

Animal Care Committee: Animal Facility Management Policy Policy 015

Date Approved: May 26, 2009
Date Revised: October 14, 2014

PURPOSE

The purpose of this policy is to provide direction for oversight of all UBC animal facilities, as well as those facilities that reside at affiliated research institutes/centres and hospitals and that fall under the review of UBC's Animal Care Committee ("UBC animal facilities").

SCOPE

This Policy details requirements for the oversight of UBC animal facilities through the Local Animal Users/Management Committee, animal care facility managers and their staff, and Standard Operating Procedures. For further information, please refer to the Animal Facility Management Guidelines.

1. Local Animal Users/Management Committee

All UBC animal facilities must meet the required level of animal care standards in accordance with CCAC Guidelines and relevant UBC Policies. To ensure these levels are met, all facilities must have an academic director(s) and a local animal user's/management committee in place to advise on the facilities' animal care and use program, and provide guidance on operations. The committee must include the academic director of the facility, or equivalent position, facility manager, a clinical veterinarian (ad hoc) and UBC PIs. The committee may also include animal facility staff, research staff and/or students of PIs with active research protocols. User/Management Committee Meetings will be held at a minimum of once per year and at the request of the Academic Director. Each committee will maintain current Terms of Reference outlining its composition, reporting relationships and relevant Policies such as Animal Care Committee (ACC), and Centre or facility-specific policies (which will be made available to the ACC).

2. Animal Care Facility Managers and Staff

All UBC animal Facilities must have an Animal Facility Manager staff position and sufficient facility support staff, all with appropriate training, certification and expertise. Facility Managers have a critical role as liaisons between PIs and their staff, ensuring the animals they work with receive appropriate care, operational oversight, and training and delivery of technical procedures. Managers serve as a crucial link between their facility and local and national regulatory agencies that oversee the care and use of experimental animals and of the operation of containment labs. These regulatory agencies include the ACC, CCAC, UBC Risk Management, WorkSafe BC and Health Canada. If managers or facility staff members cannot fulfill their responsibilities of providing acceptable animal care, supervision and monitoring, adverse effects could be realized for the animals, research projects and UBC's standing with

the CCAC in terms of compliance. Failure to ensure that containment procedures and policies are followed could result in censures to UBC from WorkSafe BC and federal regulatory agencies.

3. Standard Operating Procedures

Each animal facility will have Standard Operating Procedures to maintain standards in operations of facilities and animal welfare.