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THE UNIVERSITY OF BRITISH COLUMBIA

ANIMAL CARE COMMITTEE

Terms of Reference

Purpose:

1. The University of British Columbia (“UBC”) is committed to the humane and ethical care and use of animals and adheres to the principle that in order for animal use to be justifiable in research or teaching there must be a reasonable expectation of providing a benefit to the health and welfare of people or of animals or of advancing basic knowledge, or provides an educational outcome that considers the ethical treatment of animals in research as well as following the basic principles behind the 3Rs (replace, reduce, refine). In both research and teaching it is recognized that best practices must be adhered to and as more research is done, best practices evolve.
2. UBC will maintain an Animal Care Committee for so long as any research, teaching, testing or reproduction involving animals is conducted by UBC personnel or in all areas where animals are housed or used including alternate housing sites and laboratories.
3. The UBC Animal Care Committee (“the ACC”) must work to ensure that all animal users and caregivers are informed of and comply with CCAC animal care and use policies, CALAM Standards of Veterinary Care, applicable legislation and UBC policies and procedures.
4. The ACC will operate in accordance with the following terms of reference.

Appointment Process

5. The Associate Vice President Research will determine the number of members on the ACC and will be responsible for appointing members to the ACC.

Composition

6. The ACC will include the following members:
 - a) UBC faculty members experienced in animal care and use, who may or may not be actively using animals during their term on the ACC;
 - b) a veterinarian experienced in experimental animal care and use and/or is provided with continuing education/training opportunities in experimental



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- animal care and use;
- c) a UBC representative whose normal activities, past or present, do not depend on or involve animal use for research, teaching or testing;
 - d) at least one person representing community interests and concerns, who has no affiliation with UBC, and who is not involved in animal use for research, teaching or testing;
 - e) animal facility management representation;
 - f) student representation (graduate or undergraduate);
 - g) any other person the Associate Vice President Research may deem appropriate; and
 - h) the University Veterinarian, Director, Business Development & Operations, Clinical Veterinarian Representative, ACC Manager, Risk Management Representative and The Director, Office of Research Services who are ex-officio members of the committee.

Term

- 7. Members (with the exception of ex-officio members) are normally appointed for a term of no less than two years, renewable at the Associate Vice President Research's discretion to a maximum of eight years.

Chair

- 8. The Associate Vice President Research will appoint a Chair of the ACC from among its members as defined above. A member who is a UBC veterinarian or who has a conflict of interest with the ACC may not act as Chair. The following will be considered as a conflict of interest:
 - a) a direct involvement in the management of a UBC animal care facility; and
 - b) involvement as an investigator in a significant number of the protocols presented to the ACC.

Meetings

- 9. The ACC will meet no fewer than 10 times each calendar year.



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Quorum

10. A quorum consists of 50% plus one member, however three of these must include the community representative, one veterinarian and at least one researcher. In the event that a community representative, veterinarian, or a researcher is not able to attend, they are urged to submit written comments or comments on RISE concerning protocols and annual reviews to be reviewed at that meeting. If the ACC reaches a decision that is contrary to the comments of the community representative, veterinarian or researcher, the decision will be delayed until the next ACC meeting.

Subcommittees

11. The ACC may recommend the creation of a subcommittee to the Associate Vice President Research to conduct any part of its business, provided that the decisions and actions of a subcommittee are subject to ratification by the ACC at a meeting. The quorum for a subcommittee will be as considered appropriate by the ACC in each case, but it should include either the Chair (or his delegate) or a veterinarian and if the subcommittee involves reviewing protocols, a community member will be included. Currently, the following subcommittees are in place: 1) the “Policy Committee” considers questions of policy related to the ACC and any matters for which the ACC is responsible, and recommends to the ACC any policies or guidelines; 2) the “Post Approval Monitoring (PAM) Committee” receives, collates and tracks all sources of information related to the use of animals under approved animal care protocols. 3) Facility Managers’ Committee which reports any animal welfare related concerns to the ACC.

Committee Manager

12. The ACC Manager provides support to the ACC.

Line of Accountability

13. The ACC reports to the Associate Vice President Research.

Agendas, Minutes and Reports

14. Information will be circulated to all members at least one week prior to the scheduled meeting. Formal minutes will be recorded for each meeting, reviewed by the Chair and circulated to the Committee.



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15. The ACC will keep written records of ACC decisions, will make these available to the Associate Vice President Research and will follow up with him/her on any concerns.

Responsibilities

16. The ACC will ensure that appropriate care, including adequate veterinary oversight, is given to all animals in all stages of life and in all experimental situations in compliance with CCAC policies, CALAM Standards of Veterinary Care, applicable legislation and UBC policies and procedures.

17. The ACC will establish standards to ensure that:

- a) unnecessary pain or distress is avoided;
- b) anaesthesia and analgesia are properly and effectively used in all cases where necessary;
- c) appropriate post-operative care is provided;
- d) appropriate means of euthanasia are used;
- e) all procedures are carried out in the most humane and scientifically efficient manner; and
- f) all due consideration is given to animal welfare, including environmental enrichment.

18. The ACC will develop policies and procedures for monitoring animal care and experimental procedures.

19. The ACC will establish procedures for post-approval monitoring of animal use.

20. The ACC has the authority to:

- a) stop any procedure if it considers that unnecessary distress or pain is being experienced by an animal;
- b) stop any animal use which deviates from any approved use, which involves any non-approved procedure or which causes unforeseen pain or distress to an animal; and



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- c) humanely euthanize an animal, if it considers it necessary.

The Committee's authority with respect to the points above is also delegated to the University Veterinarian and his/her delegates approved by the ACC, who shall make full reports to the ACC within 24 hours in cases where this authority is exercised.

The Chair of the ACC and University Veterinarian must have access at all times to all areas where animals are or may be held or used.

Protocols

21. The ACC is responsible for setting the procedures for review and approval of protocols and the consensus necessary for any decision with respect to a protocol, as follows:
 - a. The ACC is responsible for reviewing all protocols. As per UBC Policy 87 Research, the ACC will ensure that all animal research, testing, reproduction and use in teaching is undertaken only when a written application (i.e. a protocol submitted on RISE) has received ACC approval.
 - b. When reviewing protocols, the ACC will also consider the CCAC's Guide to the Care and Use of Experimental Animals, Ethics of Animal Investigation and Guidelines on: Animal Use Protocol Review.
 - c. Decisions will be typically made by consensus. Here we define consensus of opinion as general or widespread agreement. This does not mean unanimous agreement and allows the opportunity to for individual committee members to register their opposition. If agreement is not widespread (consensus is not met), any ACC member can call for a vote. Approval of decision will require greater than 50% of those present at the meeting.
 - d. The ACC will ensure that each research project has been reviewed for scientific merit. In the case of non-peer reviewed (start-up funding, contract research, pilot studies), the proposed protocol will be subjected to an external peer review. If there appears to be a discrepancy between the research proposed in the ACC application and the research that was funded through a peer review process, at the Committee's discretion, the project may be sent for external peer review. This process will take place through the Peer Review Committee which is a separate Committee reporting directly to the Associate Vice President Research. Mechanisms will be available to maintain the confidentiality of the proposed work and the reviewers' identities will be kept confidential. Each teaching protocol will be subject to



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a pedagogical merit review. The Associate Vice President Research will, after considering the reviewer comments of pedagogical or scientific merit, inform the ACC whether the protocol is consider meritorious.

- e. The ACC's approval of a protocol is valid for a maximum of one year. If the work will be pursued beyond one year, the ACC will require the investigator to submit a renewal application. The ACC will not grant more than three consecutive protocol renewals. After three consecutive renewals of a protocol, an investigator must reapply for approval by way of a new protocol application.
- a. The ACC will require any modifications/amendments to an approved protocol be submitted through RISE. No changes to the work under an approved protocol can take place until the modification has been approved. If the modifications are, in the ACC's opinion, substantial the ACC will require the researcher to submit a new protocol application.

Minor amendments are defined as changes that are predominantly administrative, not invasive or will not have a significant impact on welfare. Minor amendments include, but are not limited to personnel changes, less than 50% increase in animal usage, or minor procedural details. Minor amendments can be approved by "by a subgroup of standing committee members that will include at least the Chair or vice-Chair, a university Veterinarian and community member.

Major amendments are defined as changes that may be considered invasive and may have an impact on animal welfare. Major amendments include, but are not limited to: increase of category of invasiveness, entirely new procedures, or greater than 50% increase in animal numbers, or at the discretion of the Animal Care Committee. Major amendments must be approved by the full ACC.

- b. The ACC will encourage the use of pilot studies with a limited number of animals when new approaches, methods or products are being applied.
- c. The ACC will work with the investigator to resolve any concerns of the Committee with respect to a protocol. This may involve a request to the investigator to appear before the Committee.

Appeal Process



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22. If the ACC does not approve a protocol, the investigator has the right to appeal the ACC decision to the Associate Vice President Research. The Associate Vice President Research will resolve the appeal in a timely manner by ensuring a separate, fair and impartial process, which may include expertise from appropriate institutions.

Facilities and Animal Housing

23. The ACC will be responsible for inspecting and approving all areas where animals are housed or used including alternate housing sites and laboratories, and for visiting each facility that is under UBC oversight at least once per year. Site visit reports will be produced, made available to the Associate Vice President Research and the ACC will follow up with him/her on any concerns.

24. The ACC will ensure that there is a person designated to be in charge of each facility under UBC oversight for the housing, care and production of animals and that the animal care users and caregivers are qualified and properly trained. The ACC will also ensure that safety, security and crisis management procedures are in place. See also the Animal Facility Management Policy.



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General

25. Members of the ACC shall hold confidential materials including research protocols associated with the ACC and all discussions that take place at meetings of the ACC in the strictest confidence.
26. The ACC will annually review these Terms of Reference to reflect changes such as in CCAC guidelines or policies, animal welfare, scientific community or community concerns.
27. The ACC will liaise with the CCAC on behalf of UBC and provide such information to the CCAC that it may require from time to time, including annual animal use data as required.
28. The ACC will act as a general resource to UBC animal users and caregivers and will be available to render assistance in the event of any unanticipated problems, and to advise and educate through workshops and other information sessions with respect to CCAC guidelines or policies, ethics, any applicable legislation and UBC policies / guidelines with respect to animal use and animal care.