

# **UBC ANIMAL CARE COMMITTEE**

## **Policy 022**

### **Animal Monitoring by Non Facility Personnel**

**Date Approved: January 8, 2014**

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#### **PURPOSE**

It is the policy of the UBC Animal Care Committee (ACC) that animals used for research, teaching and testing are housed in bona fide UBC animal facilities on campus and at off-campus locations and monitored daily. Ideally, this daily monitoring is performed by facility staff, but the ACC recognizes in some rare cases this may interfere with ongoing, highly sensitive scientific experiments. This Guideline is in place to ensure, in these rare circumstances when facility staff cannot perform the monitoring, that all animals are instead monitored by the Principal Investigator (PI) and research staff in the same manner as would have been performed by facility staff.

#### **POLICY**

In cases where a PI requires daily non-animal facility staff monitoring for scientific reasons, the PI and applicable staff must provide care as specified by UBC and CCAC policies. Also, it should be noted that ACC members, the university veterinarians, or other applicable representatives, will always have the right to enter the room(s) should this be needed. In addition, the ability to have non-animal facility staff monitoring is a privilege and not a right, and formal application, with appropriate justification, must be made to, and approved by, the UBC Animal Care Committee prior to implementation.

#### **PROCEDURES**

If routine monitoring can not be done as usual by animal care facility staff, then this needs to be described in the animal care protocol with justification and an example of the monitoring sheets that will be used by the PI and/or their staff should be included in the appropriate section. Rather than detailing the information in the protocol, a form may be attached. An example of a form that includes all the required information by the Committee is attached. In completing the form, particular attention should be paid to the justification for non-animal facility staff monitoring. A copy of the approved form needs to be provided to the Facility manager and attached to the protocol.

The PI would need to work closely with the facility staff to define times when they can access the animal room as necessary, and the facility staff needs to be fully informed of the work that is ongoing and how their actions may disrupt the study. Should an emergency arise, then facility staff will be allowed to enter the room regardless of whether the PI or PI staff are present.

The PI and facility staff need to clearly define who within the facility will be responsible for feeding, cleaning, and other aspects of animal care during the requested timeframe. It is also expected that any non-animal facility staff doing the monitoring would maintain records of when

the animals were monitored, and any health issues noted, as would have been done by facility staff. These records should also be available to all staff at all times.