

Procedures Amending an Existing Animal Care Protocol

INTRODUCTION

Approved University of British Columbia Animal Use Protocols (AUPs) require submission of an “amendment” when the principal investigator changes funding, personnel, training of personnel, animal information, or animal procedures. The Animal Care Committee (ACC) must review and approve these modifications prior to implementation. Depending on the magnitude of the modification and the implications for animal welfare, the amendment may be reviewed by the ACC secretariat, an ACC subcommittee or the full committee.

PURPOSE

1. To provide guidance to Principal Investigators and the Animal Care Committee on the review of an amendment to an existing and approved Animal Use Protocol.

PROCEDURE

After submission of a modification, an ACC Sub-Committee (Committee Chair or Associate Chair, Clinical Veterinarian, and sometimes a community member and/or representative from Risk Management Services) determines whether the proposed modification requires sub- or full committee review. This decision is based on the degree to which the protocol has been modified, and in particular the degree to which the modifications negatively impact the welfare of animals. In some cases, when the changes deviate substantially from the existing protocol the ACC may require submission of a new application.

TYPES OF MODIFICATIONS AND LEVEL OF REVIEW

A. Minor Modifications:

“Minor” animal use protocol modifications are reviewed by the ACC Secretariat (ACC manager or assistant manager) in consultation with the ACC Chair, as required. Minor modifications are usually reviewed within a week of submitting the amendment on RISE.

Examples of Minor Modifications:

- a. Changes in personnel (removing or adding personnel) involved with animal procedures.
- b. Changes to education and training of personnel.
- c. Changes in who is carrying out procedures.
- d. Change in strain of animal (where the phenotype does not have any welfare concerns).
- e. Adding strains (where the phenotype does not have any welfare concerns) without changes in the total number of animals per year
- f. Change in supplier of animals.
- g. Changes in funding information.

B. Moderate Modifications

“Moderate” modifications are reviewed by the ACC Sub-Committee. [At the discretion of members of the subcommittee, moderate modifications may be referred to the full Committee for review.]

Examples of Moderate Modifications:

- a. Addition of animal species or strains that may have special housing or care requirements (e.g. isolator housing) or known and manageable health or welfare problems (e.g. immuno-compromised).
- b. Increase in animal numbers by up to 50% with justification.
- c. Change in drug(s) used.
- d. Change in experimental procedures.
- e. Change in method of euthanasia.
- f. Change in the duration, frequency or number of procedures performed on individual animals, especially for CCAC Category “D” and “E” protocols.
- g. Alterations in humane or experimental endpoints.

C. Major Modifications

“Major” modifications normally require review by the full ACC.

Examples of Major Modifications:

- a. An increase in the degree of invasiveness of procedures according to CCAC levels of Invasiveness
- b. (i.e.. B→C, or D; C→D or E; D→E).
- c. Addition of a new D level procedure to a D protocol.
- d. Changes to approaches to animal care or husbandry that increase the risk of negatively impacting the welfare of the animals.
- e. Increasing animal numbers by more than 50%.