

## INSTITUTIONAL ANIMAL CARE AND USE

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

<b>Category:</b>	B. Administration
<b>Parent Policy:</b>	B05
<b>Approval Date:</b>	March 16, 2023
<b>Effective Date:</b>	March 16, 2023
<b>Procedure Owner:</b>	Vice President, Research

<b>Overview:</b>	<p>All college courses, research projects and program activities at Olds College of Agriculture &amp; Technology (the “College”), 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, research or program has been completed. Minor amendments to an AUP will require the submission of an AUP amendment form which will be reviewed and will require approval by the committee, while major amendments, based on the definitions in Section 1.7.3, will require the submission of a new AUP which will require approval by the IACUC.</p> <p>The IACUC coordinates with two independent sub-committees -- the pedagogical merit review and scientific merit review committees -- to ensure that guidelines in Policy A20 and the procedures document that supports it are in alignment.</p>
<b>Procedures:</b>	<p><b>1. IACUC Committee Operation</b></p> <p>The IACUC 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) [Appendix A], pedagogical merit [Appendix H] and/or scientific merit review form [Appendix I] that meets CCAC guidelines 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.</li> </ol> <p>This process includes:</p> <ol style="list-style-type: none"> <li>i. Full committee approvals of new AUP Amendments.</li> <li>ii. Accepting and acting on the recommendations of the pedagogical merit and scientific merit review committees.</li> <li>iii. Conduct annual progress reviews of existing protocols without changes (Appendix D) with an AUP form submission and full approval every third year.</li> </ol>

In the event where an AUP is submitted to the IACUC but no regular meeting is scheduled prior to the proposed animal use date, the IACUC Chair will assign the AUP to a subcommittee for review, comprised of the Chair and a minimum of three IACUC members, of which one must be a veterinarian and one must be a community member. Decisions on the approval of the AUP will be by consensus of the sub-committee. The rest of the IACUC will be notified by email or at the next IACUC meeting on the outcome of the sub-committee review.

- 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., 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 the College. This applies to both College enterprises and collaborating enterprises with the College.
- e. Ensure that Standard Operating Procedures (SOP) are maintained and adhered to for each animal enterprise operated by the College and following
- 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 veterinary representative(s) on the IACUC have direct access to the Chair.

### **1.1 Membership**

- Committee Chairperson - The Chair must have a background and experience in research or instruction. Can be an animal user but cannot be involved in more than 25% of total active protocols to be reviewed by the committee and cannot preside over their own AUP (where they are the instructor, PI or collaborator). Furthermore, the Chair, as per CCAC guidelines, cannot be directly involved in the management of the

institutional animal facilities and cannot be a clinical veterinarian for the institution.

- Committee Vice Chairperson - The Vice Chair conducts IACUC business in the absence of the Chair. The Vice Chair must have a background and experience in research or instruction. Can be an animal user but cannot be involved in more than 25% of the active protocols under the management of the IACUC and cannot preside over their own AUP (where they are the instructor, PI or collaborator). Furthermore, the Vice Chair, as per CCAC guidelines for the Chairperson, cannot be directly involved in the management of the institutional animal facilities and cannot be a clinical veterinarian for the institution
- Farm Manager. To contribute facility management expertise, and report on all activities in the animal facilities.
- One instructional staff member from each of the current animal-using divisions (Agriculture, Animal Health, Research and Rodeo). To contribute scientific and practical knowledge and expertise, including the assessment of animal-based methods described in protocols, in their respective areas of expertise.
  - A veterinarian (internal) involved in animal use.
  - A veterinarian (external).
  - One or two community member(s) (impartial candidate(s)).
  - 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.
  - External member(s) from Institution(s) that the College IACUC supports.

### **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 Manager and the technical staff member(s).

### **1.3 Nominating New Members**

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

### **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 four regularly-scheduled meetings each year and additional meetings as necessary to fulfill the Committee's requirements as written in this policy procedure. Regularly-scheduled meetings must include attendance by a veterinary representative and a community member and must meet quorum criteria as noted below. 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 greater than 50% of total membership as defined in Section 1.1 above and must include a veterinary representative and a community 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 discussed jointly with the IACUC Chair, Farm Manager, the site facility user(s) and the IACUC, and with Senior Administration, as required, and then archived.

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

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

- Approve or reject animal use protocols.
- 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 euthanized humanely if pain or distress caused to the animal cannot be alleviated.
- Encourage staff and students at the College, and at any other institution that the College IACUC supports, to report any incidents of animal use which appear to contradict the stated intended use. Reporting of any such incidents will be made by sending an email (or letter) to the Chair or Vice Chair or 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 reports or investigation updates are to be presented at the next scheduled meetings of the IACUC.

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 committee 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 veterinary representative(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:

- a. Ensure that no research or testing project or teaching program (including field studies) involving animals be commenced without prior IACUC approval of an animal use protocol; further to this, that no animals be acquired or used before such approval. This includes internally funded projects.
- b. 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).
- c. Ensure that for each teaching AUP the use of live animals has been found to have pedagogical merit.
- d. 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 animal use protocol.
- e. 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 information from the investigator/instructor/collaborator or meet with the investigator/-instructor/collaborator to gather additional information to add to the AUP to ensure that all members of the committee understand the procedures to be used on the animals.
- f. Ensure that animal users update their protocols with any modifications they intend to make, and receive approval for any modifications to a protocol before they are implemented.
- g. Ensure that animal users report any unanticipated problems or complications, as well as on the steps they have taken, or are taking, to address the problem(s), to the IACUC.
- h. Review all animal use protocols annually, i.e., within a year of commencement of the project; annual renewals should be approved by the full IACUC.

- i. Document all IACUC discussions and decisions in the committee minutes and on attachments to the protocol forms.
- j. 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.
- k. Ensure appropriate care of animals in all stages of their life and in all experimental situations. Veterinary care must be available.
- l. 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 and through post approval monitoring; iii) appropriate post-operative care is provided; iv) all due consideration is given to animal welfare, including environmental enrichment.
- m. Ensure that policies to provide for a system of animal care that will meet the needs of the institution are established and implemented.
- n. 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 submit AUPs for review and approval by the IACUC 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 worded in such a manner that any layperson can review, without first-hand knowledge of the program, and feel confident that the animals involved are being treated humanely. The following information is required in the AUP and Pedagogical Merit Review and Scientific Merit Review Forms.

- a. Principal investigators/instructors, and all personnel (research staff, technicians and teaching assistants) who will handle animals, along with their training and qualifications with respect to animal handling.
- b. Project or course title and a brief description of the procedures (in lay terms) to be conducted on animals.
- c. Project/course start date; and end date. If the study/course is to take place over more than one year, the total numbers of animals and procedures to be conducted over the length of the study/course need to be approved, along with the numbers of animals for the first year need to be approved by the IACUC. Numbers of animals and procedures for subsequent year(s) will then be approved in yearly protocol renewal(s)

- or major/minor amendments.
- d. For research projects, funding source(s) and status of funding approval.
  - e. For research projects, an indication of whether the project has received peer review for scientific merit. For courses, an indication of whether the course has received Pedagogical Merit Review.
  - f. For research projects, an indication that the procedures follow 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.
  - g. 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 Form;
  - h. Lay summary on the background, objectives and methodology of the research project / course.
  - i. An indication of the use of biohazardous, infectious, biological, chemical or radioactive agents in animal-based projects;
  - j. Animal Use, including the quantity, species/strain, weight/age and gender of the animals that will be used in the course or research project, along with the source of the animal(s). 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, and 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 project/course and for the year, to emphasize reduction of animal use within an appropriate experimental design for learning competencies and outcomes in course(s) requiring the use of animals, 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:
      - 1. 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;
      - 2. other medical treatments as appropriate, as indicated through veterinary consultations;
      - 3. housing and husbandry methods, and environmental enrichment as a means to refine animal care;
      - 4. refinements to the procedures to be employed on the animals;
      - 5. refinements to the length of time that animals will be held/used;
      - 6. any other possible refinements;
  - k. A clear explanation of the characteristics of the animal model proposed for the research project or course and an expected morbidity and



mortality for the animal model chosen for the research project or course.

- l. A clear description detailing the procedures that are carried out on the animals (referring to appropriate SOPs) and a sequential description of the use of animals, including frequency and duration.
- m. A description of animal care, including the frequency of observations and monitoring of the animals and the refinements made to minimize pain, distress and/or discomfort to the animals.
- n. A description of the endpoint(s) of and proposed disposition of the animals following the research study or course, including any clinical conditions or abnormalities expected or that could arise as a result of the projected study or course, and what criteria will trigger the decision to remove animals from the research project or course.
- o. 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.
- p. The method of humane euthanasia, if that is the end point; justification for any physical euthanasia methods, or for any methods that deviate from those described in the most recent CCAC guidance on euthanasia.
- q. A description of emergency veterinary care and whether any specific veterinary requirements need to be in place for the research project or course.

### 1.7.3 Protocol Amendment Requests

A minor amendment should be submitted on the form (See Appendix C) to outline changes from the approved protocol.

A request for an Amendment involves three steps:

- a. Completing the Amendment form to provide a detailed summary of the requested changes for Minor Amendments (see table below for definitions).
- b. A submission of a new IACUC protocol for Major Amendments is required if the changes include:
  - i. A change in the main objective(s) of the study or direction of research; and/or
  - ii. A change in procedures resulting in an increase in the category of invasiveness; and/or
  - iii. A major change in experimental procedures; and/or
  - iv. Withholding or reducing substantially the use of analgesics or other drugs or procedures which provide comfort or safety for an animal; and/or
  - v. A change from non-survival to survival surgery.

Submitting the Minor Amendment form or the new IACUC protocol for Major Amendments to the IACUC Coordinator and IACUC Chair. If researchers/instructors have questions about whether they need to submit a Minor Amendment of a new IACUC protocol, they should contact the IACUC Coordinator or Chair for guidance.



Type of Amendments	Examples
<p><b>Minor amendments:</b> will be reviewed by at least a subcommittee of the IACUC and the IACUC Chair</p> <p>At any time, the IACUC Chair can send the Amendment to the full IACUC for review.</p>	<ul style="list-style-type: none"> <li>● Changes in project personnel where this does not include a change in the PI or course instructor (e.g. a new technician is added to the project replacing a technician who has left the project)</li> <li>● A change in research project and/or course funding that is not expected to affect the research project or course. Note that the IACUC committee will make the determination whether this change warrants the submission of a Major Amendment.</li> <li>● Changes in animal procedures or drugs used where the effects on the animal are equivalent;</li> <li>● Changes in animal numbers:             <ul style="list-style-type: none"> <li>○ For AUPs where the approved animal numbers are less than or equal to 100 animals, a requested increase in animal numbers <u>up to 20%</u> will require a minor amendment to be submitted to the IACUC for review and approval.</li> <li>○ For an AUP where the approved animal numbers are greater than 100 animals, a requested change in animal number of <u>up to 10%</u> will require the submission of a minor amendment form to the IACUC for review and approval.</li> </ul> </li> <li>● Addition or changes of animal strains that are not known to have specific housing/care requirements beyond those already approved;</li> <li>● Request for the collection of additional samples, where the collection of those types of samples have already been approved.</li> </ul>
<p><b>Major Amendments:</b> will be reviewed by at least a subcommittee of the IACUC and the IACUC Chair.</p>	<ul style="list-style-type: none"> <li>● Changes in project personnel where this includes a change in the PI or course instructor.</li> <li>● A change in research project and/or course funding that affects the ability</li> </ul>

If multiple changes are made or if additional invasive procedures are proposed such amendments will normally be reviewed at a meeting of the full IACUC or a special IACUC meeting called by the IACUC Chair.

of the researcher or course instructor to conduct and/or complete the project or course.

- Changes in species, strain (with health implications not already on the approved protocol), age and genetic manipulation that will alter the animal procedures, introduce different endpoints, or trigger specific housing/care requirements;
- Changes in animal numbers:
  - For AUPs where the approved animal numbers are less than or equal to 100 animals, a requested change in animal numbers greater than 20% will require the submission of a new AUP to the IACUC for review and approval.
  - For AUPs where the approved animal numbers are greater than 100 animals, a requested change in animal numbers greater than 10% will require the submission of a new AUP to the IACUC for review and approval.
- Significant changes in housing or procedure locations;
- Significant changes in anesthetic agent or use of analgesic agents;
- Changes in method of euthanasia from a non-physical to a physical method or from an approved to a conditionally approved method;
- A new procedure or manipulation (more invasive, longer duration or more frequent procedures);
- Collection of large numbers of samples using more invasive techniques.

#### 1.7.4 Post-Approval Monitoring (PAM)

The 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 the College, and from Institution(s) that the College IACUC supports, are compliant with approved animal use protocols and standard operating procedures.

Short term AUPs normally receive PAM shortly following the commencement of animal use. Long term AUPs normally receive PAM within the first year

following full approval. PAMs will be conducted by members of the IACUC, and will be coordinated by the IACUC Coordinator.

#### 1.7.5 Compliance

- Submit complete and accurate animal counts on the CCAC Animal Use Date Form (AUDF) 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, post approval monitoring 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

#### 1.7.6 Collaborative Research at host Institution(s) or Collaborative research at the College

Where a collaborative project(s) is being proposed to be undertaken at a host institution(s) or at the College, the PI/Co-PI/Collaborator from the College must first submit an Animal Use Protocol (AUP) for this collaborative project to the College IACUC for review and approval. The PI/Co-PI/collaborator from the host institution must also submit an AUP to their own host IACUC for review and approval.

The College IACUC and the host institution’s IACUC will review the respective AUPs to ensure that it (they) meet(s) its standards and institutional policies and both institutions will approve the protocol in principle, conditional to the approval of the protocol by the other institution’s IACUC. A focus of the review should be whether the animals can be housed, cared for and use appropriately according to CCAC guidelines and policies, given the College’s and the host institution’s facilities and resources.

Both PI/Co-PI/Collaborators from the College and the host institution(s) IACUC will submit the conditionally-approved AUP and approval documentation from their home institutions to the other IACUC(s).

For question(s) that arise from IACUC deliberations at either the College or the host institution(s), response(s) will be formulated by the PI/Co-PI/Collaborator and be submitted to the respective IACUC(s) for consideration. If the need arises, the Chairs of each IACUC can communicate directly with each other to discuss any question(s) that may have arisen from IACUC deliberations. The protocols must be approved by both institutional IACUCs prior to the start of the project(s) and normally before animals are acquired.

Upon receipt of approval notification, the PI/Co-PO/Collaborator at the College must provide this documentation to the College IACUC Coordinator and the IACUC Chair informing them of the host institution’s decision and of any relevant conditions or details accompanying the decision. This

documentation will be electronically filed by the IACUC Coordinator in the appropriate AUP folder in the Animal Care and Use Committee shard drive.

#### 1.7.7. Animal User Training

All staff and all students, regardless of program, who will be working with animals at the College, will be required to complete the Part I Institutional Animal User Training Program (IAUTP) Moodle course. Contact the the College Teaching and Learning Centre of Innovation for more information.

##### 1.7.7.1 Part II Species-Specific Training Courses

All staff (farm operational staff, Technology Access Centre for Livestock Production (TAC) staff, instructors, instructional assistants, researchers, summer students and others) will be required to complete Part II species-specific training for the particular animal species that they will be working with.

Part I certification will be provided to course participants following completion of the Part I Institutional Animal User (Moodle) training course. The Part II Species-Specific training courses consist of an in-person or online Webinar followed by an in-person hand-on 'wet lab'. The courses will be considered to be an introduction to specific species and the techniques that are needed to work with those species. It will be the responsibility of the registrant's supervisor(s) to ensure (and document) that the registrant has completed all of the required training as well as any training for other specific skill(s) required for their job or research. The documentation for the participants who have completed the Part II training will be compiled by the IACUC Coordinator in a training spreadsheet and stored in a folder in the the College Animal Care Committee Shared Drive.

#### 1.7.8. Third Party Concerns and Investigations

Anyone may submit reports or inquiries regarding the care and handling of animals at the College at any time 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 the College or housed within its property. Concerns will be considered based on their urgency, and the Chair and the IACUC 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. The Chair will have meeting(s) with Senior Administration, as required, and will be determined on a case-by-case basis.

#### 1.7.9 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 College Emergency Response Plan (Emergency Response Plan), especially Appendix J (Institutional Animal Crisis Management Plan).

### **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 Research, as Chair of the Appeals Committee. Other Appeals Committee members will be assigned by the Vice President Research, 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) assesses the merit of live animal use for student learning outcomes. Instructors are required to submit a Pedagogical Merit Course Information Collection - Instructor form together with a completed Animal Use Protocol form to the PMR committee. The PMR committee will independently determine if live animal use is appropriate, and return a decision to the IACUC through the IACUC Coordinator and the IACUC Chair.

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

The PMR committee will consist of a Chair (from the Teaching and Learning Centre of Innovation), and consist of at least three members, with at least one faculty member and at least two members with pedagogical expertise and from animal use divisions. The committee will also include member(s) external to the College, such as from RDP. The PMR committee members will have knowledge of replacement alternatives and cannot be members of the IACUC or the SMC.

## **3. Scientific Merit Review Committee (SMC)**

Research projects at the 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 received 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 scientific merit review to ensure probable scientific value. In these cases the SMC will determine if the proposed project has probable scientific merit. The SMC may decide to use outside experts on a case-by-case basis. The SMC will return a decision to the IACUC through the IACUC Chair.

	<p><b>3.1 Scientific Merit Review Committee Membership</b></p> <p>Comprising at least two full time members, the SMC will operate independently of the IACUC. Members of the SMC will hold at minimum an MSc degree and 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 IACUC Chair (with the support of the IACUC Coordinator) or the SMC can at their discretion, submit the AUP and proposal, if available, to subject matter experts for external scientific merit review for, including for, projects that are outside of the immediate expertise of the SMC.</p>
<p><b>Definitions:</b></p>	<p><b>CCAC:</b> Canadian Council on Animal Care  <b>IACUC:</b> Institutional Animal Care and Use Committee  <b>OC:</b> Olds College of Agriculture &amp; Technology  <b>PM:</b> Pedagogical Merit  <b>PMR:</b> Pedagogical Merit Review  <b>PMRC:</b> Pedagogical Merit Review Committee  <b>SMC:</b> Scientific Merit Review Committee</p>
<p><b>Related Information:</b></p>	<p><a href="#">Appendix A: Olds College of Agriculture &amp; Technology Animal Use Protocol Form</a>  <a href="#">Appendix B: Canadian Council on Animal Care – Categories of Invasiveness in Animal Experiments</a>  <a href="#">Appendix C: Animal Use Protocol Minor Amendment Form</a>  <a href="#">Appendix D: Animal Use Protocol Annual Renewal Form</a>  <a href="#">Appendix E: Category A Exception request Template</a>  <a href="#">Appendix F: Animal Utilization Protocol Incident Form</a>  <a href="#">Appendix G: Post Approval Monitoring (PAM) Form</a>  <a href="#">Appendix H: Pedagogical Merit Review</a>  <a href="#">Appendix I: Scientific Merit Review Form</a>  <a href="#">Appendix J: Institutional Animal Crisis Management Plan</a></p>
<p><b>Review Period:</b></p>	<p>3 years</p>
<p><b>Revision History:</b></p>	<p>Revision: 2002          Revision: 2007          Revision: 2010          Revision: 2013          Revision: 2016          Revision: 2019          Revision: 2023</p>