

## Animal Care Committee Terms of Reference

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## 1. Mandate

Yukon University (YukonU) has established its Animal Care Committee (ACC) in accordance with guidelines, policies and associated documents established by the Canadian Council on Animal Care (CCAC) and YukonU Policy AR 4.0 Animal Care and Use. The YukonU ACC has authority over all uses of animals in research, teaching and testing. No research or teaching project involving animals can commence without prior ACC approval of a written animal use protocol. The ACC shall review all animal care and use activities at least annually and shall oversee the post-approval monitoring of animal use projects.

## 2. Accountability

- 2.1. The ACC reports to the President and to the Vice-Provost, Academic and Research (VPAR).
- 2.2. The President has delegated to the VPAR the responsibility for implementation of animal care and use program.
- 2.3. Representatives of the Canadian Council on Animal Care (CCAC) make regularly scheduled, detailed assessments, which include a review of all research, teaching and testing using animals and a review of the YukonU methods of protocol and policy review.
- 2.4. The ACC reports any breaches of compliance with approved animal use protocols and standard operating procedures (SOPs) or other standards of practice that cannot be corrected by the ACC to the VPAR.

## 3. ACC Membership and Procedures

### 3.1. ACC Members

The ACC will have the following members appointed by the President at YukonU:

- 3.1.1. at least one (1) consulting veterinarian experienced in experimental animal care and use (*ex-officio*);
- 3.1.2. two (2) community representatives (representing community interests and concerns), who have no affiliation with the University and not involved in animal use for research, teaching or testing.
- 3.1.3. an institutional member whose normal activities, past and present, do not depend on or involve animal use for research, teaching, or testing;
- 3.1.4. at least two (2) faculty or staff members and one alternate with experience in animal care and use;
- 3.1.5. one (1) institutional representative responsible for occupational health and safety;
- 3.1.6. one (1) student representative;
- 3.1.7. Animal facility technician or manager (*ex-officio*); *if applicable*.
- 3.1.8. ACC Coordinator (*ex-officio*); and

3.1.9. Other *Ex-officio* Members or their Designates as may be deemed appropriate.

3.1.9.1. Manager, Research and Scholarly Activities

3.1.9.2. Others from YukonU

YukonU ACC strives to incorporate indigenous perspectives, values and culture considerations in discussions and protocol reviews with respect to animal care and use. The ACC Chair in consultation with other members and the ACC coordinator, may recommend that additional members be appointed or determine other mechanisms to ensure close linkages with other representatives that may benefit the ACC, including First Nations, biosafety, biostatisticians, ethicists and public relations.

### 3.2. Term of Appointment

ACC 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 Coordinator, the veterinarian(s), and the animal facility technician/manager. The terms should be staggered to provide continuity of membership.

3.3. ACC Chair is elected annually by the ACC members, preferably at the last meeting of the fiscal year. The Chair should not be:

3.3.1. directly involved in the management of the institutional animal facilities,

3.3.2. an animal health or veterinary personnel member charged with ensuring compliance with CCAC guidelines,

3.3.3. an *ex-officio* member

3.3.4. involved in the preparation of a significant number of the protocols to be reviewed by the ACC, in order to avoid potential conflicts of interest.

3.4. Quorum - A simple majority of members will constitute a quorum and must include the Chair, veterinarian and a community member.

### 3.5. Meetings

3.5.1. The ACC shall establish a schedule of meetings and publish deadlines for submission of protocols.

3.5.2. 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 University is in compliance with the University, territorial and federal guidelines and CCAC standards.

### 3.6. Confidentiality

Members of the ACC shall hold all materials confidential including research protocols associated with the ACC and all discussions that take place at meetings of the ACC in the

strictest confidence.

In keeping with the CCAC guidelines, most information collected by the YukonU Animal Care Committee shall remain confidential, with the exception of regulatory reporting requirements including but not limited to the annual animal use data provided by YukonU to the Canadian Council on Animal Care and which is compiled on a provincial/territorial or national basis without the names of the users. These animal numbers may be made public by the ACC Coordinator following consultation with the ACC and the VPAR to enhance transparency of animal-based science at Yukon University.

Agendas and minutes of the ACC meetings are public, with the exception of in camera discussions and actions which include the review of and actions on individual research protocols.

### 3.7. New Member Training

Newly appointed members will meet with the ACC Coordinator and Chair for basic orientation and training before preparing for their first meeting. They will be given access to the YukonU ACC guidebook, the terms of reference, relevant policies and procedures, and copies of recent meeting minutes. They will also be given a copy of the [CCAC Manual for Community Representatives](#) and the link to the [CCAC's Three R's \(Replacement, Reduction, Refinement\) mitigation information](#) with links to other National and International Three Rs Centres.

### 3.8. Recordkeeping

It is the responsibility of the ACC Coordinator to produce minutes documenting ACC discussions, decisions and modifications to YukonU protocols and forward them to the ACC.

### 3.9. Annual Reports

The ACC Chair with the assistance of the ACC Coordinator shall prepare an annual report to provide to the President and the VPAR who shall report to the Senate Planning Committee/Senate on the operations of the ACC during the previous academic year. Application information will be kept confidential and these details will not be provided in the reporting.

## 4. Authority

4.1. The Chair on behalf of the ACC and the consulting veterinarian(s), has the authority to

- 4.1.1. stop any objectionable procedure if it determines that unnecessary distress or pain is being caused to the animal,
- 4.1.2. immediately stop any use of animals that deviates from the approved use, or is not an approved protocol,
- 4.1.3. immediately terminate any non-approved procedures, or any procedures

- causing unforeseen pain or distress to animals and
- 4.1.4. have an animal humanely euthanized if the pain or distress of the animal is not part of an approved protocol and cannot be reasonably alleviated.
  - 4.2. The ACC Chair, and the veterinarian will have access to all animal facilities at all times.
  - 4.3. 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.
  - 4.4. The intent of the ACC is to resolve concerns of the ACC with the researcher/instructor. The ACC will invite the researcher/instructor, if necessary to appear before the committee.

## **5. Roles and Responsibilities**

### **5.1. Animal Care Committee**

- 5.1.1. 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,
- 5.1.2. ensure that no research projects or teaching programs (including field studies) involving animals be started without prior ACC approval or a written animal use protocol,
- 5.1.3. ensure that no animals be held for display or breeding purposes, or for eventual use in research and teaching without prior ACC approval of a written protocol except where CCAC guidelines provide for exemptions.
- 5.1.4. make the institution aware of the ACC mandate and responsibilities,
- 5.1.5. 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,
- 5.1.6. work with individuals to ensure that other animal-based activities such as commercial or recreational activities within the institution follow appropriate animal care and use procedures,
- 5.1.7. ensure that all animal users submit appropriate animal use forms to the ACC Coordinator for ACC review and approval; These forms must be clearly written so

that all members of the ACC can understand and must include all required information as described in the CCAC guidelines on animal use protocol reviews,

- 5.1.8. ensure that appropriate animal use forms are in place and in compliance with Canadian Council on Animal Care guidelines and modify forms as required.
- 5.1.9. review and assess all animal use protocols,
- 5.1.10. ensure that funded research involving the use of animals has been reviewed and approved before the release of funds,
- 5.1.11. ensure animal users update their protocols with any modifications they intend to make, and approve any modifications to a protocol before they are implemented. A "Request to Amend an Approved Protocol Form" with an update of their "Protocol Review Application" indicating any proposed changes to be made, must be reviewed by the ACC. These are approved before they are implemented.

Minor modifications may be approved by the Chair of the ACC or designate.  
Minor changes include:

- the addition or reduction of the number of animals from the original protocol if these are less than 10 percent of the original number.
- addition of personnel who have received proper training or have the proper experience to work safely with animals
- changes in the supplier of animals
- changes in minor procedures such as blood collection, injection route, type of gaseous anesthetic used, etc.
- change in drug(s) used, when the effects on the animal are equivalent

Major changes require that a new protocol be submitted to the ACC. Major changes are those aspects of the project that are significantly different from the original protocol and include:

- an increase of the number of animals in excess of 10% of the original proposed numbers,
- a change or addition of animal species,
- use of more invasive or more frequent procedures
- use of an entirely new procedure.

- 5.1.12. ensure that animal users report any unanticipated problems or complications, as well as steps taken to address the problem(s), to the ACC (Incident Reporting Form),

- 5.1.13. review multi-year protocols annually (ie. Within a year of commencement of the project) and must take into consideration changes in standards, guidelines and developments in the replacement, reduction and refinement of animal use. Annual renewals (Renewal Form) may be approved by a subcommittee of the ACC that includes one science member, the veterinarian and a community representative. These details will be brought to the next full ACC meeting. The ACC requires the submission of a new protocol after a maximum of three consecutive renewals.
- 5.1.14. confirm that a peer review of scientific merit has been done for research and testing projects involving animals by YukonU research services.
- 5.1.15. ensure that the pedagogical merit of teaching animal welfare protocols is evaluated,
- 5.1.16. 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;
- 5.1.17. undertake site visits of any 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;
- 5.1.18. ensure appropriate care of animals in all stages of life, and in all experimental situations with veterinary care always available;
- 5.1.19. ensure veterinary assistance in case of sickness, injury and elective procedures. These formal arrangements will be based on the elements contained in *the CALAM/ACMAL Standards of Veterinary Care* of the Canadian Association for Laboratory Animal Medicine (2020), which define the roles and responsibilities of veterinarians involved in scientific animal care and use programs;
- 5.1.20. Work with the veterinarian to establish procedures, commensurate with current veterinary standards for any animal use involving the University;
- 5.1.21. Ensure that policies to provide for a system of animal care that will meet the needs of the University are established, implemented and revised;
- 5.1.22. 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, no matter whether they wish to pursue the study immediately or not, in order to preserve the important data on various approaches to animal-

based studies, whether they work well or not;

5.1.23. ensure that for projects that have connections between multiple CCAC certified institutions, protocols are submitted to and evaluated by the YukonU ACC and the ACC of the connected institution(s) before any work involving animals begins.

5.1.24. 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 YukonU President;

5.1.25. 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.

5.1.26. 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;

5.1.27. 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

5.1.28. 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.

## 5.2. Yukon University/Senior Administration

5.2.1. work with the ACC to ensure that all ACC 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;



- 5.2.2. support the work of the ACC by appointing an ACC Coordinator and consulting veterinarian;
- 5.2.3. ensure that ACC members are provided with the necessary initial training and ongoing learning opportunities to better understand their work and role; and
- 5.2.4. value and recognize the work performed by the ACC ensuring that the ACC is well respected within the institution.
- 5.2.5. Ensure that Scientific Merit reviews or Pedagogical Merit reviews have been done for research and teaching protocols involving the use of animals.
  - 5.2.5.1. **Scientific Merit Review:** If the review has not been carried out by an external peer review agency, the YukonU research administration office should obtain a review in accordance with the YukonU Peer Review of Scientific Merit procedures and the CCAC Guidelines on Animal Use Protocol Review; The YukonU Peer Review of Scientific Merit form should be completed and submitted to the VPAR. Decisions on pedagogical merit will be provided to the ACC Coordinator.
  - 5.2.5.2. **Pedagogical Merit Review:** The YukonU Pedagogical Merit Review Committee (PMRC) will review teaching and training projects that involve the use of animals to determine the pedagogical merit of using animals. This review will be done prior to the ethics review of the AUP. The PMRC will submit a completed Review Form for Pedagogical Merit for the Use of Animals in Teaching for each animal use to the ACC Coordinator who will subsequently provide the information to the ACC.

### 5.3. Consulting Veterinarian

- 5.3.1. Serves on the ACC as an advisor and animal advocate on strategies to address the three Rs – reduction, refinement and replacement – and on matters of animal welfare, housing, care and use. This will include anesthesia and analgesia, suitability of animal models, establishment of endpoints, zoonoses, biohazards and health and safety.
- 5.3.2. Conducts site assessments of animal facilities
- 5.3.3. Is involved in developing, implementing and oversight of animal health programs for species at facilities and
- 5.3.4. participates in the ongoing improvements in animal and veterinary care

standards, guidelines and techniques through communications with the ACC, senior administration, researchers and staff to ensure best practices in animal care.

Yukon University will have a signed agreement with the consulting veterinarian. The agreement outlines and defines the expectations of both parties with regard to the ACC veterinary duties and responsibilities and describes the continuing education of the veterinarian on the use of animals in science. The ACC delegates to the veterinarian(s) the authority to treat, remove from a study or euthanize, if necessary, an animal according to the veterinarian's professional judgement.

#### 5.4. ACC Coordinator

- 5.4.1. works with the ACC to ensure that all animal users and caregivers are informed of and comply with institutional animal care and use policies and procedures.
- 5.4.2. assists research and teaching teams in planning for and carrying out their animal-based work according to external and internal standards.
- 5.4.3. advises researchers and instructors on ACC policies, standards and requirements.
- 5.4.4. oversees the pre-review process for new applications and attached documents to ensure compliance with ACC standards
- 5.4.5. ensures communications between animal users and the ACC.
- 5.4.6. helps to ensure that appropriate policies and procedures for animal care are in place, working with the ACC, veterinarian and senior administration.
- 5.4.7. organizes meetings of the ACC and site visits;
- 5.4.8. contributes to the training of ACC members, including providing relevant resources and information as necessary;
- 5.4.9. manages animal use protocols, including amendments and renewals;
- 5.4.10. produces and distributes ACC minutes and site visit reports, and ensuring appropriate follow up of any issues raised;
- 5.4.11. documents and files of all exchanges between the ACC, animal users, and senior administration;
- 5.4.12. contributes to the development and revision of the ACC 's terms of reference, animal use protocol forms and standard operating procedures (SOPs)
- 5.4.13. documents the training completed by all animal users; and
- 5.4.14. preparation of animal use data for sending to the CCAC in the Animal Use Data Form annually.
- 5.4.15. inform the CCAC Secretariat of any important changes to the Animal Care and Use Program, such as membership changes or reporting structure.
- 5.4.16. aid in recruiting members for the ACC.
- 5.4.17. update and maintain AUP forms, procedures and guideline documents as well as the other relevant information on the University website

5.4.18. assist in the preparation of the annual report for the President, VPAR and Senate.

## 6. Procedures for Protocol Review

The ACC will review, assess and approve all animal use protocols before any animal use activity begins. The ACC reviews and assesses AUPs using [CCAC guidelines: Wildlife, Guide to the Care and Use of Experimental Animals](#), the [Ethics of Animal Investigation](#) and the [Guidelines on: Animal Use Protocol Review](#) as well as on all other relevant CCAC guidelines and policy statements.

When necessary, the ACC can request further supportive information, clarification or additional details from the researcher/instructor. The ACC is open to having applicants attend an ACC meeting to help with understanding the procedures to be used on the animal.

Protocols will be reviewed regarding the ethical treatment of animals in all aspects of the procedures that are proposed. 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. Normally protocols deemed to be CCAC Category of Invasiveness “E” will not be considered for approval.

Prior to ethical review by the ACC, a protocol must be found to have scientific (research) merit or pedagogical (teaching) merit. Once these approvals are confirmed the ACC will conduct the ethical review.

- 6.1. Applicants submit an animal use protocol form to the ACC Coordinator who reviews it for completeness.
- 6.2. If complete, the ACC Coordinator submits to the ACC for review by members prior to the ACC meeting.
- 6.3. At a scheduled full meeting, the ACC Chair confirms that there are no potential conflicts of interest for members that might be perceived to influence the review/decisions before any discussion of the AUP. The ACC then discusses a AUP and make decisions during full committee meetings (except as otherwise provided).
- 6.4. Detailed discussions and recommendations are recorded at the meeting. This includes major concerns and considerations of all members. Committee members are not specifically identified in relation to concerns raised or comments provided.
- 6.5. The ACC considers each section of the application form to assess if:

- 6.5.1. the project will achieve its aim.
  - 6.5.2. it is essential that animals be used for the project.
  - 6.5.3. the applicant has explored all animal alternatives (consideration of the 3Rs - replacement, reduction, and refinement of animal use).
  - 6.5.4. the applicant has the skills to complete the project successfully as evidenced by training and experience.
  - 6.5.5. the level of invasiveness is appropriate.
  - 6.5.6. the endpoint(s) are appropriate.
- 6.6. The protocol decision can be one of the following:
- 6.6.1. Full Approved
  - 6.6.2. Conditionally approved - pending revisions
  - 6.6.3. Deferral – no decision until sufficient information provided - the researcher/instructor is asked to re-submit.
  - 6.6.4. Rejection – if protocol does not meet the standards for ethical practices set out by the CCAC guidelines and/or university policies and where revision is unlikely to enable the ACC to reach a decision to approve.
- 6.7. Approvals are obtained by consensus. If a protocol is not accepted unanimously, discussions of the concerns focus upon solutions.
- 6.8. The researcher/instructor will be advised of the ACC's decision by email, and asked to respond to any recommendations by email.
- 6.9. Each approved protocol shall be assigned a protocol number, which should be used to monitor the number of animals used.
- 6.10. A letter of approval is completed by the ACC Coordinator, signed by the Chair and forwarded to the researcher/instructor. This letter includes:
- 6.10.1. ACC reference number
  - 6.10.2. Name of applicant
  - 6.10.3. Date of the meeting at which the application was reviewed.
  - 6.10.4. Duration of the approval
  - 6.10.5. Information about any required follow-up reporting requirements (incident reporting, project closure etc).
- 6.11. Research and teaching protocols may be approved for up to four years but must be renewed at least annually.
- 6.12. The ACC Coordinator maintains all protocol files and correspondence pertaining to the file.

- 6.13. In addition to new AUP submission the ACC reviews major amendments, renewals, closure reports and post-approval monitoring reports.

## **7. Protocol Reviews involving Multiple Institutions**

For collaborative projects involving researchers from two or more institutions, the ACC will receive and review an AUP detailing the animal-based science to be undertaken for all animal activities involving YukonU employees and students. The ACC will communicate details of approvals to ensure documentation of review. The ACC's will determine the most effective monitoring process for each project. Communication between the ACC's will be through the ACC Coordinators to facilitate the process. Full details of the procedures are provided in YukonU Procedures on Animal-Based Projects Involving Two or More Institutions.

## **8. Renewals**

Each protocol must be reviewed annually, that is, within one year of commencements of the project and must take into consideration changes in standards, guidelines, and developments in the replacement, reduction and refinement of animal use. Requests for a renewal of amendments to protocols should be submitted using the relevant form.

Renewal applications should permit the ACC to review proposed modifications to the original protocol, if any, and the justification for the changes. Major modifications, including changes in animal species, category of invasiveness, the nature of the invasive procedure(s), or significant changes in the use of anesthetics/analgesics must be subjected to the same level of review and information requirements as a new proposal. All modifications must be approved and documented by the ACC before being initiated by the investigator. A protocol can only be renewed by the ACC 3 times and then a new protocol should be submitted.

## **9. Interim Approvals**

- 9.1. Where expedited approvals are reasonably required, an interim approval may be granted by an interim review of protocols by a sub-committee of the ACC appointed by the Chair. This process is not intended to replace timely submission of applications and should only be used in exceptional circumstances.
- 9.2. The sub-committee will include at least an animal user, a veterinarian, a community member and the ACC Coordinator. Normally the animal user will be the chair.
- 9.3. The interim approval process should be used infrequently and the interim review process, including exchanges between the ACC and protocol authors, must be documented.
- 9.4. Interim approvals are reserved for research or teaching opportunities that are of a

time-sensitive nature.

- 9.5. 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. Copies of all documents used by subcommittees are to be filed with the ACC coordinator.
- 9.6. If approval is granted, the interim approval must then be subject to discussion and final approval/ratification at the next full meeting of the ACC. The Interim committee Chair will provide an update to the full committee of any subcommittee activities and documentation provided to all members of the ACC by the ACC Coordinator.

## **10. Multi-site Protocols**

The jurisdiction of the ACC extends to all teaching and research activities involving live animals conducted on or off-campus by University employees, students or other individuals that may be connected with Yukon University.

## **11. Monitoring**

### **11.1. Post Approval Monitoring (PAM)**

YukonU ACC is committed to monitoring approved protocols for ethical and CCAC compliance, to ensure that approved protocols are adhered to and best practices are developed for problematic procedures. Post-approval monitoring (PAM) is required to provide assurance that all research and teaching involving animals are done in accordance with an approved ACC animal use protocols and conforms to all regulatory and institutional requirements. The PAM program procedures are outlined in Appendix A.

### **11.2. Site Visits**

The ACC will regularly visit animal care facilities and areas in which animals are used, in order to better understand the work being conducted within the institution, to meet with those working in the animal facilities and animal use areas and discuss their needs, to monitor animal based work according to approved protocols and SOPs, to assess any weaknesses in the facilities and to forward any recommendations or commendations to the person(s) responsible for the facilities and for animal use.

The ACC will visit animal use sites where possible. The ACC will document the visit through written reports and minutes and video/photo records. Researchers/instructors will respond to any ACC recommendations in writing, and site visit reports will be followed up on jointly by the senior administration (VPAR) and the ACC. Additional visits, may be done, if required to follow up on any protocols or raised concerns. These visits will be done by the Chair of the ACC or delegate.

### 11.3. Breaches of Compliance

The ACC is responsible for determining and working to correct breaches of compliance with approved animal use protocols and SOPs. The ACC works with animal users to ensure compliance with approved protocols through post approval monitoring processes. Attempts will be made in collegial ways with animal users to attempt to correct deficiencies collaboratively. Where there are persistent breaches of compliance or threats to the health and safety of personnel or animals, these must be reported to the VPAR. YukonU with the ACC must promptly address these issues, through communication with the animal user(s), meetings and site visits (where possible), and further communications with senior administrator(s), as necessary, and in keeping with requirements of the [Tri-Agency Framework: Responsible Conduct of Research \(2016\)](#).

## 12. Appeals Process

12.1. The VPAR has executive responsibility for the implementation of the University's Animal Care and Use Policy. The VPAR shall attempt to resolve objections from a project leader who cannot agree to alter their protocol so as to conform to the suggestions of the ACC. When an objection cannot be resolved, the VPAR must be provided with the ACC's decisions and a written appeal by the investigator must be made and the VPAR shall convene an Appeals Committee.

12.2. The appeal process is as follows:

#### 12.2.1. Informal Appeal

PI's or instructors, who disagree with the decisions of the ACC, with respect to any aspect of his/her research project/program regarding the use of animals, may appeal this decision by writing to the Animal Care Committee Coordinator. The ACC Coordinator shall forward the appeal document(s) to the ACC members for discussion at the meeting immediately following receipt of the appeal or at a specially called meeting. The ACC will review the written document and any supporting materials provided by the PI. An informal meeting may be called between the ACC and the PI to further discuss the AUP. Following consideration of any additional information, the ACC will reach a decision as to whether or not the additional information/explanation provided will result in a change to the ACC decision. Every attempt will be made by the ACC in consultation with the PI to reach a resolution by informal means

#### 12.2.2. Formal Appeal

In the event that a resolution of the matter has not been reached through the informal appeal process, the PI will refer the matter in writing to the VPAR. The VPAR will follow the YukonU ACC appeals procedures and appoint an ad hoc Appeals Committee to review the appeal. Decisions of the Appeals Committee



constituted by the VPAR will be considered final and there are no other appeals.

12.3. The Appeals Committee will be composed of at least three persons as follows:

12.3.1. One person named by the investigator of the protocol being considered

12.3.2. One person named by the VPAR (who may be a member of the ACC) and

12.3.3. One person, who shall be Chair, agreed upon by the investigator and the VPAR (failing such agreement, one person appointed by the President)

12.4. By majority vote, an Appeals Committee may confirm or modify the decision of the ACC and may impose its own conditions for approval of the project, or for its continuation. An Appeals Committee may halt an ongoing project.

12.5. The decision of the Appeals Committee shall be final. The University shall not overturn a decision by the ACC Appeals Committee in which it does not approve the use of animals in a research or teaching activity.

12.6. The Appeals Committee Chair will inform the ACC of the decision.

### **13. Standard Operating Procedures**

13.1. Standard operative procedures (SOP) may be developed for recurring operations involving animals. Research or teaching protocols may refer to approved SOP.

13.2. When an SOP is presented to the ACC for approval:

13.2.1. all members of the ACC will be given an opportunity to comment;

13.2.2. the Chair may appoint a sub-committee to examine the SOP and make recommendations to the full ACC on approval;

13.2.3. if the sub-committee recommends approval, the SOP shall have approved status until the next meeting of the ACC, when the status of the SOP will be determined by the ACC;

13.2.4. An SOP will not be approved for period greater than 3 years; an expiring or expired SOP may be submitted for review and re-approval;

13.2.5. The ACC Coordinator shall notify the Chair of the ACC, in a timely manner, of the pending necessity for review of SOPs established by the ACC, the Terms of Reference and the Animal Care and Use Policy.

13.3. The ACC may establish standardized procedures for protocol review, for post approval monitoring or for other purposes.

### **14. Education and Training**



The ACC will ensure that all animal users and animal care personnel have training appropriate to procedures proposed in approved protocols. It is expected that Yukon University will provide appropriate and ongoing training to employees whose duties routinely include animal care. The annual budget for the ACC will include funds for ongoing education and members of the ACC. Members of the ACC, animal users, and potential animal users will be strongly encouraged to engage in available educational and training opportunities related to animal care and use. The ACC coordinator will keep current in education and training opportunities that are available for these various groups and communicate this widely.

## 15. Conflict of Interest

- 15.1. Actual or potential conflict of interest arises when a member of the University is in a position to influence decisions made by the ACC which will benefit, either financially or personally, either that member or a person with whom the member has a relationship
- 15.2. Should such occasion occur, the member must:
  - 15.2.1. inform the Chair and ACC Coordinator on the nature and extent of the interest as soon as possible and no later than the meeting(s) at which the matter is to be considered;
  - 15.2.2. the member of the ACC with an identified conflict of interest may need to:
    - 15.2.2.1. withdraw from the meeting where the matter is being discussed
    - 15.2.2.2. refrain from taking part in any discussions of the matter; and/or
    - 15.2.2.3. refrain from voting on the matter