxants or paralytics (curare and curare-like) alone, without anaesthetics, during surgical procedures;
  - (ii) traumatizing procedures involving crushing, burning, striking or beating unanesthetized animals.
- (g) Pursuits such as toxicological and biological testing, cancer research and infectious disease investigation may, in the past, have required continuation until the death of the animals involved. However, in the face of distinct signs that such processes are causing irreversible pain or distress, alternative endpoints should be sought to satisfy both the requirements of the study and the needs of the animals;
- (h) Physical restraint should be used only after alternative procedures have been fully considered and found inadequate. Restrained animals must receive exceptional care and

attention, in compliance with species-specific and general requirements as set forth in the CCAC Guide;

- (i) Painful experiments or multiple invasive procedures on an animal, conducted solely for the instruction of students in the classroom, or for the demonstration of established scientific knowledge, cannot be justified.

## **10. CHAIRPERSON**

- 10.1** The Chairperson of the ACC is selected in accordance with the rules governing University committees upon the recommendation of the President for a term of three years, with the possibility of renewal.
- 10.2** In the event of his or her absence the Chairperson may designate another member of the ACC to serve temporarily as Chairperson. In the event of the incapacity of the Chairperson, the secretary of the ACC shall hold a telephone poll of the committee members for the designation of an interim Chairperson who shall be responsible to call a meeting within 6 weeks of the interim appointment. The first item on the agenda of that meeting shall be the election by majority vote of the replacement Chairperson of the ACC, who may be any member, except a student or the person representing the community.
- 10.3** The Chairperson is responsible for preparing minutes and agendas for the meetings of the ACC.
- 10.4** Administrative policy with respect to the relationship between the ACC and those applying for ACC approval of protocols is the responsibility of the Chairperson.
- 10.5** Where issues of ACC policy are concerned, the Chairperson will be the public spokesperson of the ACC.
- 10.6** The Chairperson advises the applicants to the ACC and the appropriate Deans, where necessary, of ACC decisions concerning protocols, and signs all approvals, renewals and denials of protocols and amendments to protocols.
- 10.7** The Chairperson shall ensure that the ACC maintains records of its decisions respecting protocols in a manner satisfactory to the CCAC.
- 10.8** The Chairperson shall ensure that renewal/continuance forms for on-going protocols are reviewed by the committee.
- 10.9** The Chairperson shall act as advisor to the President in matters of animal care and as liaison with the CCAC.

## APPENDIX 1

### UNIVERSITY OF PRINCE EDWARD ISLAND ANIMAL CARE COMMITTEE

#### TERMS OF REFERENCE

#### ARTICLE I: MISSION STATEMENT

- 1.1** The University Animal Care Committee (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 fulfil this responsibility in two ways:
- (a) by reviewing all individual research, teaching and testing project proposals 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 wilful or inadvertent violations of the above principles by those working for or affiliated with the University.

#### ARTICLE II: PREAMBLE

- 2.1** The Animal Care Committee of the University of Prince Edward Island is a University committee, reporting to the Vice President of Research and Development pursuant to Board of Governors regulations governing the activities of all faculties engaged directly or indirectly in animal research.
- 2.2** 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:
- 5. 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 ("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.

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### **ARTICLE III: COMMITTEE MEMBERSHIP AND MEETINGS**

- 3.1 Composition of the ACC
- UPEI faculty members experienced in animal care and use;
  - the Director of Animal Resources;
  - at least one representative from departments which do not use animals;
  - at least one person who represents the community's interest and concerns and who has no affiliation with the institution;
  - technical staff representation,
  - student representation, and
  - a chair\*

Alternates will be appointed for all members except the Director of Animal Resources and the

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\*The chair may not be directly involved in the management of the institutional animal facilities, nor be the laboratory animal veterinarian, nor be involved in the preparation of a significant number of the protocols under review by the ACC.

Chair.

- 3.2 The University Vice-President, Research and Development and ACC Chair will be responsible for maintaining this diverse representation.
- 3.3 All duly appointed members shall be entitled to vote on resolutions of the ACC.
- 3.4 Members, other than students, shall be appointed for 3 year terms and may be re-appointed. Students shall be appointed for one year terms and they shall be eligible for re-appointment.
- 3.5 Meetings shall be held on a monthly basis. Additional meetings may be held at the call of the Chair.
- 3.6 A quorum shall be 50% + 1 of the members of the ACC.
- 3.7 Decisions are normally by consensus. Where a situation requires a vote, the majority opinion prevails, but minutes must indicate the minority position. The Chairperson has the deciding vote in the event of a tie.
- 3.8 Appeals of negative decisions of the Animal Care Committee may be made according to the procedure outlined in the *Policies and Procedures* manual of the Animal Care Committee.
- 3.9 All deliberations, discussions and decisions of the ACC are subject to the University Board of Governors rules and guidelines on ethics, conflict of interest, disclosure and confidentiality. All members of the ACC accept as a condition of their appointment to the ACC that deliberations of the ACC are confidential and subject to these rules and guidelines.

#### **ARTICLE IV: AUTHORITY**

- 4.1 The ACC has the authority to:
  - stop any objectionable procedure if it considers that unnecessary distress or pain is being experienced by an animal.
  - immediately stop any use of animals which deviates from the approved use, any non-approved procedure, or any procedure causing unforeseen pain or distress to animals.
  - have an animal euthanized if pain or distress caused to the animal cannot be alleviated.
- 4.2 The University Veterinarian, acting on behalf of the ACC, may at any time initiate any of the actions outlined in Section 4.1 without prior consultation with the ACC. Such actions will be reported to the ACC at its next scheduled meeting.

## ARTICLE V: RESPONSIBILITIES OF THE ACC

### 5.1 The ACC has the following responsibilities:

- (a) To develop and promote standards, guidelines and procedures relating to the use of animals in research, teaching, and testing at or for the University, which follow the CCAC Guidelines;
- (b) To assist the university community in obtaining information on and encouraging the use of alternatives to animals in research, teaching, or testing programs;
- (c) To inspect and undertake site visits of the University facilities as often as the ACC considers necessary, but at least annually, and monitor animal care procedures to ascertain that the facilities are kept to a standard that ensures continuous compliance with CCAC guidelines and ensure that all necessary records and reports are completed as required;
- (d) To establish procedures and be responsible for reviewing and approving Animal Utilization Protocols, co-ordinate and review procedures for the prevention of unnecessary suffering and the use of anaesthetics and analgesics;
- (e) To ensure that no animals be held for display or breeding purposes, or for eventual use in research, teaching, or testing projects, without prior ACC approval of a written animal use protocol.
- (f) To require adherence to CCAC guidelines and any guidelines issued by the ACC for the teaching use of animals, particularly with respect to the multiple use of teaching animals. For teaching programs, a course number and an indication of instructional merit shall be included in the protocol.
- (g) To review and assess all animal use protocols through discussion at full committee meetings, with particular emphasis on the "Ethics of Animal Experimentation" and, where necessary, require further supportive information from the investigator or meet with the investigator, to assure that all members of the committee understand the procedures to be used on the animal.

The ACC may delegate the responsibility of interim approvals to a protocol review subcommittee, which must include at least one scientific member, one veterinarian and one community representative, one of which should preferably be the chair of the ACC. However, such interim approvals must be subject to discussion and final approval at a full meeting of the committee;

- (h) To assure that all animal users have the opportunity to become familiar with CCAC's "Guide" including the "Ethics of Animal Experimentation", and any other statutes that may apply, and University requirements;
- (i) Ensure that animal users update their protocols with any intended modifications, and inform

the ACC of any unanticipated problems or complications encountered;

- (j) To ensure adequate care of animals in all stages of their life and veterinary assistance in case of sickness, injury and elective procedures. Protocols shall include a description of end point(s) of the experimentation, selected according to the most recent CCAC guidelines on: “Choosing an appropriate end point in experiments using animals for research, teaching, and testing.”
- (l) Encourage the use of pilot studies of few animals when new approaches, methods, or products are being tried, before approving new, larger scale protocols. An indication of whether the study is acute or chronic is required.
- (m) Ensure that testing projects have been planned according to the most current regulatory guidelines, and that the planned animal use does not exceed the requirements of the regulatory authorities; if it does, justification for the additional animal use must be provided.