**TERMS OF REFERENCE (TOR)**

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| DOCUMENT ID:  *To be assigned by SOP Chair*  **TOR -**  **VERSION #** | TITLE:  **TERMS OF REFERENCE FOR:**  **DOUGLAS COLLEGE ANIMAL CARE COMMITTEE** | *SEARCH KEY:* |
| PURPOSE: | * **To outline the Terms of Reference (TOR’s) for the DC Animal Care Committee.** | POST TO:  Public Website  Internal Drive |
| SCOPE (Applies To): | * **ANIMAL CARE COMMITTEE CHAIR** * **ANIMAL CARE COMMITTEE** | |
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| RELEVANT POLICY: | Insert Policies  <http://www.douglascollege.ca/about-douglas/governance/vice-presidents-academic-council/animal-care-committee> |  |
| RELEVANT  DEFINITIONS: | VTEC = Veterinary Technologist  VTEC Program Coordinator = Veterinary Technology Program Coordinator  CCAC = Canadian Council on Animal Care  DC = Douglas College  DCACC = Douglas College Animal Care Committee  PI = Principal Investigator/Instructor  SOP = Standard Operating Procedure  Veterinarian = Licensed veterinarians approved by Douglas College |  |

**PURPOSE:**

The Canadian Council on Animal Care (hereinafter referred to as “CCAC”) is the national organization that is responsible for setting and maintaining standards for the care and use of animals in science in Canada.

The CCAC requires that institutions conducting animal-based research, teaching or testing establish an animal care committee and that it be functionally active.

Douglas College is committed to the humane and ethical care and use of animals. To ensure that the highest standards in the care and use of animals for research, teaching and testing are upheld, Douglas College has established an animal care committee (hereinafter referred to as “DCACC”). The DCACC is responsible to the Vice President Academic and Provost of Douglas College, the senior administrator responsible for animal care and use at Douglas College.

The DCACC approves animal housing facilities and arrangements, procedures and protocols involving the use of animals for research, teaching and testing under the care and control of Douglas College. The DCACC’s operations are governed by these Terms of Reference, but need not be limited to them, and are reviewed at least every three years to ensure compliance with Douglas College standards and the CCAC Guidelines and Policies.

The DCACC’s Terms of Reference are congruent with the CCAC *Policy Statement on Terms of Reference for Animal Care Committees (March 2006*).

(Please see Appendix 2 for an identification of acronyms used in this document.)

**Authority**

The DCACC (or its designates who shall be licensed veterinarians approved by Douglas College (hereinafter, the Veterinarians)) has the authority, on behalf of the Vice President Academic and Provost, to ensure the proper care and use of animals at Douglas College which includes, but is not limited to, the following:

* Order that any objectionable procedure cease and desist if, in its opinion, the procedure causes any unnecessary distress or pain to an animal;
* Order the immediate halt to any use of animals which i) deviates from the approved use, ii) utilizes any non-approved procedure, or iii) involves any procedure that causes unforeseen pain or distress to any animal;
* Authorize that an animal be killed in a humane manner if, in his/her opinion, pain or distress is caused to the animal which is not part of the approved protocol and cannot be alleviated;
* Establish and implement policies and procedures for all activities involving animals and animal care, including post-approval monitoring of animal use protocols;
* Investigate reports of non-compliance with the DCACC Terms of Reference as well as complaints of improper treatment of animals that are under the care and control of Douglas College;

The Chair of the DCACC and the Veterinarians must have access at all times to any and all areas where animals are, or may be, held or used. If, according to a Veterinarian’s professional judgment, an animal requires treatment, removal from a study or euthanasia, the Veterinarian has the authority to proceed with any necessary emergency measures, even if the animal user or the DCACC Chair has not been contacted.

**Membership:** (for a current list of members see Appendix B in this document)

* At least two (2) scientists and/or teachers experienced in animal care and use, who represent the major animal-using divisions of Douglas College;
* A veterinarian who is experienced in experimental animal care and use;
* A faculty member whose normal activities do not depend on or involve animal use for research, teaching or testing;
* At least one (1) and a maximum of two (2) person(s) with no Douglas College affiliation who represent community interests and concerns and who are not involved with animal use for research, teaching or testing;
* A technical staff member who is actively involved in animal care and/or use;
* A student enrolled at Douglas College;
* The VTEC Program Coordinator (ex officio); and
* The institutional Animal Care Coordinator who provides administrative support to the DCACC (ex officio) (hereinafter the “DCACC Coordinator”).

As the need arises, the DCACC is free to co-opt other persons to the DCACC, especially for the review of protocols or to solicit expert advice. Examples may be representatives from the disciplines of Occupational Health and Safety, Biosafety, Biostatistics, Ethics or Communications and Marketing.

**Selection**

Members are nominated by Douglas College personnel and Program Advisory Committee(s) members. Nominations are reviewed and approved by the Vice President Academic and Provost.

**Member Responsibilities**:

Members must reflect the constituency they have been nominated to represent and be in a position to allocate time to fulfill DCACC responsibilities.

**Term of appointment**

The term of appointment is for no less than two (2) years and no more than four (4) years, renewable usually up to a maximum of eight (8) consecutive years of service, with one-half (1/2) of the members having anniversary dates one (1) year later than the other half to ensure continuity. This does not apply to DCACC members who must be part of the DCACC because of their role within Douglas College (ex officio members): the DCACC Coordinator, the Veterinarian(s) and the animal facility manager (if applicable). The VTEC Program Coordinator, having overall responsibility for the animal facilities, must be on the ACC.

**Election of Chair**

The DCACC Chair will be elected for a two (2) year term from the DCACC membership and, in order to avoid potential conflicts of interest, **must not be**

* The VTEC Program Coordinator;
* The designated Douglas College clinical veterinarian;
* A veterinary technologist or veterinary personnel charged with compliance with CCAC guidelines; or
* Involved with a significant number of protocols approved by the DCACC.

**Staff Support for the DCACC (the DCACC Coordinator)**

Staff support services will be provided through the Office of the Vice President Academic and Provost.

**MEETINGS:**

* The DCACC Chair, with the assistance of the DCACC Coordinator is responsible for adhering to generally accepted operating procedures for meetings as follows:
  + Arranging a minimum of two (2) face-to-face meetings per year. Meetings may be initiated by the DCACC Chair or the DCACC, after consultation with one another; and
  + Distributing a notice of meeting and an agenda at least two (2) weeks before the meeting to all DCACC members;
* A quorum at a meeting is a majority of the DCACC members and should include both veterinary and community representation;
* DCACC minutes and reports must be promptly produced and appropriately distributed to the members of the DCACC. Minutes of the DCACC meetings will be forwarded to the Vice-President-Academic, the senior administrator at Douglas College responsible for animal care and use;
* Other DCACC documentation such as exchanges between the DCACC and animal users must be completed and filed in a timely manner;

**OBJECTIVES**

It is the responsibility of the DCACC to:

* Ensure that no College research, testing or teaching program that involves animals (including field studies) be commenced without prior DCACC approval of a written animal use protocol;
* Establish a register for all animals that are brought under the care and control of Douglas College and direct that no animal may be acquired or used prior to DCACC approval of a written animal use protocol;
* Establish a register for all animals that are the subject of observational studies, student outreach and other types of off-site contact between animals and a Douglas College investigator/instructor/student and direct that no animal may be used prior to DCACC approval of a written animal use protocol.
* Ensure that no animals are held for display or breeding purposes, or for eventual use in research, teaching or testing projects without prior DCACC approval of a written animal use protocol;
* Require that all animal users complete an animal use protocol form (the content requirements of this form are set out in Appendix 1 to this document);
* Ensure that each research project has been found to have scientific merit through independent peer review before it approves the project;
* Ensure that a review of pedagogical merit has been carried out before it approves the use of animals for teaching purposes;
* 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 all other relevant CCAC guidelines and policy statements. If the DCACC deems it necessary, additional supporting information from the /investigator/instructor should be provided. Alternatively, the investigator/instructor should be required to meet with the DCACC to ensure that all DCACC members understand the procedures to be used on the animals. The DCACC must also ensure that all procedures using animals comply with CCAC guidelines and, if a discrepancy exists, require that the investigator/instructor justify the variance on scientific grounds;
* 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. The DCACC must ensure that animal users report any unanticipated problems or complications, as well as detail the steps that have been taken to address the problem(s);
* Review all protocols annually (the DCACC requires the submission of a new protocol after a maximum of three consecutive renewals);
* Document all DCACC discussions and decisions in the DCACC minutes and on attachments to the protocol forms;
* Ensure that all DCACC 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, as well as applicable federal and provincial statutes, municipal bylaws, and Douglas College administrative requirements;
* Ensure the appropriate care of animals takes place at all stages of the animal’s life and ensure that veterinary care is available.
* Establish procedures, commensurate with current veterinary standards, that are designed in such a manner that animals under the care and control of Douglas College avoid unnecessary pain and distress, receive anesthesia and analgesia properly and effectively, and obtain appropriate post-operative care;
* Consider animal welfare, including environmental enrichment;
* Establish and implement policies to provide for a system of animal care that is designed to meet Douglas College standards and which include:
  + requiring that all animal experiments and other aspects of animal care meet all CCAC guidelines and policies, comply with all federal and provincial laws as well as municipal bylaws, and adhere to Douglas College administrative requirements that may be in effect,
  + ensuring adequate animal care and management of the animal facilities in particular by having the Veterinary Technology Program Coordinator (hereinafter the “VTEC Program Coordinator”) clearly designated to be in charge of animal care, and management of the animal facilities; the VTEC Program Coordinator shall be a member of the DCACC and shall provide updates to the DCACC members on the activities within the animal facilities;
  + verifying the qualifications of, animal users and animal care personnel, supporting the continuing education needs of Veterinarians and animal care staff, and ensuring that animal users receive appropriate training according to the CCAC *Guidelines on: Institutional Animal User Training, 1999,*
  + certifying standards of husbandry, facilities and equipment,
  + creating standard operating procedures (hereinafter “SOPs”) for all activities and procedures that involve animals, including animal care, facility management, and animal use SOPs. The DCACC should receive all SOPs and ensure that all necessary SOPs are produced and regularly reviewed,
  + establishing procedures for euthanasia;
* Encourage the use of pilot studies with a few animals when possible and require that animal users report the pilot study results to the DCACC regardless if the study proceeds or not.

**Committee Operations**

* DCACC members must be provided with orientation and training opportunities by Douglas College; and
* The DCACC must regularly visit (at least once each calendar year) the Douglas College animal care facilities to monitor conditions and compliance, meet with animal users to understand their needs, and make and report recommendations based on an assessment of the facilities and their use. These visits will be documented through DCACC minutes or reports. Those responsible for the animal facilities and for animal use should respond to any DCACC recommendations in writing, and site visit reports should always receive joint follow-up by the DCACC and the senior administration of Douglas College.

**General**

The DCACC must review at least every three years:

* its Terms of Reference to ensure they meet new CACC guidelines or policies and changing needs within Douglas College, the scientific community, the animal welfare community, and society as a whole and provide its recommendations for changes or amendments to the Vice President Academic and Provost;
* the security requirements of the animal and research facilities;
* its SOPs and the animal care and use policies of Douglas College;
* the policies and procedures for monitoring animal care and experimental procedures within Douglas College which shall include identifying the persons responsible for monitoring animal health and welfare; maintaining contact with the CCAC Secretariat and informing the CCAC Secretariat of changes in the Douglas College program;
* the CCAC Animal Use Data Form (on an annual basis);
* its crisis management plan for the animal facilities and for the animal care and use program, in conjunction with Douglas College’s Crisis Management Plan. The DCACC crisis management plan includes a communications plan for addressing public and media inquiries on concerns related to animal use; and
* its role in the community and strive to maintain a high profile within Douglas College and the broader community so that it demonstrates Douglas College’s commitment to the promotion of animal welfare issues. In order to achieve this goal, the DCACC should, from time to time, sponsor seminars or workshops on the use of animals in science and the ethics of animal experimentation as well as develop and maintain communication with animal welfare organizations.

**Animal-Based Projects Involving Other Institutions**

Most animal use is undertaken by investigators and instructors working within their own ‘home’ institutions and overseen by their local Animal Care Committee(s). However, in certain cases, investigators and instructors undertake animal use in one or several ‘host’ institutions. In other cases, various parts of an animal-based project are carried out by several institutions. In such situations, the Institution’s guidelines on Animal-Based Projects Involving Two or more Institutions must be followed to understand how collaborative animal-based projects should be prepared by investigators and instructors and overseen by institutional Animal Care Committee(s).

**Post Approval Monitoring (PAM)**

As the DCACC is not generally present when animal use protocols are being undertaken, the DCACC must work with the members of the veterinary and animal care staff to ensure compliance with approved protocols and SOPs. Post approval monitoring will include, but is not limited to: an animal tracking log and regular documented site visits by the VTEC Coordinator or designate to ensure the proper compliance with approved protocols and SOPs. Copies of all approved protocols and SOPs will be readily available to animal users and staff.

**Protocol Review Process**

**Protocol Submission**

* Protocol forms are available online at <https://dcconnect.douglascollege.ca/tools_resources/forms/Pages/default.aspx> ;
* Fully completed applications are to be typed, and then signed by the principal instructor/investigator (hereinafter referred to as “PI”) and his/her Dean. The application, with all supporting documentation, shall be submitted to the DCACC Coordinator by the following deadlines:
  + For projects starting in: September January May
  + Protocols must be submitted by : June October February
* The DCACC will attempt to accommodate the occasional project/exercise that must be approved on short notice. Failure to appropriately complete the application form may delay approval;
* The DCACC Coordinator will assign the application a protocol number and check the form for completion. The form will then be forwarded to the designated DCACC Veterinarian and/or Chair for initial review. The PI may be contacted at this point by either DCACC member regarding any questions or concerns they may have to ensure the form is ready for full DCACC review. Any agreed changes should be made and the form resent as a revised copy;
* The DCACC will discuss protocols and make decisions on them during full DCACC meetings, rather than through individual reviews. Comments from DCACC members who cannot attend the meeting will be considered;
* The DCACC shall attempt to reach decisions by consensus, as opposed to voting;
* All DCACC discussions, recommendations and decisions shall be documented in the DCACC minutes and on attachments to the protocol forms;
* The DCACC will notify the PI in writing of the DCACC’s decision.

**Protocol Renewal / Interim Approvals**

* Protocols are approved for one (1) year. For protocols continuing beyond this period, a PI must complete the Annual Renewal Form (available online) and submit it to the DCACC Coordinator. The DCACC requires the submission of a new protocol after a maximum of three (3) consecutive renewals (i.e., after the fourth year).
* Interim approvals and annual protocol renewals may be delegated to a protocol review subcommittee, which must include at least one (1) scientific member, one (1) Veterinarian, and one (1) community representative, and should preferably include the DCACC Chair as one of its members. Interim approval should only be used infrequently, and the interim review process, including exchanges between the DCACC and protocol authors, must be documented and must then be subject to discussion and final approval at a full meeting of the DCACC.

**Protocol Changes**

Any modifications to a protocol must be approved by the DCACC before implementation. Minor modifications, such as the addition or removal of animal users or the addition of a small number of animals, can be requested by completing the appropriate Amendment Form available online and submitting the form to the DCACC Coordinator. Minor modifications may be approved by the DCACC Chair or delegate. Major modifications require the submission of a new protocol. Examples of major changes include such activities as a substantial increase of the number of animals required for use, a change of species, the use of more invasive or more frequent procedures, or the use of entirely new procedures.

**Peer Review**

For teaching proposals, the DCACC will ensure that the Douglas College Curriculum Committee has reviewed protocols for pedagogical merit prior to approval.

For research proposals, the DCACC will ensure that the Douglas College Office of Research and Innovation carries out an independent, expert peer review for scientific merit prior to approval.

**In-Principle Approval.**

Occasionally, DCACC approval is required by the funding agency before it will review the application. In such cases, DCACC approval should be provisional, pending assurance from the funding agency that the application has high scientific merit.

**Appeal Process**

In the event that a protocol application is not approved by the DCACC, the DCACC will provide detailed reasons in writing to the PI regarding the unsuccessful application.

If the PI disagrees with the decision and the reasons stated by the DCACC, he/she may appeal in writing to the Vice President Academic and Provost specifying the decision that is being appealed and providing the reasons for the appeal. The Vice President Academic and Provost will implement a fair investigative process.

If the DCACC review of the PI’s appeal confirms the original decision, the PI may only launch a subsequent appeal on the grounds that i) the DCACC did not follow the proper process in arriving at its decision, or ii) additional information is available that was not evident during the DCACC decision-making process.

For a subsequent appeal, the PI may submit a request to appeal to the Office of the Vice President Academic and Provost. Although the CCAC may be called upon for information purposes, appeals cannot be directed to the CCAC.

**APPENDIX A**

**CONTENT OF THE ANIMAL USE PROTOCOL FORM**

**Excerpted from the Canadian Council on Animal Care Policy on Terms of Reference for Animal Care Committees**

*(Supplemental information can be found in the CCAC Guidelines on: Animal Use Protocol Review, 1997).*

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|  | | | |
|  | i) | project title and descriptive procedural keywords or brief description of the procedures to be conducted on animals, as defined in the *CCAC Animal Use Data Form*; | | |
|  | ii) | principal investigators/teachers, and all personnel (post-doctoral fellows, research staff, graduate and undergraduate students) who will handle animals, along with their training and qualifications with respect to animal handling (see point 3m) iii)); in the case of undergraduate students, who may have very little training, close supervision is required; | | |
|  | iii) | departmental affiliation; | | |
|  | iv) | 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 - see Section 3g) on protocol renewals); | | |
|  | v) | for research or testing projects, funding source(s) and status of funding approval; | | |
|  | vi) | for research projects, an indication of whether the project has received peer review for scientific merit; | | |
|  | vii) | for teaching programs, a course number and an indication of whether the course has been re-viewed with respect to the pedagogical merit of using live animals; institutional or departmental curriculum committees can be called upon to provide a review of pedagogical merit to the DCACC; Appendix 3 of the animal use protocol form is to be completed to better capture information relevant to the ethical review of teaching programs (see Section 12 of the *CCAC guidelines on: animal use protocol review*); | | |
|  | viii) | for testing 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*; that the planned animal use not exceed the requirements of the regulatory authorities - if it does, justification for the additional animal use must be provided; | | |
|  | ix) | lay summary; | | |
|  | x) | an indication of the use of biohazardous, infectious, biological, chemical or radioactive agents in animal-based projects; and, if so, an indication of institutional approval of this use; | | |
|  | xi) | 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*; | | |
|  | xii) | information with regard to the Three Rs (replacement, reduction and refinement alternatives) of animal use, to include: | | |
|  |  | xii.1 | 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 sentiency, etc.) and justification if these are not to be employed; | |
|  |  | xii.2 | 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; | |
|  |  | xii.3 | a description of all of the refinements to be employed to protect and enhance animal health and welfare, which may include: | |
|  |  |  | xii.3.1 | 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; |
|  |  |  | xii.3.2 | other medical treatments as appropriate, as indicated through veterinary consultations; |
|  |  |  | xii.3.3 | housing and husbandry methods, and environmental enrichment as a means to refine animal care; any limitations on environmental enrichment from that normally offered to animals in the institution, based on CCAC guidance, must be justified to the DCACC; |
|  |  |  | xii.3.4 | refinements to the procedures to be employed on the animals; |
|  |  |  | xii.3.5 | refinements to the length of time that animals will be held/used; |
|  |  |  | xii.3.6 | any other possible refinements; |
|  |  | xiii) | 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; | |
|  |  | xiv) | a description of the endpoint(s) of the experimentation, selected according to the *CCAC guidelines on: choosing an appropriate endpoint in experiments using animals for research, teaching and testing*, 1998 (refer to institutional SOPs, if available and relevant); 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 readily available, preferably posted, in the area where the animal-based work is taking place; | |
|  |  | xv) | a description of capture, restraint, transportation and/or housing of animals used in field studies, 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; wildlife studies should be addressed in a separate appendix of the protocol form, or can have their own protocol form, especially where a significant number of wildlife studies are undertaken (see the suggested wildlife protocol form in Appendix B of the 2003 *CCAC guidelines on: the care and use of wildlife*) as decided by the DCACC; | |
|  |  | xvi) | the method of euthanasia, 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; | |
|  |  | xvii) | a description of the fate of the animals if they are not to be euthanized, including the length of time that they are to be held; | |
|  |  | xviii) | any other information considered important or necessary and pertinent, including information or results derived from any relevant previous protocols; the description and use of previous relevant results is particularly important to ensure that methodologies are not simply re-used without learning from any animal welfare problems that were encountered in the past, that the protocol continues to have relevant goals and methodology, and that appropriate refinements to protect and enhance animal welfare are sought and implemented. | |

**APPENDIX B**

**The 2017/18 Douglas College Animal Care Committee (DCACC) Membership includes:**

* **Madeleine Stephens (DCACC Chair)**
* **Anne Gapper (Coordinator of DCACC)**