

Policy Title: Animal Care Policy

Parent Policy: Integrity in Scholarship and Research

Policy Administrator: Vice Provost Research and Graduate Studies

Approving Body: University Senate

Approval History: April 29, 2014; Senate Motion #2013/14-046
September 2010, Revised
March 16, 2010, Office of the Provost

Purpose: The objectives of this policy are to clarify the policy and procedural requirements of the University to ensure the ethical and humane use and responsible care of animals in research, teaching and testing in accordance with the policies and guidelines of the Canadian Council on Animal Care (CCAC), the principles cited in the Memorandum of Understanding between the three Canadian federal granting agencies and Institutions that receive their awards, as outlined in the *Tri-agency Framework: Responsible Conduct of Research* document as well as other applicable guidelines and standards outlined in federal and provincial regulations.

Scope of this Policy: This policy applies to all members of the University who are involved, directly or indirectly, in the care and use of animals in research, teaching, and testing, on or off campus, and/or use TWU equipment, facilities or resources. Members of the University include faculty, undergraduate students and graduate students, postdoctoral fellows, research associates, technical staff, adjunct professors, visiting professors, and institutional administrators and officials representing the institution.

Policy Statement:

Responsibilities of University Members

The University expects of its members the highest standards of animal care and use in research, teaching, and testing. Members have a responsibility to the scientific and teaching community, and to society as a whole, for the proper stewardship of the animals under their care.

The use of animals and tissues derived from animals for research, teaching and testing is a privilege, not a right.

Members are expected to be familiar with TWU's applicable policies, the IACC Terms of Reference, Animal Use Protocols, related forms and Standard Operating Procedures, as well as the CCAC Policies and Guidelines.

Members must comply with the animal care policies and procedures of the University and the IACC, including adherence to the policies and guidelines of the CCAC, and all relevant provincial and national standards and regulations.

Members wishing to use animals for research, teaching or testing will submit an Animal Use Protocol (AUP) for review by the IACC.

Members may not proceed with research, teaching, or testing involving animals without approval by the IACC and renewal of the approved certificate when required by the IACC.

Authors of their Animal Use Protocols have the responsibility for all aspects of the protocol, including justification for the use of animals, ensuring those handling animals are adequately trained, that all IACC required documentation is provided and kept up to date (e.g. amendments, annual renewals, standard operating procedures), and that the work undertaken in practice is approved in principle by the IACC and meets institutional and CCAC standards.

Responsibilities of Administration

The Vice Provost, Research and Graduate Studies (VPRGS), is responsible for the implementation and administration of this policy.

The VPRGS ensures that the CCAC animal care requirements are in place and financially supported, including:

- a well-functioning IACC assisted by an animal care coordinator and veterinarian, to ensure compliance with all relevant animal care and use standards
- appropriate and sufficient animal research facilities
- sufficient and trained veterinary and animal care staff, with access to relevant continuing education and training, as required
- animal care researchers and personnel who understand their responsibilities to TWU's animal care and use program, who are trained in and accountable for TWU animal care requirements and adherence to the CCAC Policies and Guidelines.

For research projects involving animals, the VPRGS is responsible for ensuring that the project is independently peer-reviewed for its scientific merit before it can be approved by the IACC and funding released for animal-based work.

For teaching projects, the VPRGS is responsible for ensuring that during curriculum reviews and other individual course reviews, pedagogical merit, in which the value and need for using animals for various courses, is thoroughly examined and documented before the project can be approved by the IACC.

The VPRGS implements an occupational health and safety program to protect all those who may be exposed to animals and related hazards.

The VPRGS implements an emergency management program for the animal facilities and for the animal care and use program, in conjunction with a general institutional crisis management plan.

Responsibilities of the Institutional Animal Care Committee

The IACC reports to the VPRGS and is responsible for the daily oversight of this policy.

The IACC is responsible for the operation and the oversight of the animal care and use program. It is responsible for overseeing all animal care and use undertaken by members of the institution, including field studies, and ensuring compliance with institutional, CCAC and relevant provincial and national guidelines, policies, standards and regulations.

The IACC reviews the ethics of using animals for proposed research, teaching and testing protocols involving animals. If in compliance, the IACC approves the protocol, and a certificate of approval is

granted. The certificate is valid for one year, and can be renewed up to four years before a new protocol application must be submitted.

The IACC functions according to its Terms of Reference based on the most recent version of the *CCAC policy statement on: terms of reference for animal care committees* and the institution's own program.

Appeals

A member may appeal a decision of the IACC only on the basis of a procedural error or failure of the IACC to follow the CCAC Policies and Guidelines.

The appeal must be filed in writing with the VPRGS within 30 days of receiving their notification from the IACC.

The VPRGS will submit the application under appeal to the Animal Care Committee of an external institution for review.

The results of the external review shall be final.

Violations

The IACC will work in a collegial and proactive manner with all animal users to ensure understanding of and compliance with this policy and to correct any deficiencies. In the event that the IACC is not satisfied with the resolution of a deficiency, the matter will be recommended to the Office of the VPRGS for further investigation. Failure to adhere to the animal care policies and procedures of the University may result in disciplinary action, including the withdrawal of the privilege to use animals, freezing of research accounts, or other actions as may be deemed appropriate. Violation also may be subject to penalties under provincial and federal law.

References

- 1) CCAC Policy Statement for: senior administrators responsible for animal care and use programs
- 2) NAIT IR 12.0, 12.1, and 12.2: Policy, Guidelines and Procedures: Use of Animals in Teaching and Research
- 3) SFU Policy R20.03: Treatment of Animals in Research and Teaching
- 4) University of Calgary: Animal Care and Use Policy
- 5) UNBC: Animal Care and Use Policy

Definitions:

Animal: Any living non-human vertebrate, and higher invertebrate with well-developed nervous systems (eg cephalopods), including free-living embryos

CCAC: The national peer review agency responsible for setting and maintaining standards for the ethical use and care of animals used **in science** (research, teaching and testing) throughout Canada. Their purpose is to act in the interests of the people of Canada to ensure that the use of

animals employs optimal care according to acceptable scientific standards and to promote an increased level of knowledge, awareness and sensitivity to relevant ethical principles

IACC: Institutional Animal Care Committee, the local representative of the CCAC at the University. Institutional ACCs are responsible for overseeing all aspects of animal care and use and for working with animal users, animal care personnel and the institutional administration

TWU: Trinity Western University

VPRGS: Vice Provost Research and Graduate Studies: the senior administrator responsible for animal care and use at TWU.

Child Policies: None

Monitoring Data: The VPRGS will report annually to RAS the number and type of animal use protocols approved, as well as any incidents, or breaches of compliance.