

PURPOSE

The purpose of the University Animal Care Committee (UACC) Post-Approval Monitoring Program (PAMP) is to foster collegial and collaborative relationships between all participants of the University of Saskatchewan Animal Care and Use Program (ACUP). These relationships will help realize our mutual obligations to assure animal well-being and promote the University of Saskatchewan's mission "to achieve excellence in the scholarly activities of teaching, discovery, preserving, and applying knowledge".

BACKGROUND

The goal of an ACUP is to safeguard animal well-being. To do so obliges a broad spectrum of activities and requirements with continuous oversight and review and sustained activity, which is provided through the UACC PAMP. The PAMP is also a requirement of the Canadian Council on Animal Care (CCAC), which directs institutions to "establish procedures for post-approval monitoring of animal use of protocols and to define the roles and responsibilities of the members of the animal care and use program in the monitoring process" (from the CCAC Terms of Reference for animal care committees (2007)). Furthermore, the PAMP is necessary to meet the directive of the Tri-Council Memorandum of Understanding (Schedule 3, Policy and Legislation) where "The institutions must have procedures in place to monitor ongoing work and to ensure conformity with federal and provincial guidelines, regulations, and laws covering the use of animals in research, teaching, and testing."

The PAMP's principal function is to assure that all animal use remains consistent with CCAC and U of S guidelines, policies, and procedures and with the use identified in Animal Research Ethics Board (AREB) approved Animal Use Protocols (AUP). The safeguards instituted through the PAMP are designed to identify and address any difficulties or concerns with any aspect of animal care and use at the University of Saskatchewan as well as ensure consistent and sustained oversight of all animal use. An effective PAMP, then, requires the collaborative effort of all participants of the ACUP. The UACC executes the elements of the PAMP and addresses occasions when animal use deviates from approved policy and procedures (UACC Procedure document *Animal Use Non-Compliance*).

ROLES AND RESPONSIBILITIES

Animal Users – Research trainees and technicians (RTs) and the principal investigator (PI) must adhere to facility and UACC policies and procedures regarding animal use in teaching, research, testing, or production. Animal users work collaboratively with animal care staff and veterinarians to assure animal well-being and that they adhere to and employ the current best practices for humane animal care and use.

Facility Managers (FM) and Animal Care Staff (ACS) – The FM oversees the animal care and management of the facility, informs and updates the ACS on the animal use activities in the facility, and works closely with the Facility Veterinarian (FV) and the Animal Welfare Veterinarian (AWV) to assure welfare of all animals in the facility. The ACS is responsible for daily routine animal assessment and care. Both the FM and ACS monitor the activities of animal users within the facility and provide assistance or training, where appropriate, to animal users.

Facility Veterinarians (FV) and Animal Welfare Veterinarian (AWV) – The FV and AWV oversee the health and welfare of all animals in the assigned facility. The FV and AWV work closely with FM, ACS, and animal users to provide guidance on current best practices associated with humane animal care and use, identify best practices of veterinary care and management of the facility, and ensure an environment to allow an AUP to proceed. The AWV and FV also conduct regular documented facility inspections with reports forwarded to the FM and UV.

University Veterinarian (UV) – The UV provides operational oversight and overall management of the PAMP. The UV reports to the UACC and updates the UACC on immediate issues of concern.

University Animal Care Committee (UACC) – The UACC provides oversight to the PAMP, receives reports and updates, and recommends changes to policy/procedure or suggests corrective actions on ongoing and unresolved matters of concern.

Office of Vice President Research (OVPR) – OVPR receives reports and updates on the PAMP and becomes involved in the resolution of non-compliance upon failure of the UACC to correct the non-compliance.

PROCEDURES

The various elements of the UACC PAMP are listed below followed by a brief description of each element:

- 1) Oversight by the Research Services and Ethics Office (RSEO) to assist animal users in maintenance of protocol compliance and assurance of an efficient protocol modification process;
- 2) Assistance to animal users from UACC members (i.e. AWV, FV, UV) on new procedures or procedures likely to cause more animal pain or distress, and development of suitable Humane Intervention Point (HIP) checklists and clinical monitoring (CM) schedules;
- 3) Day-to-day assistance to animal users from UACC veterinarians and animal care staff to assure consistency of practices with approved protocols and institutional policy and procedures, and to assure suitable training;
- 4) Identification and provision of training to participants of the ACUP as appropriate;
- 5) Employment of an animal health program;
- 6) Regular facility inspections by the UACC Facility Inspection Committee (FIC);
- 7) Regular veterinary rounds and facility inspections by the FVs and UVs;
- 8) Post-approval review (PAR) of approved AUPs; and

9) CCAC assessment visits.

1. Research Services and Ethics Office oversight to maintain protocol compliance

The RSEO oversees and maintains the administration of all protocol submissions:

- a. All new proposed animal use first undergoes scientific/pedagogical merit and ethical review and approval. All active protocols are subject to regular annual review and renewal. Refer to the UACC Procedure document *New and Ongoing Animal Use Protocol Review*.
- b. Changes to approved procedures first undergo review and approval through a protocol modification. Refer to the UACC Procedure document *Modification Submission to an Animal Use Protocol*.

2. New procedure assistance and development of Humane Intervention Point Checklists and Clinical Monitoring Records (HIP/CM).

- a. The AWV (or FV when appropriate) assists in the establishment of procedures new to a PI.
 - i. The AREB requests as a condition of AUP approval that PIs seek assistance from the AWV on any procedure new to the research group or when live animal imaging occurs at the synchrotron.
- b. The AWV assists in the development of HIP and CM as appropriate.
 - i. The REO has available HIP and CM templates in the UACC SOP and HIP/CM Database.

3. Daily oversight of animal use (by FM, ACS, FV, AWV)

- a. The FV and AWV are responsible the health and welfare of all animals in the assigned facility, but the FM oversees and monitors the daily activities in the facility. The ACS is responsible for daily routine animal assessment and care.
 - i. The FM maintains updated AUP, Clinical monitoring records, and Humane Intervention Point checklists in the facility.
 - ii. The FM informs ACS of animal protocols and procedures in the facility and scheduled FV, Facility Inspection Committee, CCAC visits.
- b. The AWV, FM, and ACS provide assistance or training, where appropriate, to animal users.
 - i. ACS report to the FM any concerns about animal welfare or practices/procedures not consistent with approved AUP or institutional/CCAC guidelines, procedures, and policy. The FM reports these concerns to the FV or AWV and/or UV as appropriate.
 - ii. The FV or AWV report any significant veterinary or facility management issue to the FM and works together with the FM to resolve the issue.

4. Training

- a. All animal users complete the online UACC Animal Care Course. Refer to the UACC procedure document *Training Required for Approval of Animal Use Protocol Applications* and the Education and Training Program webpage (http://www.usask.ca/research/ethics_review/animalcare/education.php).

- b. All research trainees and technicians (unless exempt as indicated in Section 3 of the *Animal Use Protocol*) undergo animal handling training. Training needs are identified at the level of the College/School upon intake of new trainees and technicians. Refer to the Education and Training Program webpage (http://www.usask.ca/research/ethics_review/animalcare/education.php).
- c. Practical skills training courses and one-on-one training is scheduled as needed. Refer to the Education and Training Program webpage (http://www.usask.ca/research/ethics_review/animalcare/education.php).
- d. All members of the UACC participate in continuing education opportunities provided through webinars, conference and workshop attendance to ensure that the University of Saskatchewan ACUP continues to employ the current best practices for humane animal care and use.

5. Animal Health Program

The Animal Health Program involves:

- a. A rodent health surveillance program (UACC SOP M204) for rodent facilities and a comprehensive preventative health program for facilities maintaining non-rodent colony animals.
- b. Reporting of animals identified with health concerns
 - i. Animal users report morbidities, mortalities, or other welfare incidents to the Facility Manager and to the FV. A record is kept in the clinical monitoring record identifying the animal, PI, protocol number, date, observations, and any interventions.
 - ii. Facility Veterinarian responds to the notification, assesses the animal, and institutes treatment or provides euthanasia if warranted.
- c. Use of Morbidity/Mortality/Welfare Incident (MMI) reporting forms.
 - i. All animal welfare concerns are documented on the MMI form, which is reviewed by the AWV and electronically/physically stored with the PIs AUP file.
 - ii. The AWV compiles MMI submissions into a brief report, which is relayed to the AREB each month and reported biannually to the UACC.

6. Facility inspection by UACC Facility Inspection Committee (FIC)

- a. The UACC FIC conducts site visits of each animal facility and animal procedure area once per year.
 - i. Refer to the *UACC Terms of Reference* document to identify the responsibilities of the FIC.
 - ii. Site visit reports are provided to the FM and the facility administration unit and consolidated into concise reports to the UACC.

7. Facility Veterinarian (FV) rounds and facility inspection

- a. The FV conducts regular assessment of all animals in the facility. Refer to the *Facility Veterinarian Terms of Reference* document for the roles and responsibilities of the FV.
- b. The FV conducts regular documented facility inspections separate from the UACC FIC visits and provides the report to the FM, AWV, and UV.

8. *Post-Approval Review (PAR) of an Animal Use Protocol (AUP)*

- a. The PAR of approved AUPs involves an in-person assessment of protocol activities to determine consistency of practices and procedures with those identified in approved protocols and SOPs. Refer to the UACC Procedure document *Post-Approval Review of Approved Animal Use Protocols* for a description of the PAR process and the associated procedures.

9. *Canadian Council on Animal Care (CCAC) assessment visits*

- a. The University of Saskatchewan's ACUP undergoes assessment by the CCAC to determine whether our practices and procedures align with national guidance and policies. Every 6 years a full CCAC panel will conduct the assessment and every three years an interim visit is conducted by a CCAC Assessment Director.

Approved by UACC, 30 May 2014