

**POST-APPROVAL MONITORING PROGRAM POLICY FOR ANIMAL CARE AND USE**

<b>Policy Name:</b> Post-Approval Monitoring Program Policy for Animal Care and Use	<b>Responsible Owner:</b> Vice-President, Academic and Provost	<b>Created:</b> 2021 Nov
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**A. PURPOSE**

As a member in good standing of the [Canadian Council on Animal Care](#) (CCAC), Douglas College (the College) must establish procedures for post-approval monitoring (PAM) of animal use, in keeping with the terms of reference of the CCAC’s [Policy Statement for Senior Administrators Responsible for Animal Care and Use Programs](#), which require the College to ensure that animal use protocols (AUPs) and standard operating procedures are applied in practice as approved in principle by the College’s Animal Care Committee (DCACC). This policy establishes the PAM program; it also defines the roles and responsibilities and establishes the lines of communication among members of the DCACC.

**B. SCOPE**

This policy applies to all employees of the College who work with animals in support of teaching, training or research.

**C. DEFINITIONS**

**Animal-Use Protocol (AUP):** Written guidelines for the humane and ethical use of vertebrates in a teaching, training and/or research capacity; AUPs are reviewed for pedagogical merit by independent peer reviewers and must be approved by the DCACC prior to implementation.

**D. POLICY STATEMENTS**

1. Douglas College is committed to the humane and ethical care and use of animals in teaching, training and research.

2. As a member in good standing of the CCAC, the DCACC acts as the local representative of the national organization, ensuring that the guidelines and policies of the CCAC are followed and that standards for the care and use of animals in science in Canada are set and maintained wherever vertebrates are present on campus and/or used for teaching, training or research purposes.
3. The College is committed to establishing and maintaining a post-approval monitoring (PAM) program to work collegially with and support those who use and/or care for animals at the College. The objectives of the PAM include the following:
  - a. To ensure that animal care and animal use at the College meet the highest standard;
  - b. To promote best practices in the care and use of animals at the College;
  - c. To identify strengths and/or weaknesses with respect to animal well-being;
  - d. To facilitate improvements in animal care and use at the College; and
  - e. To ensure compliance with all applicable CCAC, federal, provincial and institutional policies and guidelines.
4. The PAM will include, but is not limited to, the following:
  - a. AUP-specific PAM site visits, normally conducted in person, although provisions for remote PAM assessments may be made for off-campus sites;
  - b. Animal health and incident reporting, based on daily observations by Douglas College staff, faculty and students in charge of animal care, and on monthly site visits by the Institutional Veterinarian;
  - c. Site visits by DCACC members of all DC animal facilities and animal suppliers, conducted annually, at a minimum, although DCACC members are welcome to visit the Douglas College sites at any time;
  - d. Regular review by the DCACC of all animal care and use program documentation, such as AUPs, amendments, renewals, SOPs and training documentation;
  - e. Animal tracking logs for the recording of animal usage; and
  - f. Reporting, as follows:
    - a. For Douglas College institutional animals, health concerns that require veterinary attention must be reported to and/or attended by a veterinarian within 48 hours (and sooner, as urgency requires). The Institutional Veterinarian is responsible for overseeing the care of these institutional animals and for reporting on their health to the DCACC.
    - b. For any concerns with animal health and welfare that contravene the principles set forth by the CCAC, an Animal Wellness Incident Report must be submitted (using the DCACC [Incident Report Form](#)) to the Institutional Veterinarian and the Chair of the

DCACC within five (5) calendar days, for investigation. Any issues raised during the incident investigation that cannot be resolved by the DCACC must be brought to the attention of the Program Chair, the Faculty Dean and the VP, Academic and Provost (VPA), until resolved. Discussion of *Incident Reports* must be included in DCACC meeting minutes; all incidents must also be noted on the annual renewal form for the relevant AUP. An account of all incidents reported to the DCACC since the last assessment visit must be included in the CCAC Animal Care and Use Program Review Form.

- c. Any major animal welfare incidents (as defined in the [CCAC policy and associated documents](#)) must be reported to the CCAC, using the CCAC's [Major Animal Welfare Incident Self-Reporting Form](#), within fourteen (14) calendar days of occurrence. (For examples of what constitutes a major animal welfare incident and how to contact the CCAC, see question 4 in the CCAC Frequently Asked Questions: Certification of animal ethics and care programs. If there is any doubt whether an incident should be reported to the CCAC, the ACC Chair should consult with the CCAC to see if it meets the threshold for reporting.) Failure to notify the CCAC of any major animal welfare incident will lead to a Major recommendation or the assignment of a probationary certificate when the CCAC becomes aware of the incident through other means.

## ROLES AND RESPONSIBILITIES

5. The DCACC is responsible for setting up and maintaining the PAM program, with the support of the College's VPA, as the senior administrator responsible for the animal care and use program at Douglas College.
6. Given that members of the DCACC are not usually present when AUPs are implemented, the effectiveness of the PAM program depends upon the participation of animal users, veterinarians, veterinary technicians, biologists and administrative staff, who share responsibility and work collegially in conjunction with DCACC members. (Specific duties assigned to these parties are outlined in the Standard Operating Procedure identified below.)
7. Persistent breaches of policy or AUP compliance that cannot be resolved by the DCACC will be referred to the VPA, along with a recommendation of disciplinary action; the VPA is responsible for taking any follow-up and/or corrective action, including any decisions regarding appropriate remedies and/or disciplinary actions.

## E. PROCEDURES

[Standard Operating Procedures](#) on DC Connect (for internal users)

- *Post-Approval Monitoring (PAM) Program*

## F. SUPPORTING FORMS, DOCUMENTS, WEBSITES, RELATED POLICIES

[Administration Policy](#)

- *Pedagogical Merit Review Policy for Animal-based Teaching*



[Animal Incident Reports](#)

[Major Animal Incident Reporting Form](#)

[Policy Statement for Senior Administrators Responsible for Animal Care and Use Program](#) (Canadian Council on Animal Care)

**G. RELATED ACTS AND REGULATIONS**

N/A

**H. RELATED COLLECTIVE AGREEMENTS**

N/A