

# **UBC ANIMAL CARE COMMITTEE**

## **Guideline on Alternate Animal Use Spaces**

**Date Approved: April 25, 2022**

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### **1.0 PURPOSE**

The purpose of this guideline is to accompany the UBC Animal Care Committee (ACC) Policy 009 on Alternate Animal Use Spaces to outline the procedures for keeping animals outside of UBC animal facilities for any reason (housing, procedures etc.).

### **2.0 PROCEDURES**

#### **Submission and approval process:**

- 2.1 The Principal Investigator (PI) submits the Alternate Animal Use Spaces Application as a part of a new Animal Use Protocol (AUP) submission or amendment to an existing AUP for approval by the Animal Care Committee (ACC).
- 2.2 AUPs with alternate spaces should include the plan for husbandry, daily health checks, sick animal monitoring, monitoring records, environmental parameter controls and monitoring, etc. Where applicable, it should also outline the agreement between the Facility Manager of the nearest UBC animal facility and the PI regarding cages and cage cleaning. Refer to the Alternate Housing Checklist for details on requirements. UBC Clinical Veterinarians are available to help with this process.
- 2.3 The PI will arrange a time with the Clinical Veterinarian to review the proposed alternate animal use space using the appropriate checklist. Findings from the viewing will be sent to the ACC for review and approval. This process is a condition of initial approval or whenever changes are planned for the space.

#### **Post-approval process:**

- 2.4 Following approval of the alternate animal use spaces, these spaces will be subject to visits, inspections or audits by the Post Approval Monitoring (PAM) team, the Clinical Veterinarians and/or the Animal Care Committee (ACC). These visits are often arranged in advance but may be unannounced.
- 2.5 PAM team members, Clinical Veterinarians and any persons conducting independent oversight of the alternate animal use space must receive unrestricted access (i.e. key or key card access) upon approval of the space.
- 2.6 The PI may be contacted by the ACC administration to determine what is occurring in the alternate animal use space at any given time.

### 3.0 REFERENCES

1. CCAC Guidelines on: Laboratory animal facilities:  
<https://ccac.ca/Documents/Standards/Guidelines/Facilities.pdf>
2. UBC ACC Policies and Guidelines:  
<https://animalcare.ubc.ca/animal-care-committee/sops-policies-and-guidelines>