
Terms of Reference

1. Membership

- a. The NWP Animal Care Committee (ACC) consists of the following members:
 - i. One Veterinarian, preferably Fairview Campus Faculty Veterinarian, normally experienced in teaching and / or experimental animal care and use
 - ii. Two NWP instructors actively experienced in teaching and / or experimental animal care and use
 - iii. One Fairview Campus instructor not associated with animal use
 - iv. Representative of Facilities – Maintenance & Operations of Fairview Campus
 - v. Three persons representing the community
 - vi. One technical staff representing each animal facility, Animal Sciences, and NWP Farm
 - vii. Two student representatives: preferably one first year and one second year student from the Animal Science Department
 - viii. Representative of Scholarship, Innovation & Research
 - ix. One NWP Grande Prairie Campus non-academic staff
 - x. Chair, Animal Health Technology Program (ex-officio)
 - xi. Farm Manager / Supervisor Northwestern Polytechnic (ex-officio)
 - xii. ACC Coordinators (ex-officio)
- b. ACC members should be appointed for terms of no less than one year for student representatives. The term for instructional, non-animal user and public members is a period of no less than two years and no more than four years, renewable only up to a maximum of eight consecutive years of service. The appointment is renewable as required to maintain continuity. This does not apply to ACC members who must be part of the ACC because of their role within the institution (ex-officio members: the ACC Coordinator, the veterinarians and the animal facilities manager). At no time will more than 50% of the committee change at one time. Members may resign their position by written letter to the chairperson.
- c. The Chair and the Vice-Chair of the committee will be members who are not involved in the preparation of a major number of protocols nor be members who are directly involved in the management of institutional animal facilities, nor be a clinical veterinarian for the institution, nor be animal health or veterinary personnel charged with ensuring compliance with CCAC guidelines to avoid a potential conflict of interest.
- d. Quorum for the committee is met when 50% plus one of the members of the committee are in attendance with one public member, the Fairview Campus Faculty Veterinarian and one of the ACC Coordinator(s). An alternate of equivalent status may attend a meeting on behalf of the member not able to attend if the alternate is approved by the ACC chair. All decisions of the ACC are based on consensus and includes involvement of all members.
- e. Interim approval sub-committee which must include at least one scientific member, one veterinarian and one community representative, one of which should preferable be the chair or chair delegate of the ACC. Interim approvals will be used infrequently and when necessary. The interim review process, including exchanges between the ACC and the protocol authors, will be documented and then subject for discussion and final approval at the full meeting of the committee.

2. Authority

- a. This committee is ultimately responsible to the Vice-President, Academics and Research.
- b. The ACC shall have the authority on behalf of the Vice-President, Academics and Research to:
 - i. Stop any objectionable procedure if it considers that unnecessary pain is being experienced by the animal;
 - ii. Terminate any use of animals which deviates from the approved use, any non-approved procedure or any procedure causing undue pain and distress to such animals;
 - iii. Ensure that if pain or distress caused to an animal cannot be alleviated, the animal will be humanely euthanized;
 - iv. Ensure the Veterinarians at NWP have the authority to treat, proceed with any necessary emergency measures, remove from a study or euthanize, if necessary, an animal according to the veterinarian's professional judgement. The veterinarian must attempt to contact the animal user whose animal is in poor condition before beginning any treatment that has not previously been agreed upon, and must also attempt to contact the animal user and the ACC Chair. A written report must be sent to the veterinarian to the animal user and to the ACC following any such event.
 - v. Ensure the Chair of the NWP Animal Care Committee has the authority to access to all areas where animals are or may be held or used.
 - vi. Ensure the authorized use of animals by NWP employees includes (but is not limited to):
 1. Animal Science Department
 2. Production
 3. Research
 4. Demonstration purposes (e.g. tours)
 5. Training and skill development
 6. Events

3. Responsibilities

- a. Ensure that no teaching program or research project (including field studies) involving animals be commenced without prior ACC approval of a written animal use protocol; furthermore, that no animals be acquired or used before such approval.
- b. Ensure that no animals be held for display or breeding purposes, or for eventual use in research, teaching or testing projects, without prior ACC approval of a written animal use protocol;
- c. Ensure the ACC is aware of other animal-based activities, such as commercial or recreational activities, within the institution, and should work with the persons responsible for these activities to ensure that animal care and use is undertaken according to appropriate procedures.
- d. Encourage staff and students to report any concerns of animals use, which appear to contradict the stated intended use or if conditions or procedures that they do not feel comfortable with. Reporting of any such incidents can be made by anonymously submitting through the Animal Welfare Compliance concern website link at:
https://www.nwp.ab.ca/research/about/processes/animal_report.html
- e. Review and assess all animal use protocols, with particular emphasis on the CCAC policy statement on: ethics of animal investigation and CCAC guidelines on: animal use protocol review as well as all other relevant CCAC guidelines

- f. Ensure appropriate care of all animals in all stages of their lives. General care of the horses and cows purchased for educational programming is the responsibility of the farm staff. In the event that educational program animal requirements exceed current NWP animal numbers, privately owned animals may be used in accordance with AB.VMA and CCAC guidelines. The Farm Manager will consult the local private veterinary clinic in regards to the Colleges' breeding herds of cattle and flocks of sheep. The emergency care operating procedures (Crisis Management Plan) outlines the process for calling a veterinarian outside of regular class hours.
- g. Establish procedures to ensure that:
 - i. Unnecessary pain, distress and injuries is avoided, whether during transfers of animals or in their normal quarters
 - ii. Anesthesia and analgesia are properly and effectively used where indicated
 - iii. Painful procedures requiring exemption from the use of either anesthetics or analgesia are properly and effectively used where indicated
 - iv. Post-operative care commensurate with current veterinary concepts is provided
 - v. All due consideration is given to animal welfare, including environmental enrichment
- h. Establish and implement policies to provide for a system of animal care that will meet the needs of the institute and include:
 - i. The requirement that all animal care and animal use are conducted within the guidelines as set out in CCAC's Policies Guidelines, and any federal, provincial and institutional regulations that may be in effect
 - ii. Ensuring adequate animal care and management of the animal facilities, in particular, by verifying that there is a person clearly designated to be in charge of animal care and management of the animal facilities
 - iii. The training and qualifications of animal users and animal care personnel; veterinarians and animal care staff must receive continuing education in their field, and animal users (scientist/study directors, post-doctoral fellows, graduate students and research technicians) must receive appropriate training according to the *CCAC guidelines on: training of personnel working with animals in science, 2015*, either within the institution or through the programs of other institutions
 - iv. Standards of husbandry, facilities and equipment, according to the Codes of Practice as established by the various livestock industries
 - v. Standard operating procedures (SOP) for all activities and procedures that involve animals
 - vi. Procedures for euthanasia
- i. Encourage the use of pilot studies with few animals when new approaches, methods or products are being tried before approving new, large scale protocols.
- j. Ensure that appropriate animal care and use research protocols will be developed and utilized for all research activities.
- k. The animal care must ensure post approval monitoring takes place Post Approval Monitoring is required to provide assurance to the NWP ACC that all teaching and research involving animals are performed in accordance with an approved Animal Use Protocol for Teaching/Research. (See Post Approval Monitoring Form for details)

4. Process for Animal Use Protocols

- a. It is required that all animal users complete an animal use protocol form and ensure that the information therein includes the following points, and that they are clearly presented in a form that all members of the ACC can readily understand:
 - i. Project title and descriptive keywords
 - ii. Principal investigator/instructors, co-investigator/co-instructors and other all authorized personnel who will handle animals and their qualifications/training and department affiliation.
 - iii. Proposed start date, and proposed end date
 - iv. For research or testing projects, funding source(s) and status of funding approval
 - v. For research projects, an indication of whether the project has received peer review for scientific merit
 - vi. For teaching programs, a course name and number, date of pedagogical merit review, # of students per animal, student/teacher ratio, instructor/assistant experience competency
 - vii. Lay summary
 - viii. Category(ies) of invasiveness as defined in the CCAC Guide and Purpose of Animal Use (PAU) as defined in the CCAC Animal Use Data Form
 - ix. Species/strain and numbers of animals to be used and justification thereof
 - x. A description of possible replacement, refinement and/or reduction alternatives, if available, and justification if such is/are not employed, or a description of the applicant's efforts to find such alternatives
 - xi. A description detailing the procedures/manipulations performed on animals (referring to appropriate SOPs as much as possible)
 - xii. Anesthesia and analgesia, including dosages, route and frequency of use; strong justification must be provided if for not using anesthesia or analgesia in the case of invasive protocols
 - xiii. Other medical treatments(including dose, route, and frequency) as appropriate, as indicated through veterinary consultations
 - xiv. Housing and husbandry methods, including enrichment
 - xv. Description of intervention points/humane endpoints
 - xvi. The method of euthanasia, if used, justification for any conditionally accepted methods of euthanasia
 - xvii. Description of animal disposition if not euthanized
 - xviii. Hazard Assessment (biologicals, chemical, physical, infections, radioactive)
 - xix. Any other information considered important or necessary
- b. Ensure that all animal based teaching and training is conducted as per NWP's Pedagogical Merit protocol.
- c. Animal users must report any unanticipated problems or complications, as well as report on the steps taken to address the problem(s) to the ACC.
- d. Animal users are to have the opportunity to become familiar with all CCAC's Policies and Guidelines and CCAC policy statement on: ethics of animal investigation, federal, provincial or municipal statutes that may apply, as well as institutional requirements.
- e. The ACC must review and assess all animal use protocols annually, with particular emphasis on the CCAC's Guide to the Care and Use of Experimental Animals and Ethics of Animal Experimentation and, where necessary, require further supportive information from the instructor or meet with the investigator to assure that all members of the committee understand the procedures to be used on the animals. The committee must also assure that all procedures comply with CCAC guidelines, and if

at variance with those guidelines, require justification for the variance on scientific grounds or merit in regard to a practical learning experience for the students.

- f. Ensure that each student is aware that animal use is sanctioned by protocols.

5. Protocol for Review Process

- a. An Animal Use Protocol Form must be completed prior to the use of animals by NWP employees.
- b. Submission of a new protocol is required after a maximum of three consecutive renewals.
- c. The protocol applicant (preparer) must contact the ACC Coordinator for the latest protocol form.
- d. The applicant submits the protocol to the ACC Coordinator who reviews it for completion.
- e. When the protocol is complete, the ACC Coordinator sends copies to the ACC Chair and members of the NWP ACC.
- f. The protocol is reviewed and discussed at the next ACC meeting. The ACC discusses the protocol and if in agreement by consensus, approves the protocols. If changes are requested the protocols will be returned to the applicant requesting changes. If the applicant is present at the time of the discussion, changes may be made at that time. The decision of the ACC is reported to the protocol applicant preparer by the ACC co-coordinator. Any member of the ACC may request that any visitor or ACC member who may be involved in the teaching or research protocol being assessed, leave the room for part or all of this discussion because these individuals should not be present during the animal care committee's decision on whether or not to approve the protocol. If the applicant is the ACC Chair, another faculty member of the committee will be asked to take the Chair temporarily.)
- g. Any research protocols will be monitored post-approval by the Director, Research & Innovation.
- h. If there is a protocol that has raised significant concern during the protocol review process, or where problems have been encountered with a protocol being carried out in practice with other aspects or with other aspects of animal facility operations; additional visits may be carried out by the NWP ACC Chair or delegate, accompanied or not by other members or animal care staff.

6. Protocol Amendment Review Process

- a. Minor amendments include:
 - 1. Change in Lead Primary Instructor/Investigator
 - 2. Change of co-instructor
 - 3. Change in total animal numbers (from the original approved protocol) 20% or less, unless 1-2 animals are to be added to a protocol that has a total of 10 animals or less.
 - 4. Modification of anesthetic or analgesic agent
 - 5. Modification to euthanasia method
 - 6. Modification to surgical procedure
 - 7. Modification to radiation, radioactive, infectious or biohazard agent

If there are minor amendments to the original approved protocol(s), the applicant must update their protocols with any modifications they intend to make by submitting a Major/Minor Animal Use Protocol Amendment Request Form.

The applicant submits the Major/Minor Animal Use Protocol Amendment Request Form to the ACC Coordinator who reviews it for completeness, and if complete, will distribute the form to the ACC Chair or Chair delegate.

Minor amendments of a protocol may be approved by the ACC Chair or Chair delegate.

Minor amendments will be brought forward for information at the next ACC meeting.

- b. Major amendments include:
1. Modification to Category of Invasiveness
 2. Modification of animal species
 3. Use of entirely new procedure
 4. Increase in total animal numbers (from the original protocol) over 20%, adding 1-2 animals are exempt from the 20%.

If there are any major amendments to a protocol, it is required that a new Animal Use Protocol be re-submitted along with the Major/Minor Animal Use Protocol Amendment Request Form.

The applicant submits a new Animal Use Protocol along with the Major/Minor Animal Use Protocol Amendment Request Form to the ACC Coordinator who reviews it for completeness, and if complete, will distribute the form to the full Animal Care Committee. Major amendment of a protocol must be reviewed and approved by the full Animal Care Committee and not an interim approval sub-committee.

The protocol is reviewed and discussed at the next ACC meeting. The ACC discusses the protocol and if in agreement by consensus, approves the protocol(s). If changes are requested the protocols will be returned to the applicant requesting changes. If the applicant is present at the time of the discussion, changes may be made at that time. The decision of the ACC is reported to the protocol applicant preparer by the ACC co-coordinator.

7. Appeal Process if a Protocol is not Approved

- a. The presenter must request in writing a meeting with the Chair of the ACC and the Chair may invite other committee members as he/she deems appropriate with notification and acceptance of the presenter.
- b. If a common understanding is not apparent and at the request of the presenter, the Chair must notify the Vice President, Academics and Research to arrange an appeal hearing.
- c. The Vice President, Academics and Research will make a binding decision and if required, request specific actions from the ACC. ACC will be required to provide a formal report of the specific changes that have been implemented to ensure compliance of the appeal committee's decision.
- d. The Vice President, Academics and Research will report back to the presenter in a manner agreed upon at the appeal hearing.

8. Meetings

- a. ACC Meetings
 - i. The NWP Animal Care Committee will meet at least twice per year and as often as necessary to fulfill these Terms of Reference and be satisfied that all animal use within their jurisdiction is in compliance with institutional, municipal, provincial and federal regulations, and CCAC Policies and Guidelines.
 - ii. Minutes detailing discussions and modifications to protocols must be produced for each meeting.
 - iii. Meeting minutes must be forwarded to the Vice-President of Academics and Research and Animal Care Committee members within a timely manner.

- b. Site Visits
 - i. Site Visits provide a better understanding to the work being conducted in the institution, the visits allow ACC members to meet with those working in the animal facilities and animal use areas to discuss their needs, monitor animal based work according to approved protocols and SOPs, and to assess weakness in the facilities (ageing facilities, overcrowding, insufficient staffing and other concerns).
 - ii. Each member will conduct a site visit of each animal facility where animals are used, at least once per year.
 - iii. During the Site Visit each member will be asked to fill out an anonymous Site Visit Report Form.
 - iv. Once each member completes the Site Visit Form is complete, forms will be submitted to the Animal Care Coordinator.
 - v. Animal Care Coordinator will compile the Site Visit observation notes. Results and comments will be forwarded to the Animal Care Committee members within a timely manner to the Vice-President of Academics and Research.
 - vi. The observations notes from every inspection tour, together with any recommendations and/or commendations, will be discussed at the subsequent ACC meeting and be included in the meeting minutes. Report will be provided to the Vice-President of Academics and Research responsible to the animal care and use program.

9. General - The Animal Care Committee

- a. At least every three years must regularly review:
 - i. its Terms of Reference to meet new CCAC Policies or Guidelines and changing needs within the institution, the scientific community, the animal welfare community and society as a whole, and expand its Terms of Reference to meet the requirements;
 - ii. the security of the animals and research and teaching facilities;
 - iii. standard operating procedures (SOP) and institutional animal care and use policy;
 - iv. policies and procedures for monitoring animal care and teaching procedures within the institution.

- b. Must maintain liaison with the CCAC Secretariat, and inform the Secretariat of any changes to the program: to the senior administration responsible for animal care and use, the chairperson of the ACC, or the veterinary or senior animal care personnel.

- c. Must submit complete and accurate animal use information in the CCAC *Animal Use Data Form* (AUDF) format for all protocols annually, (animal use information for each calendar year must be submitted by March 31 of the following year) and also in pre-assessment documentation.
- d. Must develop a crisis management program for the animal facilities and for the animal care and use program, all in conjunction with any general institutional crisis management plan(s).
- e. Should, from time to time, sponsor seminars or workshops on the use of animals in teaching and research and encourage as many animal users, animal caregivers, students, ACC members and other interested parties to attend as possible.
- f. Should try to achieve and maintain a high profile within the institution and in the community in order to demonstrate the institution's efforts in promoting animal welfare and to allay some of the public concerns regarding use of animals for teaching purposes.
- g. Should be open to developing and maintaining communications with animal welfare organizations.
- h. Should be prepared to cope with criticism, which may develop from time to time.

10. Incident Reporting

- a. Unplanned mortality, unplanned euthanasia, major injury or disease outbreak or repeated occurrences of minor injuries of the same nature must be reported within timelines indicated on the ACC Incident Report form.

The following major animal welfare incidents of research, teaching or testing animals must be reported to the CCAC within 10 days of occurrence.

- i. a catastrophic failure of critical life-support system(s);
 - ii. disregard of, or unintended failure to follow approved practices or procedures;
 - iii. significant and unanticipated morbidity or mortality unrelated to the above; and
 - iv. serious or repeated noncompliance with CCAC standards that leads to the suspension by the animal care committee or the institution of an animal-based activity that threatens animal health or welfare.
- b. Corrective measures or actions must be documented.
 - c. Incident reports are reported and discussed at the next ACC meeting.
 - d. Monitoring corrective measures will be followed through by the Program Chair / Facilitator / Supervisor / Fairview Campus Faculty Veterinarian and reported to the ACC.