

University Animal Care Committee Terms of Reference

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1.0 UACC Authority

- 1.1 The Board of Regents of the University mandates the UACC to approve, reject, propose modifications to or terminate any proposed or ongoing research/scholarship that is conducted within, or by, members of The University of Winnipeg, using the considerations set forth in the documents providing CCAC guidance and requirements, as well as other reasonable ethics considerations, including discipline-specific ethics guidelines.
- 1.2 The UACC, in accordance with CCAC policy, has the authority to:
 - 1.2.1 Insist on close monitoring of animals to ensure that unnecessary pain or distress is avoided; anesthesia and analgesia are properly and effectively used; appropriate post-operative care is provided; and all due consideration is given to animal welfare, including environmental enrichment.
 - 1.2.2 Stop any objectionable procedure if it considers that unnecessary distress or pain is being experienced by an animal.
 - 1.2.3 Terminate immediately any use of animals that deviates from the approved animal care application, any non-approved procedure, or any procedure causing pain or distress to animals.
 - 1.2.4 Humanely kill an animal if pain or distress caused to the animal is not part of the approved animal care application and cannot be alleviated.
 - 1.2.5 Determine where animals may be held, under what conditions, and for how long.
- 1.3 The UACC Chair and the Veterinarian must have access at all times to all areas where animals are or may be held or used.
- 1.4 The UACC Chair and the Veterinarian may choose to delegate certain responsibilities to one or more senior animal care staff members.

2.0 Composition and Terms

In accordance with CCAC's Terms of Reference for Animal Care Committees:

- 2.1 **Terms:** UACC members should be appointed for terms of no less than two years and no more than four years, renewable only up to a maximum of eight consecutive years of service. This does not apply to UACC members who must be part of the UACC because of their role within the institution like the UACC Coordinator, the veterinarian(s) and the animal facility manager.
- 2.2 UACC members who are members of faculty are normally appointed for three years (maximum term of four years), renewable to a maximum of eight consecutive years of service.

- 2.3 A former member who has been off the committee for at least three years may be reappointed for another term.
- 2.4 **The composition** of the UACC should include:
- 2.4.1 A chairperson
 - 2.4.2 scientists and/or teachers experienced in animal care and use, who may or may not be actively using animals during their term on the UACC; there should be a minimum of two such members, and representation of all the major animal-using divisions of the institution must be ensured;
 - 2.4.3 A veterinarian, normally experienced in experimental animal care and use
 - 2.4.4 An institutional member whose normal activities, past or present, do not depend on or involve animal use
 - 2.4.5 At least one community representative who has had no affiliation with the institution, and who has not been involved in animal use. A community representative, chosen from amongst appropriate community bodies (e.g., Humane Society, Winnipeg Zoo), should be knowledgeable in animal welfare. The appointment is for a maximum four-year term with the option to renew once.
 - 2.4.6 The Director of the Vivarium, or other person with overall responsibility for the animal facilities, whether a veterinarian, a scientist or a technical staff member.
 - 2.4.7 Technical staff representation
 - 2.4.8 A representative from Health and Safety
 - 2.4.9 A student representation (graduate and/or undergraduate) appointed annually by the VP-RI upon the recommendation of the UACC
 - 2.4.10 The UACC coordinator
- 2.5 **Special considerations for UACC Chairperson:**
- 2.5.1 The Vice-President, Research and Innovation (VP-RI) appoints the Chair in consultation with the UACC.
 - 2.5.2 The Chair must be knowledgeable about the application of the University's animal care policies and procedures.
 - 2.5.3 To avoid conflicts of interest, the UACC chair should not be directly involved in the management of the animal facilities, nor be a veterinarian for the institution, nor be an animal health or veterinary personnel member charged with ensuring compliance with CCAC guidelines, nor be involved in the preparation of a significant number of UACC applications.

- 2.6 **Ad hoc UACC members:** Upon the recommendation of the Chair, the VP-RI may appoint one or two members on an *ad hoc*, temporary basis (usually for the review of a single proposal) to participate in the review of animal care applications requiring specialized knowledge or involving other unusual ethical concerns. Such temporary committee members will have a vote, but only regarding the specific proposal(s) for which they have been asked to participate. Such persons need not be members of the University community.

3.0 Quorum, Meeting Frequency, Attendance

- 3.1 The UACC will normally meet monthly during the academic year, with a minimum of four meetings in each academic year. Additional meetings will be scheduled as needed. Scheduled meeting dates are posted on the Research Office website.
- 3.2 The meeting quorum shall be the majority of the UACC members and must include the University Veterinarian and the Community Representative.
- 3.3 Any UACC member who cannot attend a meeting shall send their regrets and, if appropriate, their comments relating to animal care applications under review.

4.0 Documentation of UACC deliberations

- 4.1 Minutes of UACC deliberations shall be kept.
- 4.2 For proposal reviews, the minutes shall document clearly the decisions, any dissents, and the reasons for them.
- 4.3 Although proposal deliberation minutes are generally confidential, such minutes (or relevant portions of them) shall be accessible to all UACC members (unless they relate to projects which they have submitted), authorized administrative assistants and the Vice-President (Academic) and Provost, and the VP-RI.
- 4.4 Minutes may be made available, when requested, to the Canadian Council on Animal Care.

5.0 Procedures:

- 5.1 Decisions on new animal care applications will be made at UACC meetings. When appropriate (during summer session, when no UACC meetings occur), a decision via email may occur, if the decision is unanimous amongst committee members. If unanimous decision is made amongst the UACC committee via email, then that decision stands. If not unanimous via email, the decision will be made at the next in person UACC meeting and interim approval may be granted until the meeting, if appropriate.
- 5.2 All UACC members, including those who are unable to attend a meeting, are encouraged to submit written comments concerning animal care applications for review at that meeting.

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- 5.3 If desired, either the investigator(s) or the committee may request an opportunity for the investigator to meet with the UACC before a final decision is reached. Investigators may not be present when formal deliberations occur.
- 5.4 Interim approvals may be granted, for a period of up to 45 days, by a sub-committee including the Chair and the Veterinarian, and the Community Representative (the UACC Executive). During the summer session, when no UACC meetings occur, interim approvals may be granted until the next UACC meeting or up to 45 days (whichever is longer). Interim approvals are subject to discussion and final approval at a full meeting of the committee.
- 5.5 The UACC should encourage the use of pilot studies with few animals when new approaches, methods or products are being tried, before approving new, large-scale animal care applications. Subsequent animal care applications based on the pilot studies must include a summary of the results of the pilot study.

6.0 UACC Animal Care Application Review

- 6.1 Review and approval of animal use is required:
 - 6.1.1 whether the work is undertaken by faculty, staff or students;
 - 6.1.2 whether or not it is funded by or jointly conducted with outside agencies;
 - 6.1.3 whether or not it is contract research
 - 6.1.4 whether it is funded or unfunded;
 - 6.1.5 whether it is conducted inside or outside Canada;
 - 6.1.6 whether or not it is intended for publication;
 - 6.1.7 whether or not it is a pilot study;
 - 6.1.8 whether or not it is conducted as a pedagogical exercise;
 - 6.1.9 whether or not it is approved by another institution's Animal Care Committee
 - 6.1.10 regardless of the number of subjects involved.
- 6.2 Although it is the ultimate responsibility of the UACC to decide whether or not to approve projects, the emphasis in review should be on collegial practices and educational initiatives, in an atmosphere of respect for animal welfare, ethical rigor, and academic inquiry.
- 6.3 The UACC reviews and assesses all animal use animal care applications, ensuring scientific or pedagogical merit and, where necessary, may require further supportive information from the investigator/teacher to ensure that all members of the committee understand the procedures to be used on the animals.

- 6.4 The committee must also ensure that all procedures comply with CCAC guidelines and, if at variance with those guidelines, require justification for the variance on scientific grounds.
- 6.5 Projects lasting longer than one year require annual review, and, at the UACC's discretion, other projects may require more frequent progress reports. For some research, project-end reports may be required. Renewals may be used for three successive years after the original approval of the application, after which time, a new application must be submitted.
- 6.6 The UACC should ensure that no animals be held for display or breeding purposes, or for eventual use in research, teaching, or testing projects, without prior and current UACC approval of a written animal use animal care application.
- 6.7 The UACC should ensure that, for research and testing projects, a peer review of scientific merit is carried out. If the review is not carried out by an external peer review agency, the UACC Animal care application Review Committee will require that it be obtained according to the CCAC Guidelines on Animal Utilization Animal care application Review and the CCAC policy statement on: pedagogical merit of live animal-based teaching and training
http://www.ccac.ca/Documents/Standards/Policies/Pedagogical_merit_of_live_animal-based_teaching.pdf

7.0 SOPs and Institutional Policies Relevant to Animal Care and Use

- 7.1 In accordance with CCAC guidelines, the UACC shall approve all SOPs and institutional policies relevant to animal care and use. SOP review may be delegated to UACC members with the appropriate expertise, the full UACC should review all SOPs that directly relate to animal procedures and husbandry. When appropriate (during summer session, when no UACC meetings occur) decision via email may occur, if the decision is unanimous amongst committee members. If unanimous decision is made amongst the UACC committee via email, then that decision stands. If not unanimous via email, the decision will be made at the next in person UACC meeting.
- 7.2 All SOPs and institutional policies relevant to animal care and use shall include:
 - 7.2.1 Title
 - 7.2.2 Date of Approval/Renewal
 - 7.2.3 Record of Revisions
- 7.3 Every three years, the UACC must review and renew their approval of existing SOPs and institutional animal care and use policies.
- 7.4 SOPs or institutional policies relevant to animal care and use which are not currently in use at the time of renewal can be designated "inactive" and reflected as such on the table of contents (see 7.5) and the record of revisions within the SOP or policy itself. To reactivate an "inactive" SOP or policy, the UACC executive shall review and approve the reactivation which shall be reflected as such on the table of contents (see 7.5) and in the record of revisions within the SOP or policy itself, and the approval date shall be updated.

- 7.5 A table of contents (TOC) of all approved SOPs, regardless of whether they are project-specific or general in nature, will be maintained and uneditable versions of approved SOPs will be available in hardcopy and electronically as appropriate.
- 7.6 PIs may develop SOPs specific to their animal care applications for procedures for which there is not already an existing SOP. These SOPs must be attached to their UACC application. Approval of the UACC application includes approval of the attached SOPs unless otherwise stated in approval letters. As such, approved SOPs should be updated with information in accordance with 7.2, added to the TOC and made available as per 7.5.

8.0 Site Visits

- 8.1 All members of the UACC must undertake site visits of animal care facilities and laboratories where animals are used at the University at least once a year. Visits are conducted in order to:
 - 8.1.1 better the understanding of the work being conducted within the University;
 - 8.1.2 meet with those working in the animal facilities and animal use areas and discuss their needs;
 - 8.1.3 monitor animal-based work according to approved animal care applications and SOPs; and
 - 8.1.4 provide written recommendations citing areas of improvement.
- 8.2 Visits should be documented through UACC minutes or written reports. Reports should assess any weaknesses in the facilities and make recommendations which will be forwarded to the animal facility manager. Responses from the facility which are not accepted by the majority of the UACC membership will be documented in the committee minutes and referred to the VP-RI for final disposition and discussion with the facility manager. The VP-RI will inform the committee of the ultimate outcome of these discussions.
- 8.3 The UACC, through a post-approval monitoring team (delegated by the UACC, typically involves the Vivarium Director) must undertake site visits of all animal use areas / experimental laboratories within the University at least once EVERY 3 YEARS.

9.0 Responsibilities of the UACC

- 9.1 Ensure that no animals are acquired and no animal use begins without UACC approval.
- 9.2 Ensure that all animal users are aware of all UACC policies and procedures and ensure they are familiar with CCAC's Guide to the Care and Use of Experimental Animals and Ethics of Animal Experimentation statements, all federal, provincial or municipal statutes that may apply, as well as other associated University requirements.

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- 9.3 Ensure that all animal care applications are reviewed annually, i.e. within a year of commencement of the project.
- 9.4 Approve any amendments to an animal care application before they are implemented.
- 9.5 Implement a program of Post-Approval Monitoring (PAM) proportionate to the level of risk pertaining to each animal care application. Under the PAM program, all animal care applications are subject to UACC monitoring at least once every twelve months from the start date of the project. Projects involving higher categories of invasiveness, for example, may be subject to more frequent monitoring activities. The post-approval monitoring team is delegated by the UACC and typically involves the Vivarium Director.
- 9.6 Regularly review frameworks to ensure the establishment and implementation of a system of animal care that will meet the needs of the institution. The UACC's review of Policies and Procedures will subsequently make recommendations of any necessary changes for VP-RI approval. The review will:
 - 9.6.1 Require that all animal use be conducted within the guidelines as set out in CCAC's Guide to the Care and Use of Experimental Animals and according to any federal, provincial and institutional regulations that may be in effect.
 - 9.6.2 Ensure adequate animal care and management of the animal facilities, in particular by verifying that there are adequately trained personnel to provide animal care and operation of the animal facilities.
 - 9.6.3 Include the training and qualifications of animal users and animal care personnel.
 - 9.6.4 Include standards of husbandry, facilities and equipment.
 - 9.6.5 Include standard operating procedures for all activities and procedures that involve animals, including euthanasia and monitoring animal care and experimental procedures.
 - 9.6.6 Include review and revision of its Terms of Reference to meet new CCAC policies/guidelines, changing needs within the University, the scientific community, the animal welfare community and society as a whole.
- 9.7 Serving as an appeal body under the terms of a joint appeal agreement between Brandon University and The University of Winnipeg in the event of an appeal at Brandon University of a decision made by that University's Animal Care Committee.
- 9.8 Maintaining contact with the CCAC Secretariat, and informing the Secretariat of any changes to the Program. The UACC will, as required, submit complete and accurate animal use information in the CCAC Animal Use Data Form (AUDF) format for all animal care applications and any other documentation required by the CCAC, annually and also when required in pre-assessment documentation.

10.0 Responsibilities of Vice-President, Research and Innovation:

- 10.1 Work with other senior administrators to ensure that appropriate standards of animal care and use, as defined by the CCAC, are met.
- 10.2 Oversight of the implementation of the UACC Policy and its associated documents.
- 10.3 Ensure that there are mechanisms in place to ensure that the proposed animal-based work has merit.
- 10.4 Ensure that an appropriately composed and structured and well-functioning University Animal Care Committee is in place for the institution, according to the most recent version of the CCAC policy statement Terms of Reference for Animal Care Committees, and that this committee is provided with sufficient, qualified human resources (UACC coordinator). The VP-RI's office will provide the UACC with sufficient administrative assistance to ensure that adequate record keeping is maintained and that animal care applications are processed.
- 10.5 Ensure that there are sufficient and well-structured veterinary staff resources, knowledgeable with regard to the species used and types of animal use undertaken by the members of the institution.
- 10.6 Ensure animal users are well informed with regard to all aspects of the Animal Care and Use Program, and understand that using animals is a privilege that is granted with the understanding that institutional, provincial, and national standards with respect to animal care and use, including CCAC policies and guidelines, are followed.
- 10.7 Ensure a sound structure is in place to support a solid program and foster good communication between the animal users, UACC, and veterinary and Animal Facility Staff, and to normally have them address differences of opinion without calling upon the VP-RI. However, where serious differences of opinion cannot be resolved, the VP-RI must be prepared to address this.
- 10.8 Working through the animal facility manager, ensure appropriate and sufficient animal facilities are in place for the species to be held and the types of work to be undertaken.
- 10.9 Ensure institutional measures are in place to protect all those who may be exposed to animals from related hazards, by implementing a complete Occupational Health and Safety Program.
- 10.10 Ensure that the institution prepares appropriately for every CCAC assessment visit, and that it has each of the elements listed above in place. The VP-RI should also ensure that the members of the Animal Care and Use Program, including him/herself, are available to answer the CCAC's questions and that comprehensive responses are provided in a timely manner to address CCAC recommendations about institutional program deficiencies.

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- 10.11 Develop a crisis management program for the animal facilities in conjunction with any general institutional crisis management plan(s). The Institutional Crisis Management Program should address threats unique to the animal use program.
- 10.12 Ensure there are sufficient individuals with the appropriate level of relevant training and expertise in place to coordinate the day-to-day operations of all UW animal facilities.
- 10.13 Ensure funding to meet applicable requirements with respect to maintenance, upgrade, and long-term planning of facilities.
- 10.14 To accomplish this, with the support of the VP-RI, the UACC may provide periodic opportunities for education on animal research ethics to its own members and to members of the University's research community. The UACC, from time to time, may sponsor seminars or workshops on the use of animals in science and the ethics of animal experimentation, and will encourage as many animal users, animal caregivers, students, UACC members, and other interested parties as possible to attend.
- 10.15 The UACC will achieve and maintain a high profile within the University and in the greater community in order to demonstrate the University's efforts in promoting animal welfare and to allay some of the public concerns regarding animal experimentation. To accomplish this, with the support of the VP-RI, the UACC will be open to developing and maintaining communication with animal welfare organizations. The UACC should be prepared to cope with community criticism, which may develop from time to time.

11.0 Responsibilities of the UACC Chair

- 11.1 Ensure that the UACC interacts with investigators in a spirit of collegiality
- 11.2 Chair UACC meetings
- 11.3 Review all animal care applications received by the UACC
- 11.4 Sign animal care application approvals
- 11.5 Consult with investigators and other relevant individuals as required;
- 11.6 Ensure the UACC meets at reasonable, scheduled, publicized time intervals;
- 11.7 Appointing *ad hoc* temporary UACC members as required;
- 11.8 Participate the UACC and University ethics educational undertakings;
- 11.9 Ensure that problems arising with these *Terms of Reference* are noted for the purpose of future revision, and that such revision occurs as required; and
- 11.10 Ensure that required CCAC reports are submitted.

12.0 Responsibilities of the Veterinarian

- 12.1 Provide advice on the overall direction of the University's Animal Care Program;
- 12.2 Provision of veterinary and animal health care services and ensuring that animal welfare needs are identified;
- 12.3 Support and facilitate the research program, and assisting the UACC to ensure compliance with applicable requirements;
- 12.4 Review all animal care applications received by the UACC;
- 12.5 Assist the UACC in ensuring that University policies on the care and use of experimental animals are being implemented appropriately throughout the institution.
- 12.6 Have the authority to order suspension of any procedures causing unacceptable animal suffering. The intention of the suspension is to allow the Veterinarian to consult with the researcher. In the event that the Veterinarian and the researcher are unable to resolve any conflict arising, the Veterinarian shall have the authority to treat, remove from a study, terminate procedures or euthanize, if necessary, an animal according to his/her professional judgment.
- 12.7 Attempt to contact the animal user before beginning any treatment that has not previously been agreed upon, but the veterinarian must have the authority to proceed with any necessary emergency measures, whether or not the animal user and Chair are available.
- 12.8 Have the authority to order the immediate institution of any necessary safety procedures.
- 12.9 Be authorized to carry out any necessary laboratory work, to be paid for by the University, for the diagnosis of disease.
- 12.10 Attend meetings called by the UACC.
- 12.11 Remain "on-call", and, when he/she is unavailable, ensure that back-up veterinary services are in place.
- 12.12 Conduct as-needed visits of the animal facilities.
- 12.13 Undertake professional development activities in order to keep abreast of emerging knowledge and practices in laboratory animal medicine and care.
- 12.14 Serve as an expert to UACC on relevant animal care issues, as required.
- 12.15 Provide leadership and advice in the maintenance and planning of Facilities.
- 12.16 Act as a resource person to Animal Users regarding animal care application development.

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12.17 Establish procedures, commensurate with current veterinary standards, to ensure that:

12.17.1 All due consideration is given to animal welfare, including environmental enrichment.

12.17.2 Unnecessary pain or distress is avoided.

12.17.3 Anesthesia and analgesia are properly and effectively used; the only exception to this may be when agents must be withheld as a scientifically-justified requirement of the study, and that this has been approved by the UACC. Painful studies requiring exemption from the use of either anaesthetics or analgesia must be subject to particular scrutiny, not only prior to approval, but also during the experiment. (Note: Category E studies are not permitted at UW.)

12.17.4 Appropriate post-operative care is provided.

13.0 Responsibilities of the Community Representative

- 13.1 Have no affiliation with The University of Winnipeg and have some demonstrable interest in animals.
- 13.2 Attend meetings of the UACC
- 13.3 Review animal care applications (new applications, renewals, major amendments) when appropriate
- 13.4 Contribute to the discussions and decisions on all animal care applications
- 13.5 Acting as a liaison for the UACC with the community.

14.0 Responsibilities of the UACC Coordinator

- 14.1 Provide administrative support for the activities of the UACC.
- 14.2 Document all UACC Animal care application Review Committee discussions and decisions in the committee minutes and on attachments to the animal care application forms.
- 14.3 Act as a resource for the UACC Chair, UACC, and University Veterinarian.
- 14.4 Prepare the CCAC reassessment documentation.
- 14.5 Maintain liaison with the CCAC Secretariat and with provincial authorities where applicable
- 14.6 Submit animal use information in the CCAC Animal Use Data Form (AUDF) for all animal care applications annually
- 14.7 Issue animal approval notifications allowing the animal facility to order animals.

14.8 Report evidence of non-compliance to the UACC Chair.

15.0 Responsibilities of all animal users at UW

- 15.1 Design and carry out all animal use in accordance with the applicable requirements
- 15.2 Ensure an approved animal care application is in place prior to initiation of work or acquisition of animals.
- 15.3 Ensure animal use is carried out as approved.
- 15.4 Refuse to undertake any project involving animal subjects without obtaining the necessary approval.
- 15.5 Ensure animal users under their supervision or associated with their animal use are appropriately trained.
- 15.6 Comply with the Canadian Council on Animal Care Guidelines on Institutional Animal User Training (CCAC 2015).
 - 15.6.1 Serving, as may be reasonably required, on the UACC.
 - 15.6.2 Implementing the principles of the 3R's in research design as applicable.
- 15.7 Comply with all undertakings, reporting procedures and monitoring procedures that form the conditions of project approval.
- 15.8 Familiarize themselves with the documents providing Canadian Council on Animal Care guidance and requirements, UW animal policies and procedures, as well as any relevant disciplinary and regulatory ethics guidelines and legislation, and to abide by these.
- 15.9 Consider and resolve any ethical issues raised by the animal use they plan to undertake, consulting as appropriate with colleagues, instructors and members of the UACC.
- 15.10 Ensure that animal care applications submitted for review are complete and describe all aspects of intended animal use.
- 15.11 Disclose any real or apparent conflicts of interest.
- 15.12 Disclose to the UACC in their animal care applications any procedural complications that have occurred in the past and may be reasonably expected to occur again.
- 15.13 Disclose any adverse events that exceed the level anticipated, unanticipated problems or complications, as well as the steps they have taken to address the problem(s), to the UACC as soon as possible.
- 15.14 Have each animal care application reviewed annually.
- 15.15 Attend a facility orientation prior to starting animal use or a refresher as required.

16.0 Responsibilities of Animal Facility Management and Staff

- 16.1 Report to the VP-RI for administrative purposes.
- 16.2 Report to the University Veterinarian and UACC for all matters related to animal care and welfare.
- 16.3 Provide support to any member of the University academic staff who has the approval of the UACC to use animals for research, teaching, and testing.
- 16.4 Ensure animal care is compliant with CCAC Guidelines.
- 16.5 Ensure any animal use has received the necessary approval
- 16.6 Be aware of the applicable policies and conditions of approval
- 16.7 Ensure all animal use is carried out as approved, both by the researcher and by Animal Facility Staff.
- 16.8 Report deviations to animal use to the University Vet and UACC chair.
- 16.9 Report animal health and welfare matters to the University veterinarian.
- 16.10 Ensure standard operating procedures for animal care and use are developed and followed, and adequately meet the requirements of animals at all life stages.
- 16.11 Ensure current documents are kept on file, including: all active animal care applications, SOPs, animal order notifications, Safety Office (SO) Program documents, air exchange and ventilation reports, and current UACC Policies and Procedures.
- 16.12 Ensure all facility environmental and HVAC systems are maintained and perform as designed and in compliance with CCAC requirements.
- 16.13 Ensure a formal orientation is provided to all faculty, technicians and students prior using the university animal use facilities. The orientation shall include: a tour, animal facility operations orientation, UACC Policies and Procedures, Occupational Health and Safety Program, and applicable Standard Operating Procedures. The Animal Facility Staff will formally document the individuals who take part.
- 16.14 Address any facility user concerns in a timely fashion and inform the relevant researcher and, if applicable, student of the outcome. In situations where concerns have not been addressed, the Animal Facility Staff will inform the UACC Chair, and University Vet. If the concern persists, the UACC Chair and UACC Committee may become involved.
- 16.15 Before any animals are ordered, ensure an Animal Order Notification Form is on record. Without the official Animal Order Notification Form, animals will not be permitted into the animal complex.
- 16.16 Maintain a record of animals approved on a study and animals used.

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- 16.17 Provide an annual report to the Research Office noting the number of animals used in each authorized study and ensure that the actual use does not exceed the number approved by the UACC.
- 16.18 Ensure no animals are held without a valid non-expired animal care application.
- 16.19 Ensure that animals are identified and that the animal care application they are assigned to is known.
- 16.20 Ensure the physical security of the animals and research facilities.
- 16.21 In addition to the responsibilities listed above, **Animal Facility Management** is responsible for:
 - 16.21.1 Operations of the facilities
 - 16.21.2 Ensure the facilities meet all applicable requirements and adequately meet the requirements of animals at all life stages.
 - 16.21.3 Acquisition, daily maintenance, and care of animals in the facility.
 - 16.21.4 Ensure there are sufficient and well-structured Animal Facility Staff resources, knowledgeable with regard to the species used and types of animal use undertaken by the members of the institution.

17.0 Responsibilities of Safety Officer:

- 17.1 Attend UACC meetings and any other meetings on an as-needed basis.
- 17.2 Perform hazard identification, risk assessment, personnel training and protection, provide written procedures and policies regarding hazard use and monitoring, and medical evaluation. The extent and level of participation of personnel in the program will be based on the hazards posed by the animals and materials used; on the exposure intensity, duration, and frequency; on the susceptibility of the personnel; and on the history of occupational illness and injury.

18.0 Responsibilities of UW Departments

- 18.1 Ensure that all animal users are aware of UACC policies and procedures
- 18.2 Ensure that for teaching programs, the course has been reviewed with respect to the pedagogical merit of using live animals.
- 18.3 Abide by the University's Policies and Procedures for ethics review.

19.0 E Category of Invasiveness Studies

- 19.1 E category studies are procedures that cause severe pain near, at, or above the pain tolerance threshold of unanesthetized conscious animals and cannot be relieved by analgesia (e.g., when toxicity testing and experimentally-induced infectious disease studies have death as the endpoint).

- 19.2 E category studies could include surgical procedures, exposure to noxious stimuli or agents whose effects are unknown, exposure to drugs or chemicals at levels that (may) markedly impair physiological systems and which cause death, severe pain or extreme distress, completely new biomedical experiments which have a high degree of invasiveness, behavioral studies about which the effects of the degree of distress are not known, use of muscle relaxants or paralytic drugs without anesthetics, burn or trauma infliction on unanesthetized animals, and a euthanasia method not approved by the CCAC.
- 19.3 For ethical reasons, E category studies will not be conducted at The University of Winnipeg.

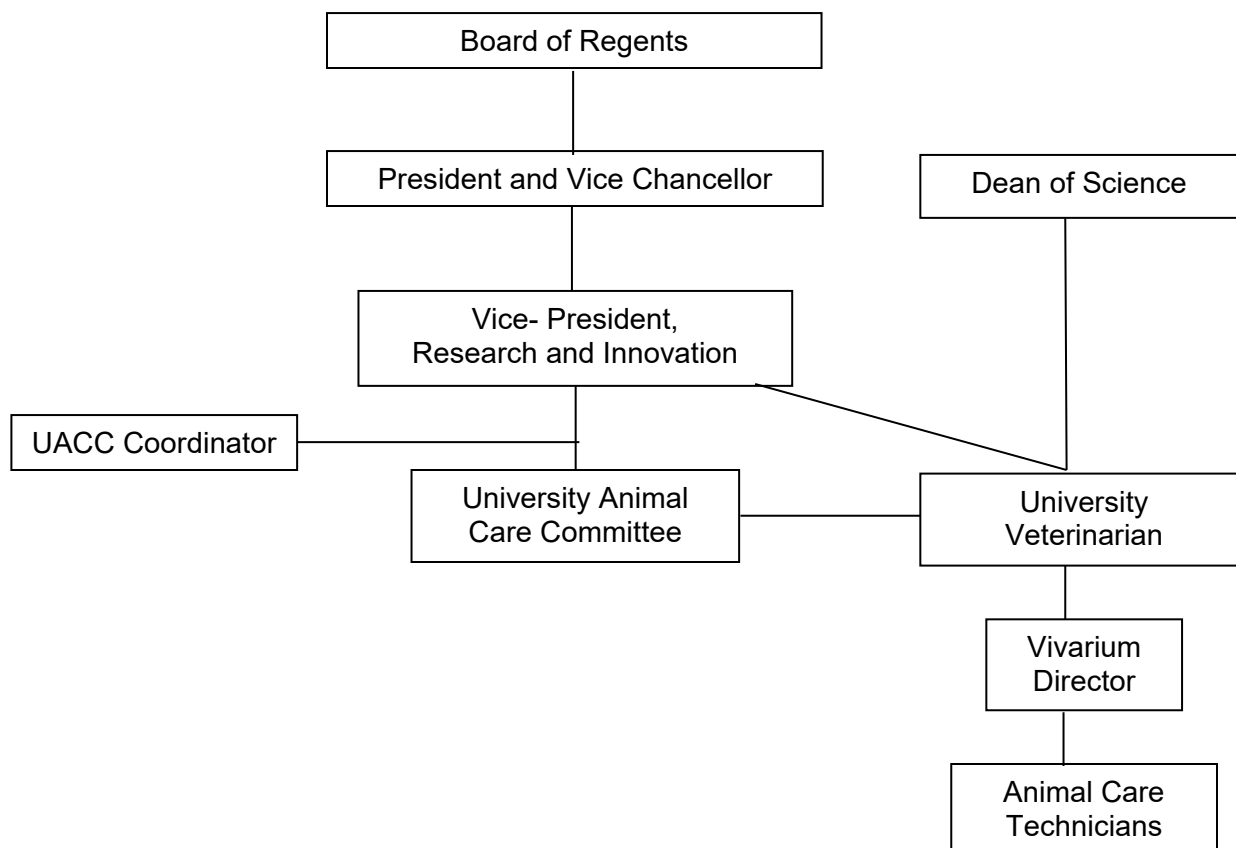
20.0 Non-research animals on campus

- 20.1 If animals are part of a public display or purchased with institutional funds, or in any way work-related (fish in a tank where aquatic plants are held, for example) then institutional approval is needed.
- 20.2 Service animals are permitted on campus with a certificate. Animals that are not in an enclosed system should be approved through the Health and Safety office.

21.0 Release of Research Funds

- 21.1 According to Tri-Council policy, for federally-funded research full ethics approval must be obtained within 6 months of the start of the funding term.
- 21.2 Funds for research activities directly involving animal use will not be released until all relevant ethics certification is in place.
- 21.3 In the case of funds to be used for preliminary project-related activities not requiring ethics review (i.e., salaries, equipment, material and supplies, travel), that portion of the grant funds identified for these purposes may be released to the researcher.
- 21.4 Researchers may submit a Request for Preliminary Access to Grant Funding before Activity Requiring Ethics Approval is Undertaken (RPA) form which will be reviewed by the UACC Executive Committee. If the Executive Committee is confident that the funds will be used only for preliminary project-related activities not requiring ethics review (i.e., salaries, equipment, material and supplies, travel), that portion of the grant funds identified for these purposes will be released to the researcher.

22.0 UACC Organization Chart



23.0 Record of revisions

Version Date Revised	Summary of Revisions	Revisions Made By	New Version Date
14 Sept 2022	Integrated responsibilities from Animal Care Policy and organization chart into TOR, minor changes to references to consulting with vet/community rep if they cannot attend a meeting as quorum impossible without them, hence no meeting.	Rachel Keijzer, acting UACC Coordinator	11 Feb 2023
March/ May 2023	Edited language under General Procedures, and SOPs, to reflect that decisions may be made via email (when appropriate) as long as the board is unanimous. Smaller details were also fixed including: specifying the post-approval monitoring team, and added maximum times a protocol can be renewed.	Theresa Mackey, UACC Coordinator	24 May 2023

