

## INSTITUTIONAL ANIMAL CARE AND USE POLICY

This document is the parent policy for any College procedures. Questions regarding this policy are to be directed to the identified Policy Owner.

<b>Category:</b>	A General
<b>Policy Number:</b>	A20
<b>Approval Date:</b>	November 21, 2019
<b>Effective Date:</b>	November 21, 2019
<b>Policy Owner:</b>	Vice President Academic

<b>Objective:</b>	<p>Olds College’s Animal Care and Use policy is comprised of three directives: a) animals may be used to meet learning and research outcomes only when replacement alternatives are not suitable or available; b) all animal use on campus is subject to the Institutional Animal Care and Use Committee (IACUC); c) when animal use is required to meet learning and research outcomes, Olds College is committed to their responsible use and care.</p>
<b>Policy:</b>	<p>This policy directs all animal use on campus.</p> <ul style="list-style-type: none"> <li>• This policy and its associated procedures are guided by the Terms of Reference for Animal Care Committees from the Canadian Council on Animal Care (CCAC).</li> <li>• The Canadian Council on Animal Care requires that institutions conducting animal based research, teaching or testing establish an Institutional Animal Care and Use Committee (IACUC), and that it be functional, active and is the only authority on campus to make animal use approvals.</li> <li>• IACUC is responsible directly to the Vice President, Academic for animal care and use for the institution.</li> <li>• The institution and all Olds College staff and contractors who work with animals must work with the IACUC to ensure that all animal users and caregivers are informed of and comply with institutional animal care and use policies and procedures.</li> <li>• The institution must support the work of the committee and appoint an IACUC coordinator to ensure that animal use protocols are well managed and committee functions are performed.</li> </ul>

<b>Definitions:</b>	<p><b>Animal</b> - for this policy an animal includes, but is not limited to, production animals (cattle, sheep, swine) along with companion animals (horses, dogs, cats, birds, and various exotic animals).</p> <p><b>Canadian Council Council on Animal Care (CCAC)</b> - national peer-review organization responsible for setting, maintaining, and overseeing the implementation of high standards for animal ethics and care in science throughout Canada.</p>
<b>Related Information:</b>	<p><a href="#">CCAC Terms of Reference for Animal Care Committees</a></p>
<b>Related Procedures:</b>	<p><a href="#">A20 - Institutional Animal Care and Use Procedure</a></p>
<b>Review Period:</b>	<p>3 years Next Review: November 21, 2022</p>
<b>Revision History:</b>	<p>2002: Revision / Renewal 2007: Revision / Renewal 2010: Revision / Renewal 2013: Revision / Renewal 2016: Revision / Renewal</p>

## INSTITUTIONAL ANIMAL CARE AND USE PROCEDURES

This procedure is governed by its parent policy. Questions regarding this procedure are to be directed to the identified Procedure Administrator.

<b>Category:</b>	A General
<b>Parent Policy:</b>	A20
<b>Approval Date:</b>	November 21, 2019
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<b>Procedure Owner:</b>	Vice President Academic

<b>Overview:</b>	<p>All college courses and research that use animals must develop an Animal Use Protocol (AUP) and Standard Operating Procedures (SOP) that must be approved by the Institutional Animal Care and Use Committee (IACUC) prior to commencement and then reapproved every 3 years thereafter or until the course or research is no longer conducted. Substantive changes to an AUP will require reapproval prior to the implementation of changes.</p> <p>The IACUC coordinates with two independent sub-committees -- the pedagogical merit review and scientific merit review committees -- to ensure that policy A20 is effective.</p>
<b>Procedures:</b>	<p><b>1. IACUC Committee Operation</b></p> <p>The Institutional Animal Care and Use Committee is the approving body for all institutional animal use and is responsible to:</p> <ol style="list-style-type: none"> <li>a. Require all animal users to submit an animal use protocol (AUP), pedagogical merit and/or scientific merit proposal form(s) that meets CCAC guidelines (Appendix 2) along with standard operating procedures (SOP).</li> <li>b. Review and assess animal use protocols and approved by committee consensus, prior to the commencement of animal use. This process includes:             <ol style="list-style-type: none"> <li>i. Full committee approvals of new or changed AUPs (Appendix 2).</li> <li>ii. Accepting and acting on the recommendations of the pedagogical merit and scientific merit review committees.</li> <li>iii. Annual progress reviews of existing protocols without changes (Appendix 3) with a full approval every third year.</li> <li>iv. Consider interim approvals of AUPs if no regular meeting of the IACUC is scheduled prior to animal use. In these situations the Chair, farm supervisor and external veterinarian may issue</li> </ol> </li> </ol>

interim approval. Interim approved protocols must receive full approval at the next regular committee meetings.

- c. Ensure all institutional use of animals for research or education has either scientific or pedagogical merit. These are determined independently by separate committees that report recommendations back to the IACUC following review. (See PROCEDURE sections 1.a, 1.b.ii, 2 and 3)
- d. Ensure that all animal users have the opportunity to become familiar with CCAC's Guide and Ethics statement, federal, provincial or municipal statutes that may apply, as well as the requirements of Olds College. This applies to both Olds College enterprises and joint venture enterprises at Olds College.
- e. Ensure that Standard Operating Procedures (SOP) are maintained and adhered to for each animal enterprise operated by Olds College. This involves the full range of SOPs noted in the Animal Hospital and Wards Protocol Manual, the CCAC guidelines on: the care and use of farm animals in research, teaching and testing and Olds College protocol on animal processing.
- f. Ensure that animal use protocols are followed after approval (post-approval monitoring).
- g. Ensure appropriate care of animals in all stages of their life. Veterinary care must be made available when appropriate, at least on a consultative basis.
- h. Give authorization to a veterinarian to treat, remove from study or euthanize if necessary, an animal according to his/her personal judgment.
- i. Establish and implement policies that will provide for a system of animal care that will meet the needs of the institution and include:
  - i. the requirement that all animal care and animal experimentation are conducted within the guidelines as set out by CCAC, and any federal, provincial and institutional regulations that may be in effect;
  - ii. the employment of qualified animal care personnel with access to professional development
  - iii. standards of husbandry, facility and equipment;
  - iv. all activities and procedures that involve animals;
  - v. procedures for euthanasia.
- j. Ensure that the veterinarian members have direct access to the Chair.

### **1.1 Membership**

- Committee Chairperson - member not involved in the management or use of animals. The Chair must have a background and experience in research or instruction.
- Farm Services Supervisor – ex officio.
- One instructional staff member from each of the animal-using divisions (Agriculture, Animal Health, Equine, Research and Rodeo) -- minimum of five.
- A veterinarian (external).
- A veterinarian (internal involved in animal use).

- One or two community member(s) (impartial candidate).
- One to three students from programs using animals.
- One technical staff member, experienced in animal care and use.
- One instructional staff member, who is a non-user of animals.
- Institutional Animal Care and Use Coordinator - ex officio.

### **1.2 IACUC members terms of service**

The terms of service of the members, other than permanent members, will be up to 4 years and may be renewed for a second term. Total continuous service should not exceed 8 years for non-permanent members. This does not apply to IACUC members who must be part of the IACUC because of their role within the institution: The IACUC Coordinator, the veterinarian(s), the Farm supervisor and the animal facility manager(s).

### **1.3 Nominating new members**

New committee member nominations will be made by the IACUC members and/or animal users at Olds College through the Committee Chairperson normally at regular meetings. New committee members will be approved by the Vice President, Academic.

### **1.4 IACUC Committee review periods**

The IACUC must regularly review (at least every three years)

- The policy and procedures (A20 Institutional Animal Care and Use Policy / Procedure) to meet new CCAC guidance 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.
- Policies and procedures for monitoring animal care and experimental procedures within the institution, including the identification of the persons responsible for monitoring animal health and welfare, and the procedures carried out by the IACUC to conduct monitoring.

### **1.5 IACUC Meetings**

#### **1.5.1 Regular meetings**

The IACUC will hold at least two regularly-scheduled meetings each year and as many as necessary to fulfill the Committee's requirements as written in this policy procedure. Minutes detailing the meeting discussions, decisions and modifications to protocols will be recorded and archived.

Votes and adoptions of resolutions are by quorum which is defined as a majority of total membership as defined above and include a community and/or external veterinary representative.

### **1.5.2 Other meetings**

The IACUC will visit the animal facilities at least annually and each member of the Committee should participate in facility tours at least annually. Site visit recommendations will be recorded and archived and discussed jointly by senior administration (Institutional Animal Care and Use Coordinator) and the IACUC or an IACUC representative (e.g. the Committee Chair).

### **1.6 IACUC Authority, Compliance and Remedy**

The IACUC has the authority, on behalf of the Vice President of Academic to:

- Approve or reject animal use proposals.
- Stop any objectionable procedure if it considers that an animal is experiencing unnecessary distress or pain.
- Stop immediately 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 killed humanely if pain or distress caused to the animal cannot be alleviated.
- Encourage staff and students at Olds College to report any incidents of animal use which appear to contradict the stated intended use. Reporting of any such incidents will be made by completing an Animal Incident Report. Animal Incident Reports are to be directed to the Chair, Institutional Animal Care and Use Committee, who is responsible to determine appropriate action. Copies of any reports are to be presented at the semi-annual meetings of the Institutional Animal Care and Use Committee.

Breaches of compliance that cannot be corrected by the IACUC working with the concerned animal users and veterinary/ animal care staff must be referred to the senior administration, which must inform all members of the animal care and use program about sanctions that will be taken by the administration in the event of serious breaches of compliance.

The IACUC 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 judgment. The veterinarian must attempt to contact the animal user whose animal is in poor condition before beginning any treatment that has not previously been agreed upon, and must also attempt to contact the IACUC Chair, but the veterinarian must have the authority to proceed with any necessary emergency measures, whether or not the animal user and Chair are available. A written report should be sent by the veterinarian to the animal user and to the IACUC following any such event.

### **1.6.1 Access**

The Chair of the IACUC and the veterinarian(s) must have access at all times to all areas where animals are or may be held or used.

## **1.7 IACUC Responsibility**

### **1.7.1 Conduct and Regular Activities**

It is the responsibility of the IACUC to:

1. Ensure that no research or testing project or teaching program (including field studies) involving animals be commenced without prior ACC approval of a written use protocol; further to this, that no animals be acquired or used before such approval. This includes internally funded projects.
2. Require all animal users to complete an animal use protocol form and ensure that the information therein includes sufficient information to allow the committee to make an approval decision on the AUP. (See section 1.7.2)
3. Ensure that for each teaching AUP the use of live animals has been found to have pedagogical merit.
4. Ensure that each research project has been found to have scientific merit either through external independent peer review such as by a federal government granting agency or through an internal review by the Scientific Merit Review Committee before approving the project.
5. Review and assess all animal use protocols, with particular emphasis on the CCAC policy statement on: ethics of animal investigation and CCAC guidelines on: animal use protocol review as well as on all other relevant CCAC guidelines and policy statements and, where necessary, require further supportive information from the investigator/teacher or meet with the investigator/teacher to ensure that all members of the committee understand the procedures to be used on the animal.
6. Ensure that animal users update their protocols with any modifications they intend to make, and approve any modifications to a protocol before they are implemented.
7. Ensure that animal users report any unanticipated problems or complications, as well as on the steps they have taken to address the problem(s), to the IACUC.
8. Review all protocols annually, i.e., within a year of commencement of the project; annual renewals should be approved by at least a scientist, a veterinarian and a community representative and should be brought to the attention of the full IACUC for its information.
9. Document all IACUC discussions and decisions in the committee minutes and on attachments to the protocol forms.
10. Ensure that all IACUC members and animal users have the opportunity to become familiar with the CCAC Guide and CCAC policy statement on: ethics of animal investigation and all other CCAC guidelines and policy

statements, federal, provincial or municipal statutes that may apply, as well as institutional requirements.

11. Ensure appropriate care of animals in all stages of their life and in all experimental situations. Veterinary care must be available.
12. Establish procedures, commensurate with current veterinary standards, to ensure that: i) unnecessary pain or distress is avoided, and animal stress and injuries are avoided, whether during transfers of animals or in their normal quarters; ii) 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 IACUC. Painful studies requiring exemption from the use of either anesthetics or analgesia must be subject to particular scrutiny, not only prior to approval, but also during the experiment; iii) appropriate post-operative care is provided; iv) all due consideration is given to animal welfare, including environmental enrichment.
13. Ensure that policies to provide for a system of animal care that will meet the needs of the institution are established and implemented.
14. In the case of projects involving proprietary or patentable research or testing, ensure that as much information as possible is provided to the IACUC in terms of what effects to expect on animal health and welfare, and insist on close monitoring of animals.

Approved protocols and SOPs should be available for all animal users.

The IACUC should also be aware of other animal-based activities, such as commercial or recreational activities (e.g. rodeos), within the institution, and should work with the persons responsible for these activities to ensure that animal care and use is undertaken according to appropriate procedures.

### **1.7.2 Animal Use Procedures**

Information included in AUP submissions should be clearly presented in a form that all members of the IACUC can readily understand. The following information is required in the AUP and Pedagogical Merit Review and Scientific Merit Review Forms.

1. Project title and descriptive procedural keywords or brief description of the procedures to be conducted on animals.
2. Principal investigators/teachers, and all personnel (research staff, technicians and teaching assistants) who will handle animals, along with their training and qualifications with respect to animal handling.
3. Departmental affiliation.
4. Proposed start date, proposed end date (if the study is to take place over more than one year, the work and numbers of animals for the first year only should be approved, and further work can then be approved in yearly protocol renewal(s) or new protocols.
5. For research or testing projects, funding source(s) and status of funding approval.



6. For research projects, an indication of whether the project has received peer review for scientific merit.
7. Course number.
8. For research projects, an indication that the testing has been planned according to the most current regulatory requirements, using guidelines acceptable to the regulatory agency(ies) and which meet the requirements of the CCAC policy statement on: ethics of animal investigation.
9. Lay summary.
10. an indication of the use of biohazardous, infectious, biological, chemical or radioactive agents in animal-based projects;
11. Category(ies) of invasiveness as defined in the CCAC policy statement on: categories of invasiveness in animal experiments, and Purpose of Animal Use (PAU) as defined in the CCAC Animal Use Data For.;
12. Information with regard to the Three Rs (replacement, reduction and refinement alternatives) of animal use, to include:
  - i) a description of why sentient animals must be used for the project, of how the applicant arrived at this conclusion (e.g., searches of databases on alternatives), and of possible replacement alternatives (non-animal methods, cell/tissue culture, computer simulations, audio-visual teaching methods, the replacement of sentient animals with animals of lower sentience, etc.) and justification if these are not to be employed;
  - ii) justification of the species and numbers of animals to be used over the course of the year, to emphasize reduction of animal use within an appropriate experimental design, while ensuring that sufficient numbers of animals will be used to fulfill requirements for statistical significance/scientific validity in the case of research projects, or for acceptance of regulatory tests;
  - iii) a description of all of the refinements to be employed to protect and enhance animal health and welfare, which may include:
    - i. anesthesia and analgesia, including dosages and methods of use, for all invasive protocols; strong scientific justification must be provided for not using anesthesia or analgesia in the case of invasive protocols;
    - ii. other medical treatments as appropriate, as indicated through veterinary consultations;
    - iii. housing and husbandry methods, and environmental enrichment as a means to refine animal care;
    - iv. refinements to the procedures to be employed on the animals;
    - v. refinements to the length of time that animals will be held/used;
    - vi. any other possible refinements;
13. A clear description detailing the procedures that are carried out on the animals (referring to appropriate SOPs as much as possible); the use of graphic representations is encouraged.
14. A description of the endpoint(s) of the experimentation; the person(s) responsible for monitoring the animals and applying endpoints should be identified, and the schedule for monitoring animals and any relevant

checklists of signs and symptoms to be used when evaluating the animals should be included; all protocols, even non-invasive ones, must identify endpoints, to ensure that any animals requiring treatment are treated and that animals are not simply kept indefinitely; relevant information for identifying and applying endpoints must be posted in the area where the animal-based work is taking place.

15. A description of capture, restraint, transportation and/or housing of animals, as well as any other information pertinent to field studies, such as capture of non target species, ecological impacts and potential injuries or mortality during capture or transportation, if relevant.
16. The method of killing, if used; justification for any physical euthanasia methods, or for any methods that deviate from those described in the most recent CCAC guidance on euthanasia.

### **1.7.3 Post-Approval Monitoring (PAM)**

Olds College has the responsibility of ensuring that animals used by the college in fulfilling the college mission are utilized and cared for in a manner that considers the clinical and behavioral well-being of the animals. PAM is designed to ensure animal-based activities at Olds College are compliant with approved animal use protocols and standard operating procedures.

- Short term AUPs normally receive PAM shortly following the commence of animal use.
- Long term AUPs normally receive PAM within the first year following full approval.
- PAM involves the Principle Investigator (PI), one member of the IACC along with one stakeholder (student, research assistant etc.).

### **1.7.4 Compliance**

- Submit complete and accurate animal use information in the CCAC Animal Use Date Form (AUDF) for all protocols by March 31 annually.
- Maintain liaison with the CCAC Secretariat, and inform the Secretariat of any changes to the program of senior administrator responsibilities related to animal care.
- Strive to maintain a CCAC Certificate of GAP – Good Animal Practice by fully participating in the development of pre-assessment documentation, host assessment visits and implement changes as outlined in assessment reports.
- Develop and maintain liaison with bona fide animal welfare organizations, particularly those recognized by and affiliated with the Canadian Federation of Humane Societies (CFHS), and try to foster an “open door” policy with such groups

### **1.7.5 Third Party Concerns and Investigations**

Anyone may submit reports or inquiries regarding the care and handling of animals at Olds College at anytime to the Chair or to any member of the Committee. Investigations are conducted and reported to the committee of any reports or observations of mistreatment or potential hazard to an animal under the care of Olds College or housed within it's property. Concerns will be considered based on their urgency, and the Chair and a sub-committee will consider appropriate responses on a case-by-case basis. Reports and findings will be tabled at regular committee meetings, including any response to complainants and remedies.

### **1.7.6 Emergency Response Plan**

The safety of staff, students and the public comes first followed by the safety of animals. An animal emergency is one in which animals are involved in a situation resulting in risk or injury. In addition to following standard emergency response procedures, a senior representative of the college involved in animal welfare will be responsible for overseeing the safe handling of all Animals. Each area of the College that houses animals is responsible for ensuring the safety of the animals in the event of an emergency. Animals should be evacuated to the next available safe pen or area on campus deemed appropriate by the farm manager until further instructions are made available.

Detailed instructions are available in the Olds College Emergency Response Plan ([Emergency Response Plan](#)), especially Appendix 7 (Animal Emergency).

### **1.8 Appeals**

An appeal process is available for protocol authors who are dissatisfied with the decisions of the Institutional Animal Care and Use Committee. Appeals must be made in writing within 10 working days of the Committee's decision to the Vice-President, Academic, as Chair of the Appeals Committee. Other Appeals Committee members will be assigned by the Vice-President, Academic based on the nature and content of the appeal. The Appeals Committee has the authority to include external experts to review appeals on a case-by-case basis.

## **2. Pedagogical Merit Review Committee Operation**

Directed by CCAC Policy *Pedagogical merit of live animal-based teaching and training*, the Pedagogical Merit Review Committee (PMR) assess the merit of using animals in institutional instruction. Primary investigators are required to submit with their AUP a completed Pedagogical Merit Review Form - For Instructors. This information will provide evidence allowing the PMR committee to assess merit with the assistance of the Pedagogical Merit Review form.

The PMR will independently determine if live animal use is appropriate, and return a decision to the IACUC through the IACUC Chair.

### **2.1 Pedagogical Merit Review Committee Membership**

The committee for pedagogical merit reviews will consist of one member for our Teaching and Learning Centre of Innovation division and a faculty member. The PMR committee members will have knowledge of replacement alternatives.

### 3. Scientific Merit Review Committee Operation

Research projects at Olds College involving animals typically come from either federal or provincial granting agencies that use a peer review process that rank by merit, or from private sources – individuals or companies. Research projects that have won grant funding from a recognized peer-reviewed competition from a federal or provincial granting agency will be considered to have scientific merit. The SMC will confirm projects proposed through this stream.

Research proposals funded by non-peer reviewed sources will be subject to SMC review to ensure probable scientific value. The SMC may decide to use outside experts on a case-by-case basis. In these cases the SMC will determine if the proposed project has probable scientific merit and will return a decision to the IACUC through the IACUC Chair.

#### 3.1 Scientific Merit Review Committee Membership

Comprised of at least two full time members, the SMC will operate independently of the IACUC. Members of the SMC will have a background and experience in scientific research. The SMC will have authority to recommend that animal use protocols be accepted, rejected or returned for modifications and the IACUC will accept the authority of the SMC. The SMC will be able to enlist temporary members for proposed animal use submissions that are outside of the immediate expertise of the SMC such that content experts will review each research proposal.

#### Definitions:

#### Related Information:


[Appendix A: Animal Utilization Protocol – Instruction Only](#)  
[Appendix B: Canadian Council on Animal Care – Categories of Invasiveness in Animal Experiments](#)  
[Appendix C: Animal Utilization Protocol – Teaching \ Display](#)  
[Appendix D: Animal Utilization Protocol – Surgical Procedures](#)  
[Appendix E: Animal Utilization Protocol Incident Form](#)  
[Appendix F: Annual Renewal Form](#)  
[Appendix G: Post Approval Monitoring \(PAM\)](#)  
[Appendix H: Pedagogical and Scientific Merit Review](#)  
[Appendix I: Institutional Animal Crisis Management Plan](#)

#### Review Period:

3 years  
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#### Revision History:

2002: Revision / Renewal  
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