

Animal Care Committee: Animal Facility Management Guidelines

Approved October 15, 2014

The following guidelines refer to animal facility oversight and in particular, the requirements to have local animal users/management committees, animal facility managers and staff with appropriate training, and standard operating procedures (SOPs). These guidelines support the UBC Animal Care Committee (ACC) Animal Facility Management Policy.

1. Local Animal Users/Management Committee

Animal Users /Management Committee Reporting Structure

The authority and reporting relationships of the Animal Users/Management committee will vary depending on the nature of the facility (e.g. departmental facility, multi- departmental, centre or institute, stand-alone facility used by investigators from different departments or faculties). However, in all cases the lines of reporting and authority must be clearly described in the terms of reference.

The UBC ACC has the ultimate authority over animal use in all UBC animal facilities, including the authority to euthanize animals, and stop animal use or any research protocols if it considers that unnecessary stress or pain is being experienced by any animal (see UBC ACC Terms of Reference).

Animal Users Committee Oversight

- Assignment of animal holding and procedural space for individual users.
- Monitoring of all animals on a daily basis and confirming responsibility for such monitoring.
- Advising on facility policies to govern procurement, entry, housing and use of experimental animals in the facility.
- Ensuring that all users are kept informed of relevant changes in operations, particularly when such changes may affect research animals and projects (e.g. disease outbreaks, construction, alternation in biosecurity procedures). Facility managers will be responsible for providing specific details, and for implementing necessary changes, accordingly.
- Approving facility policies regarding health status and rederivation standards for animals imported into the facility, with respect to microorganisms, in compliance with UBC's ACC Importation Policy restrictions.
- Striving to ensure that the facility meets the ongoing needs of the users, and if necessary, will fundraise or lobby for equipment purchases, upgrades, staff salary funding and space as necessary.
- Assisting with setting priorities for the purchase of replacement housing and equipment with the aim to improve animal welfare.

2. Animal Care Facility Manager and Staff

Required level of animal care standards

Facility managers with the appropriate level of training and experience are essential components for UBC to meet its commitment to adhere to the requirements of the ACC, CCAC and other agencies. Managerial and technical staff must also have training and continuing educational opportunities made available to ensure skills and expertise is maintained at high levels.

The facility manager must have appropriate experience working with the types of animals in the facility and a relevant educational background such as an Animal Health Technologist/Veterinary Technologist diploma, a degree in a related scientific discipline or equivalent years of comparable experience. An interest in continuing education in the animal research field is also an important criterion, such as pursuing certification with the Canadian Association for Laboratory Animal Science (CALAS-ACSAL) as an RLAT or RMLAT, or equivalent levels of education, with similar organizations.

Facility Manager's Responsibilities

Include but are not limited to:

- Supervision of daily facility operations, staff and students.
- Management of animal care and welfare, training, orientation, husbandry and cage processing.
- Monitoring protocol and regulatory adherence and providing or advising on technical expertise, biosecurity and safety.
- Acting as an ACC or continuing review liaison.
- Ensuring containment procedures and policies are followed.
- Liaison with risk management and local safety committees.
- Providing bio-entry and exclusion advice.
- Management of SOPs.
- Promptly reporting animal health and welfare or other concerns regarding the use of animals in the facility to the designated PI, the Veterinarian, and as appropriate, the Animal User's/Management Committee chair, the Facility Academic Director, or equivalent position, and to the UBC Animal Care Committee or designate, for their action or remediation.
- Providing orientation to all faculty, staff and students using the facility. See the Animal Care Committee Training Policy (008) Section B.
- Membership on the facility's Animal Users /Management Committee and the ACC's Animal Care Facility Managers Sub-Committee.

Lines of Accountability

- Must have a direct reporting line to an Academic Director, or equivalent position, who is responsible for the facility, centre, unit or department.

3. Standard Operating Procedures

Facilities are to have Standard Operating Procedures (SOP) in place to provide oversight for operations, technical procedures, training and animal welfare . Facility specific templates may be created at the discretion of the facility manager, and may be reviewed with their Animal Users/Management

committee. SOP templates should include basic components such as a creation date, renewal or reviewed/ approved by date and names, originator, purpose and clearly written procedural sections with details such as photos or diagrams as applicable. Reference to UBC Policies, forms and guidelines must be included.

Facility SOP indices should at minimum include the following general topics:

Facility Operations:

- Ordering Animals
- Transport/import/export of animals
- Sentinel and Health Monitoring Programs
- Access and Entry/Exit procedures for materials, biologicals and personnel into areas such as containment, barrier, facility
- Personal Protective Equipment (PPE requirements)
- UBC Training requirements as well as facility training and orientation for staff and animal users
- Facility cleaning, disinfection and decontamination schedules and procedures
- Preparation of solutions
- Vermin control
- Requirements for working in the facility (protocol, RISE access, training, orientation)
- Biosecurity procedures
- Crisis management- reference to UBC Continuity planning
- Facility and Equipment Maintenance

Animal Care and Husbandry:

- Storage of food and bedding
- Species-specific husbandry schedules
- Cage changing, handling, dumping, transfer and processing procedures
- Weaning and breeding
- Quarantine/containment (if applicable)
- Health monitoring as applicable
- Morbidity/mortality reporting/records
- Environmental enrichment

Technical:

- Technical procedures such as blood collection / injection for species housed (can refer to UBC SOPs)
- Specialized technical procedures
- Handling and Animal Care – general and specialized
- Specific equipment operational procedures and maintenance
- Surgical procedures and aseptic technique
- Handling of moribund, sick animals or animals found dead
- Euthanasia procedures for all species housed
- Handling and disposal of carcasses
- Anesthetics- gaseous and injectable anesthetics
- Controlled drug handling and documentation
- Drug dosing and dilutions

Additional Procedural documentation should be posted, or easily available to anyone in the Facility.

- Emergency contact information, including Risk Management/HSE offices, Security, PIs, PIs senior technicians, and the facility manager.
- Internal Safety Committee Policies and Minutes, which should include instructions on working alone, animal bites, needle sticks spills of hazardous materials, emergency evacuation, & how to report accidents or injuries.

Facility Managers are strongly encouraged to use and refer to ACC approved SOPs, which can be found on the ACC website. SOPs should be submitted to the ACC for approval to aid in expedient protocol review.

Date of last review: October 14, 2014

Date Approved: