

UBC ANIMAL CARE COMMITTEE

POLICY 014

Post Approval Monitoring (PAM)

Date Originally Approved: May 26, 2009

Date Revised: November 17, 2025

1.0 PURPOSE

The purpose of this policy is to describe the University of British Columbia (UBC) Post Approval Monitoring (PAM) program. This program is mandated by the Canadian Council on Animal Care (CCAC) which requires that all academic institutions that work with animals in science (Research, Teaching or Breeding) establish procedures for PAM to ensure protocols are applied in practice as approved in principle by the Animal Care Committee (ACC). UBC PAM also ensures that animal facilities and alternate animal use spaces meet CCAC and ACC requirements for working with animals in science. This policy will be accompanied by a guideline that provides additional details about the PAM program and processes.

2.0 SCOPE

This Policy applies to all UBC Persons who work with animals in Research, Teaching or Breeding within the UBC Animal Care and Use Program (ACUP), which falls under the review of the UBC ACC.

3.0 DEFINITIONS

Animal Care Committee (ACC): the local representative of the CCAC responsible for overseeing all aspects of animal ethics and care, including determining, and working to correct, breaches of compliance with approved animal protocols and applicable standard operating procedures (SOPs).

Canadian Council on Animal Care (CCAC): the national peer-review organization responsible for setting, maintaining and overseeing the implementation of high standards for animal ethics and care in science throughout Canada.

Compliance: the requirement that all UBC Persons working with animals in Research, Teaching or Breeding will adhere to their ACC approved animal use protocol(s), CCAC and UBC ACC policies, guidelines and standard operating procedures, and other applicable regulatory requirements.

Non-compliance: occurs when any UBC Person is found in breach of compliance as defined above and in Policy 001 Compliance.

Post Approval Monitoring (PAM) Program: The risk-based review of animal facility(s), alternate animal use spaces, UBC ACC approved animal use protocol(s) (AUPs), the procedures within the AUPs, and all applicable monitoring to ensure animal welfare and ethical standards are upheld, as required by the UBC ACC and CCAC. The UBC PAM Program consists of 4 parts: 1) PAM PI Procedural Reviews, 2) PAM

Facility Audits, 3) Animal Care Committee (ACC) site visits, and 4) Facility Manager Reports.

PAM Team: those persons delegated the authority by the ACC to enforce the PAM program.

4.0 POLICY STATEMENTS

1. All UBC ACC AUPs, animal facilities and alternate animal use spaces are subject to PAM Program oversight as part of the regulatory requirements of the CCAC accreditation process.
2. Continued protocol approval and renewal are subject to full cooperation with the PAM Program, and maintaining compliance as per UBC ACC Policy 001 (Compliance).
3. Issues identified through the PAM Program must be resolved according to any applicable ACC or PAM processes.

5.0 RESPONSIBILITIES

1. It is the responsibility of any person involved in the care and use of animals to follow this policy.
2. The Principal Investigator (PI) is responsible for:
 - a. Confirming that all study team members are aware of the PAM program.
 - b. Ensuring all study team members are listed on and comply with their approved AUP.
 - c. Ensuring all study team members have completed applicable training to perform the work described on the AUP.
3. Study Team members are responsible for:
 - a. Following the procedures and monitoring described in the approved AUP.
 - b. Completing and adhering to all applicable training.
 - c. Adhering to applicable UBC ACC policies and guidelines (GL), and UBC ACC or facility standard operating procedures (SOPs).
4. Facility Manager(s) are responsible for:
 - a. Oversight of approved protocols, procedures and policies within their facility(s).
 - b. Oversight of animal use spaces within their facility(s).
 - c. Reporting non-compliance issues as per ACC Policy 001 (Compliance).
 - d. Completing monthly PAM Facility checklists and any other applicable compliance-related documentation.
5. UBC Clinical Veterinarians are responsible for:
 - a. Providing clinical veterinary services and research support to all UBC Persons working with animals to prevent and/or correct deficiencies related to animal welfare concerns identified through or resulting in non-compliance.
6. The PAM Team is responsible for
 - a. Performing ongoing review of approved AUPs.
 - b. Performing ongoing review of animal facilities and alternate animal use spaces.
 - c. Ensuring that all animal-related procedures and applicable monitoring conform to the approved AUP, ACC and CCAC policies, GLs, and SOPs.

- d. Reporting findings to all applicable UBC Persons and the ACC.
7. The UBC ACC is responsible for:
- a. Implementing and enforcing policies to ensure compliance with any requirements necessary to maintain accreditation with the CCAC.
 - b. Investigating incidences of non-compliance as described in ACC Policy 001 (Compliance).
 - c. Working to correct breaches of compliance.

6.0 REFERENCES

- 1. UBC Animal Care Committee Terms of Reference
<https://animalcare.ubc.ca/animal-care-committee>
- 2. The Canadian Council on Animal Care policies and guidelines
<https://ccac.ca/en/guidelines-and-policies/>
- 3. UBC ACC Policies
<https://animalcare.ubc.ca/animal-care-committee/sops-policies-and-guidelines/acc-policies>