



Procedures of the University Animal Care Committee (UACC)

1. Procedures for the Use of Animals

1.1) All research and teaching at Queen's University involving animals that are housed in University facilities, on private farms, collected in the wild, or held in facilities other than those of the University (institutions not necessarily assessed by the Canadian Council on Animal Care) requires prior approval of the University Animal Care Committee (UACC). The UACC is responsible for overseeing the work carried out by all members of Queen's University who use animals for research, teaching or testing.

a) Therefore, a Queen's Principal Investigator (PI) who wishes to carry out animal-based work within a host institution's facilities must also submit an animal use protocol to the UACC. Both institutions must approve the protocol before commencement. Researchers from other institutions who apply to use the Queen's University Biological Station (QUBS) or another Queen's animal care facility must provide the UACC with copies of their home approved protocols for UACC approval. All home approved protocols will be reviewed by the UACC Subcommittee for approval. See the [UACC Policy on Animal Based Projects Involving Two or More Institutions](#).

b) New Animal Use Protocols (AUPs) should be submitted to the UACC Coordinator at least two months in advance of the anticipated start date of the project or course. Because the UACC can request clarification of any missing or incorrect information, submitting an incomplete application can add a month or more to the approval process. Please be advised that research funding cannot be released until all applicable approvals are in place (including scientific merit when applicable).

1.2) In order to achieve the objective of ensuring that the use of vertebrate animals at Queen's University meets or exceeds the standards of animal welfare established by the Animals for Research Act (Ontario), and the Canadian Council on Animal Care, the UACC reviews all Queen's University sanctioned activities involving live animals whether they are to occur on Queen's property or otherwise. In order to facilitate this process, the UACC requires advance notice of any proposed events. Although the approval of use protocols is not required for general information investigations, changes by completing a protocol amendment interventions and study endpoints, and a description of the use and distribution of animals as compared to that which was previously approved. A justification for the number of animals being requested must be provided regardless of any changes.

1.6) Full Resubmission protocols must include an update on the previous approval period outcomes as they relate to complications, adequacy of humane/study endpoints, and a description of the use and distribution of animals as compared to that which was approved will be required.

1.7) A protocol closure report collecting information on why the study is no longer being pursued is required upon completion of a protocol (or when a PI chooses not to renew or to abandon a protocol). An update on outcomes as they relate to complications, adequacy of humane/study endpoints, and a description of the use and distribution of animals as compared to that which was approved will be sought and PI's will be encouraged to explain if/ how the research objectives were reached and to indicate any publications or additional research opportunities that arose out of the research.



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UACC Reviewed and Approved: September 2015

Previously Approved: December 2020; June 2015; January 2013; October 2011; November 2009; October 2006.



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breaches of compliance develop. See the [UACC Policy on the Oversight of Animals in Science](#).

2.6) The UACC shall establish procedures for post approval monitoring of animal use protocols and define the roles and responsibilities of the members of the animal care and use program in the monitoring process.

To facilitate compliance as dictated by the Animals for Research Act (ARA), Canadian Council on Animal Care (CCAC) guidelines and policies, and institutional policies and standard operating procedures (SOPs), a Quality Assurance Program (QAP) has been implemented. This program provides support to the research community while ensuring the protection of animal subjects by confirming accurate and consistent UACC approved protocol performance of animal-based research in a collegial and unobtrusive manner.

2.6a) QAP assessments are managed by the QAP Coordinator who serves as the eyes and ears of the UACC, without voting privileges, but with obligations to advocate on behalf of the UACC when interacting with researchers and research (er)3.7 uo2.6 (e13.6 (ov)10(e1))o(i)-Tw 0 -1.n.015 aTw 0 61.3 (t)2 ((o)13.4g w 0.28 0)1 ((c)-2.7 (h)137 (ear)17 (c)-2.n (t)2 (oc, (t)2

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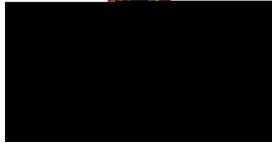
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also choose to delegate certain responsibilities to one or more senior animal care staff member(s).

2.8) The UACC will maintain an active dialog with senior administration through communications with the UACC Chair and the University Veterinarian. Senior administration will be sent a summary document quantifying all annual activities of the UACC (protocol reviews, facility assn

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3.5) After UACC members have completed their reviews, they shall discuss the proposal at a full UACC meeting and, taking account of the members' evaluations, either **a** *approve* (with or without comments), **b** *return for modification* (for subsequent review by the UACC Subcommittee), or **c** *decline* the proposal, requiring it be revised and resubmitted to the next full UACC meeting for subsequent review.

If the members of the UACC reviewing the proposal so indicate, they shall be given an opportunity to see any clarifications/revisions that may be provided by the PI. Reviewers shall also have access to the PI's grant application(s) and/or other appropriate documents in order to satisfy themselves concerning the nature of the experimental procedures to be utilized. The UACC Coord-21.013 -04 Tw [(C)6 (oo Tw [(r)-c,3.3 (i))6 (ooe)13.3 (d(t913.fd.)2 ((at)2 (i3.3 (t))TJ 0.004 TC3 (d(t

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