

<b>POLICY TITLE</b>	AR-04 Animal Welfare Policy
<b>POLICY HOLDER</b>	Vice-President, Research
<b>ORIGINAL DATE</b>	February 2014
<b>REVIEW DATE</b>	June 2014
<b>REVISED DATE</b>	June 2014
<b>NEXT REVIEW</b>	February 2016

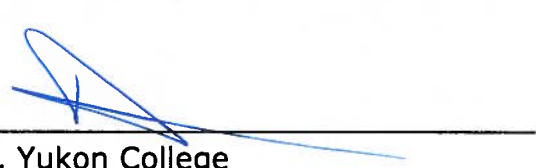
**POLICY**

Yukon College is committed to expanding northern research and innovation opportunities. The College strives to expand the culture and capacity to conduct research within the College and throughout Yukon according to clearly defined standards of care when animals are involved in research activities.

This policy is established under CCAC (Canadian Council on Animal Care) guidelines to define the procedures to ensure that all research (including field studies), testing or teaching projects involving animals meet federal and territorial standards and be approved by the Animal Welfare Committee.

**Approval Statement**

With the consent of the Senior Executive Committee and approval of the President this policy is hereby deemed in effect the 11 day of June, 2014.



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President, Yukon College

June 11, 2014  
Date

## **1.0 PURPOSE**

Yukon College is committed to developing and maintaining administrative and operational policies and to ensuring such policies reflect the College's values, legal, and ethical requirements and purpose.

This policy has been developed for anyone involved in Yukon College endorsed research or scholarly activities. The policy is designed to ensure the highest standard of care when animals are involved in teaching, research, or testing at Yukon College.

## **2.0 GOVERNING LEGISLATION AND RELEVANT DOCUMENTS**

The Yukon College Act,  
Board of Governors Policy #3: Yukon College President Responsibilities,  
AR-01 College Role in Research,  
AR-02 Research Integrity,  
AR-03 Research Ethics Policy,  
AR-05 Intellectual Property Policy,  
AR-06 Northern Research Endowment Fund,  
Tri-Council Policy Statement: Integrity in Research and Scholarship,  
ACUNS (Association of Canadian Universities for Northern Studies) Ethical Principles for the Conduct of Research in the North,  
Yukon Scientists and Explorers Act,  
Memorandum of Understanding with Lethbridge College on Animal Care  
Canada Council on Animal Care <http://www.ccac.ca>  
Canada Council on Animal Care documents listed in Animal Protection Regulations:

- CCAC Guide to the Care and Use of Experimental Animals, Vol. 1, 2nd ed. (1993);
- CCAC Guide to the Care and Use of Experimental Animals, Vol. 2 (1984);
- CCAC guidelines on: animal use protocol review (1997);
- CCAC guidelines on: transgenic animals (1997);
- CCAC guidelines on: choosing an appropriate endpoint in experiments using animals for research, teaching and testing (1998);
- CCAC guidelines on: institutional animal user training program (1999);
- CCAC guidelines on: antibody production (2002);
- CCAC guidelines on: the care and use of wildlife (2003);
- CCAC guidelines on: laboratory animal facilities-characteristics, design and development (2003);

- CCAC guidelines on: the care and use of fish in research, teaching and testing (2005);
- CCAC policy statement on: terms of reference for animal care committees (2000);
- CCAC policy statement on: ethics of animal investigation (1989);
- CCAC policy statement on: social and behavioural requirements of experimental animals (SEBREA) (1990);
- CCAC policy statement on: acceptable immunological procedures (1991);
- CCAC policy statement on: categories of invasiveness in animal experiments (1991);
- CCAC policy statement on: definitions of recommendations made in CCAC reports (1996);
- CCAC policy statement on: confidentiality of assessment information (1999);
- CCAC policy statement on: CCAC assessment panel policy (1999);
- CCAC policy statement on: compliance and non-compliance (2000);
- CCAC policy statement on: the Assessment Program of the CCAC (2000);
- CCAC policy statement on: the importance of independent peer review of the scientific merit of animal-based research projects (2000); and
- CCAC policy statement on: animal-based projects involving two or more institutions (2003).

### **3.0 SCOPE**

This policy applies to all research, teaching, and testing using non-human vertebrate animals and cephalopods, conducted under the aegis of Yukon College.

### **4.0 DEFINITIONS**

N/A

### **5.0 PROCEDURES**

1. Yukon College is committed to providing humane treatment and care of animals. In compliance with regulations associated with the Animal Protection Act (Yukon) all use of animals for teaching, research, or testing at Yukon College shall, at a minimum, comply with the Canadian Council on Animal Care (CCAC) documents listed in the Animal Protection Regulations.

2. The Animal Care Committee (ACC) oversees the College's animal programs, facilities and procedures.
3. The ACC establishes its own terms of reference which shall be in accord with the terms of reference outlined by the CCAC Terms of Reference for Animal Care Committees (2006).
4. All use of animals, including acquisition of animals, for teaching, research, or testing must be approved by the ACC in advance.
5. The ACC has the authority, on behalf of the President , to:
  - a. Ensure that any objectionable procedures be stopped if, in consultation with the veterinarian, the ACC considers that unnecessary pain and distress is being experienced by the animal;
  - b. Ensure that any use of animals which causes the animals to experience excess unforeseen pain and distress be stopped; and
  - c. Ensure that an animal be humanely killed if, in consultation with the veterinarian, the ACC feels that pain or distress caused to the animal cannot be alleviated.
6. The Chair of the ACC and the veterinarian will be allowed access at all times to all areas where animals are held or used.
7. The ACC will be supported by an ACC Coordinator.
8. Decisions of the ACC may be appealed to the Vice-President, Research (VPR).
9. Animal use that contravenes this policy constitutes non-compliance and may represent research misconduct.

The Animal Care Committee terms of reference and roles and responsibilities are described in Appendix A – Animal Care Procedures.

## **6.0 PROBLEM SOLVING**

Any questions or concerns arising out of the intent, content, implementation, or communication of this policy should be reported to the Vice-President, Research.

Where a concern or dispute arises from a decision made as a result of applying or enforcing this policy, a Principal Investigator (PI) may appeal such decisions to the Vice-President, Research.

## **7.0 FORMS**

N/A

## **8.0 APPENDICES**

Appendix A – Animal Care Procedures

## **9.0 ADDENDUMS**

Addendum A - Policy Communication Checklist

## **APPENDIX A - ANIMAL CARE PROCEDURES**

### **Part A: Animal Care Committee (Yukon College)**

#### **Membership**

1. The Animal Care Committee (ACC Yukon College) will have the following members appointed by the President:
  - a. One (1) community representative;
  - b. One (1) faculty or staff member with experience in animal care and use;
  - c. One (1) veterinarian experienced in experimental animal care and use;
  - d. Director of Research Services;
  - e. Others as may be deemed appropriate.

#### **Term of Appointment**

1. Committee members are appointed for two (2) year terms and are normally renewable to a maximum of eight (8) consecutive years. This maximum does not apply to the ACC members who must be a part of the ACC because of their role, namely the veterinarian, and the Director of Research Services. The terms should be staggered to provide continuity.
2. The Director of Research Services will be the point of contact for Yukon College applications etc.

#### **Reporting and Quorum**

1. The ACC reports through the Vice President, Research (VPR) to the President.
2. Six (6) members of the whole (YC and LC) will constitute a quorum and must include a veterinarian and a community representative.

#### **Meetings**

1. The ACC shall establish a schedule of meetings and publish deadlines for submission of protocols.

2. There shall be at least two (2) meetings per year and meetings should be as often as necessary to fulfill requirements set out in the terms of reference and to ensure that all animal use within the College is in compliance with the College, municipal, provincial, territorial, and federal guidelines and CCAC guidelines.

### **Recordkeeping**

1. It is the responsibility of the ACC Coordinator to produce minutes documenting ACC discussions, decisions and modifications to protocols and forward them to the Committee.

### **Part B: Roles and Responsibilities**

1. The Animal Care Committee (ACC) has a responsibility to:
  - a) Establish and implement procedures to provide a system of animal care which comply with legal and ethical requirements and recommends on implementation of, and modifications to policy;
  - b) Inform potential investigators of their responsibility to bring to the attention of the ACC, any research or teaching protocol which involves the use of live animals before any work with animals commences or animals are brought on campus;
  - c) Require that all animal users submit appropriate animal use forms to the ACC Coordinator for forwarding to the ACC for review and approval; Animal use forms have been established by the ACC and shall be in compliance with Canadian Council on Animal Care guidelines; these forms may be modified by the ACC as required, however in the case of funded research, review and approval must occur before the release of funds to ensure that:
    - Animal users update their protocols with any modifications and that they are approved before they are implemented; minor modifications can be approved by the Chair of the ACC or delegate whereas any major changes require that a new protocol be submitted to the ACC,
    - All protocols are reviewed annually, and any modifications to a protocol are approved before they are implemented,

- All research (including field studies), testing or teaching projects involving animals receive prior approval of a written animal use protocol by the ACC and that no animals are acquired or used before approval,
  - No animals be held for breeding purposes, or for eventual use in research, teaching or testing projects, without prior ACC approval of a written animal use protocol, and
  - All procedures comply with CCAC guidelines and policy statements, and, if at variance with those guidelines and policy statements, require justification for the variance on scientific grounds.
- d) Ensure that a peer review of scientific merit is carried out for research and testing projects; if the review is not carried out by an external peer review agency, the ACC should obtain a review in accordance with the CCAC Guidelines on Animal Use Protocol Review;
- e) Ensure that the pedagogical merit of teaching animal welfare protocols is evaluated;
- f) Establish procedures for monitoring protocols which involve animals, such as periodic visits to the animal housing facilities and receipt of annual updates of ongoing protocols;
- g) Undertake site visits of all animal care facilities and experimental laboratories as a Committee at least once annually; provide written reports to those responsible for the facilities following the Committee site visits;
- h) Ensure adequate care of animals in all stages of life, and ensure veterinary assistance in case of sickness, injury and elective procedures;
- i) Encourage the use of pilot studies with few animals when new approaches, methods or products are being tried, before approving new, large scale protocols; ensure that animal users report to the ACC on the outcome (positive or negative) of any pilot studies;
- j) Determine and correct breaches of compliance with approved animal use protocols and Standard Operating Procedures (SOPs); any breach of compliance that cannot be corrected by the ACC and the concerned animal users and veterinary/animal care staff must be referred to the senior administration;
- k) At least every three (3) years review:
- Its terms of reference to ensure compliance with the most recent CCAC guidelines 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, and
  - Policies and procedures for monitoring animal care and experimental procedures within the institution.
  - Maintain liaison with the CCAC Secretariat and with the provincial authorities, where applicable and submit complete and accurate animal use information to the CCAC annually;
- l) Aid in the development of a crisis management program for the animal facilities and for the animal care and use program, in conjunction with any general institutional crisis management plan(s); and
- m) Sponsor, from time to time, seminars or workshops on the use of animals in science and the ethics of animal experimentation; this should include a formal orientation session to introduce new ACC members to the animal care and use program and its members, policies and procedures, as well as to the animal facilities and to CCAC guidelines and policies.

2. The College has the responsibility to:

- a) Work with the ACC to ensure that all Committee members and animal users have the opportunity to become familiar with the Canadian Council on Animal Care (CCAC) guidelines and policies statements, federal, provincial or municipal statutes that may apply, as well as institutional requirements;
- b) Support the work of the ACC by appointing an ACC coordinator who will ensure that animal use protocols are well managed, that committee minutes and reports are produced and distributed promptly, that all exchanges between the ACC and animal users are well documented and filed in a timely manner, and that ACC members and animal users are provided with necessary information;
- c) Ensure that ACC members are provided with the necessary initial training and ongoing learning opportunities to better understand their work and role; and
- d) Value and recognize the work performed by the ACC.

**Part C: Protocol Review**

1. The ACC will review and assess all animal use protocols, with particular emphasis on the CCAC's Guide to the Care and Use of Experimental Animals, the Ethics of Animal Investigation policy statement and the guidelines on: animal use protocol review as well as on all other relevant CCAC guidelines and policy statements.
2. Where necessary, the ACC can require further supportive information from the investigator/instructor or meet with the investigator/instructor to ensure that all members of the committee understand the procedures to be used on the animal.
3. Protocols will be reviewed with regard to the ethical treatment of animals in all aspects of the procedures including housing, maintenance and techniques.
4. Protocols submitted to the ACC should include sufficient information written in non-technical language, where possible, to describe and justify the experiments and methods to be used.
5. Normally protocols deemed to be CCAC Category of Invasiveness "E" will not be considered for approval.
6. The ACC shall discuss each protocol and detailed recommendations shall be recorded.
7. The ACC shall discuss protocols and make decisions on them during full committee meetings (except as otherwise provided) and shall attempt to reach decisions by consensus.
8. The protocol will either be approved, approved pending revision, or the Principal Investigator (PI) will be asked to re-submit.
9. The PI will be advised of the Committee's decision by email, asked to respond to any recommendations by email.
10. Each approved protocol shall be assigned a protocol number, which should be used to monitor the number of animals used.

11. Research and teaching protocols may be approved for up to four years but must be renewed at least annually.
12. Responsibility for interim review of protocols requesting immediate approval will be delegated to a protocol review subcommittee consisting of the ACC Chair, a veterinarian, a community representative, and the ACC Coordinator. If agreement cannot be reached on an interim review by the protocol review subcommittee, then the protocol should be submitted to the ACC for review. If approval is granted by the protocol review subcommittee, such interim approval will be subject to discussion and final approval at a full meeting of the ACC.
13. Any appeal of the ACC's decisions shall be made in writing to the VPR.

**ADDENDUM A - POLICY COMMUNICATION CHECKLIST**

Policy Name: Animal welfare policy  
 Number: AR-04  
 Submitted by: Clint Sawicki

List those consulted with in preparation of this policy:

Name	Department	Date
YC Staff and Faculty	All	May 2014

The order for communication and/or consultation for a new or revised policy is as follows:

1. SEC – initial review and recommendations from SEC membership;
2. Identified stakeholders within Yukon College in order of priority – see below;
3. SEC – to be briefed on any issues arising out of stakeholder consultations;
4. Staff – SEC members to bring policy to their staff for feedback(*SEC member introducing this policy is responsible for sending to SEC, requesting that it be circulated to their staff for feedback*);
5. SEC – final draft supported by SEC membership and approved by the President.

This checklist must be completed prior to the final draft of a policy being presented to SEC for presidential approval.

Body	Communication Planned	Completed	Comments
SEC	YC Staff and Faculty	May 2014	
Student Union			
Employee’s Union			
Occupational Health and Safety			
Academic Council			
Board or a Board subcommittee			
<i>Other</i>	YC Staff and Faculty	May 2014	
SEC for Final Review	Final Approval	June 2014	