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## TABLE OF CONTENTS

1. PURPOSE
2. COMPOSITION
3. MEETINGS
4. DUTIES AND RESPONSIBILITIES
5. ACCOUNTABILITY

### 1. 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 1 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 euthanized humanely if, in their 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.

## 2. COMPOSITION

- At least three (3) scientists and/or teachers experienced in animal care and use, who represent the departments using animals at Douglas College;
- A veterinarian who is experienced in experimental animal care and use (typically the institutional vet);
- 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;
- At least one (1) and a maximum of two (2) technical staff member(s) who is actively involved in animal care and/or use;
- At least one (1) and a maximum of two (2) student (s) enrolled in the VTEC program 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").

The composition of the committee shall be a minimum of 8 voting members.

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.

## 3. MEETINGS

4. The DCACC Chair, with the assistance of the DCACC Coordinator is responsible for adhering to generally accepted operating procedures for meetings as follows:

- a. Arranging a minimum of two (2) face-to-face meetings per year. Meetings may be initiated by the DCACC Chair or the DCACC Coordinator, after consultation with one another; and
  - b. Distributing a notice of meeting and an agenda at least two (2) weeks before the meeting to all DCACC members;
5. A quorum at a meeting is a majority of the DCACC voting members and should include both veterinary and community representation;
  6. 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 and Provost, the senior administrator at Douglas College responsible for animal care and use;
  7. Other DCACC documentation such as exchanges between the DCACC and animal users must be completed and filed in a timely manner.

## 8. DUTIES AND RESPONSIBILITIES

### Selection

Members may be nominated by any Douglas College student or employee. 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. If unable to attend a DCCAC meeting then a suitable delegate should be found. A delegate can vote by proxy on behalf of the DCACC members they are representing.

### 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 minimum of three (3) years, and a maximum of (4) years from the DCACC membership and, in order to avoid potential conflicts of interest, **must not be**

- The VTEC Program Coordinator;
- The designated Douglas College institutional veterinarian;

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

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

## 9. ACCOUNTABILITY

### 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);
  - *report all animal welfare incidents to their animal care committees to ensure they are addressed promptly and properly;*
  - *provide information and data to the CCAC during assessment visits regarding animal welfare incidents and how animal care committees addressed them.*
- 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\*](#)
  - 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 ensure that all necessary SOPs, including euthanasia protocols are completed and regularly reviewed,
  - 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:

- 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

### Post Approval Monitoring (PAM)

## Protocol Review Process

### Protocol Submission

- Protocol forms are available online at:  
[https://collegedouglas.sharepoint.com/sites/dconnect/tools\\_resources/forms/Pages/default.aspx#Default=%7B%22r%22%3A%5B%5D%2C%22o%22%3A%5B%5D%2C%22w%22%3A%22b470e398-ed62-49ff-8f73-c8535669196f%22%2C%22k%22%3A%22animal%20use%22%7D](https://collegedouglas.sharepoint.com/sites/dconnect/tools_resources/forms/Pages/default.aspx#Default=%7B%22r%22%3A%5B%5D%2C%22o%22%3A%5B%5D%2C%22w%22%3A%22b470e398-ed62-49ff-8f73-c8535669196f%22%2C%22k%22%3A%22animal%20use%22%7D)
- Fully completed applications are to be typed and then signed by the principal instructor/investigator (hereinafter referred to as "PI") and their 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**

**ACROYMNS and 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

AUP = 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.

RAWI = Reportable Animal Welfare Incident (replaced MAWI)

PAM = Post Animal Monitoring

PEDAGOGICAL MERIT = of using live animals in teaching and training involves evaluating whether their use is essential for achieving the desired learning outcomes. This assessment ensures that the educational benefits justify the involvement of live animals.