Yukon University Animal Care Committee
Review Procedures of Animal Use Protocols

All research and teaching activities involving animals requires YukonU Animal Care Committee (ACC) review and approval prior to the activity starting. The ACC reviews and assesses all animal use protocols, using the CCAC guidelines: Wildlife (March 2023), CCAC Guide to the Care and Use of Experimental Animals Volume 1 (1993, revised Apr. 2020), the CCAC Ethics of Animal Investigation (1989) and the CCAC Guidelines on: Animal Use Protocol Review (1997).

When required, the ACC requests further supportive information, clarification, or additional details from the researcher / instructor. The ACC is also open to having applicants attend an ACC meeting to help with understanding the procedures involving animals.

Protocols are reviewed with regard to the ethical use and treatment of animals in all aspects of the procedures that are proposed. Protocols submitted to the ACC must include sufficient information written in non-technical language, to describe and justify the research or teaching methods to be used. Protocols deemed to be CCAC Category of Invasiveness "E" are not generally considered for approval.

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

1. Applicants submit the YukonU Animal Use Protocol (AUP) form to the ACC Coordinator who reviews it for completeness. This submission should be at least 2 weeks before a scheduled full ACC meeting.
2. If complete, the ACC Coordinator submits to the ACC for review by members prior to the ACC meeting.
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 the protocol and makes decisions on this.
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.
5. The ACC considers each section of the application form to assess if:
   a. the project will achieve its aim
   b. it is essential that animals be used for the project

    c. the applicant has explored all animal alternatives (consideration of the 3Rs - replacement, reduction and refinement of animal use)

    d. the applicant has the skills to complete the project successfully as evidenced by training and experience

    e. the level of invasiveness is appropriate

    f. the endpoint(s) are appropriate

6. The protocol decision can be one of the following:

    a. Full Approved

    b. Conditionally approved - pending revisions

    c. Deferral – no decision until sufficient information provided - the researcher/instructor is asked to re-submit.

    d. 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.

7. Approvals are obtained by consensus. If a protocol is not accepted unanimously, discussions of the concerns focus upon solutions.

8. The researcher/instructor will be advised of the ACC's decision by email, and asked to respond to any recommendations by email.

9. Each approved protocol is assigned a protocol number, which is then used to monitor the number of animals used.

10. A letter of approval is completed by the ACC Coordinator, signed by the Chair and forwarded to the researcher/instructor. This letter includes

    a. ACC reference number

    b. Name of applicant

    c. Date of the meeting at which the application was reviewed

    d. Duration of the approval

    e. Information about any required follow-up reporting requirements (incident reporting, project closure etc).

11. Research and teaching protocols may be approved for up to a maximum of four years but must be renewed annually.

12. The ACC Coordinator maintains all protocol files and correspondence pertaining to the file.

13. In addition to new AUP submission the ACC reviews

    a. Major Amendments

    b. Renewals

    c. Closure reports

    d. Post-Approval Monitoring reports