

Nipissing University
Animal Utilization Protocol Procedures

Office of Accountability:	Vice President, Academic and Research
Office of Administrative Responsibility:	Office of the Vice-President, Academic and Research; Office of Research Services
Approver:	Board of Governors
Scope:	Compliance with University policy extends to all members of the University community that use animals for research and teaching
Approval Date:	August 2011
Renewal Date:	August 2014
Policy Number:	NU-RES-2011.07

PURPOSE

The Nipissing University Animal Care Committee has an ethical, scientific and social responsibility (refer to NU-RES-2011.03 - *Nipissing University Animal Care Terms of Reference*) to apply protocol review and approval criteria in a fair, equitable and consistent manner. This requires the provision of complete and appropriate information by the principal investigator. Protocols involving physical and/or psychological distress (pain, fear) must be fully reviewed and require strong scientific justification that is clearly supported by current knowledge.

GENERAL PRINCIPLES

All aspects of the review process, including protocol approval status, amendments, clarifications, modifications, and renewals must be documented, regardless of the category of invasiveness.

Each protocol must be reviewed annually and must take into consideration changes in standards and guidelines, and developments in the replacement, reduction, and refinement of experimental animal use.

In accordance with the Canadian Council on Animal Care (CCAC) and Nipissing University (NU), all research projects involving the use of animals must be peer reviewed for scientific merit. Similarly, all teaching protocols involving the use of animals must be peer reviewed for pedagogical merit. In both cases, It is necessary for the Animal Care Committee to receive peer review from two (2) independent experts. Research projects funded by major granting agencies (Tri-Council reviews) are considered to be peer reviewed for scientific merit as part of the granting process, though in some cases, may require additional peer review.

All persons wishing to use animals (live, non-human vertebrates) in research and/or teaching are required to complete an Animal Utilization Protocol (AUP). The AUP includes the following points, which must be clearly presented in a form that all ACC members can readily understand.

1. Descriptive project title in lay terminology;
2. Proposed start date and proposed end date. ACC approval is granted for one (1) year, protocols requiring more than one year are required to submit an annual renewal.
3. Principal investigators/technical staff/co-investigators (all personnel) who will handle animals, along with their training and qualifications with respect to animal handling. All investigators must complete the Nipissing University Animal User Training (NUAUT) prior to animal use;
4. *For research projects*, funding source and status of funding approval;
5. *For research projects*, an indication whether the project has received peer review for scientific merit;
6. *For teaching programs*, a course number and an indication of whether the course has been reviewed with respect to pedagogical merit;
7. Description of the procedures to be conducted on the animals;
8. Category of invasiveness as defined in the CCAC *policy statement on: Categories of Invasiveness in Animal Experiments*;
9. List of all animals involved;
10. Source of supplier(s), (i.e. purchased, wild animal, in-house breeding);
11. Potential hazards to personnel and animals (biohazard risk);
12. Justification of animal use (replacement, reduction and refinement alternatives);
13. Description of the endpoint(s) of the experimentation;
14. The method(s) of euthanasia;
15. Disposal of animals/tissues;
16. A list of relevant Standard Operating Procedures (SOP's);
17. Signature of principal investigator.

All Animal Use Protocol forms are located on the Animal Care website at <http://wwwnew.nipissingu.ca/research/vpar/researchservices/compliance/acc/Pages/ACC-Forms.aspx>.

ACC REVIEW AND APPROVAL PROCESS

The ACC reviews and assesses all AUP's, with emphasis on the CCAC's *Guide to the Care and Use of Experimental Animals, Ethics of Animal Investigation, Animal Use Protocol Review, and Terms of Reference for Animal Care Committees*.

Each AUP, renewal or amendment is reviewed as follows:

1. All complete AUP's, renewals or amendments are forwarded to the ACC Coordinator at least ten (10) days prior to an ACC meeting.
2. The ACC Coordinator assigns a protocol number.
3. An electronic version of each AUP, renewal or amendment is forwarded to each member of the committee for review. AUP's, renewals or amendments are considered at a subsequent ACC meeting.
4. The researcher/principal investigator presents his/her AUP and is invited to answer specific questions to help clarify aspects of the AUP but is not present during the final

discussion and voting to avoid conflicts of interest. Committee members do not participate in the review of their own AUP's, renewals or amendments.

5. Approvals are obtained by consensus. If a protocol is not accepted unanimously, discussions of the concerns focus upon solutions.
6. When an AUP, renewal, or amendment is approved, it is signed by the Chair and the Veterinarian. A Letter of Certification is completed by the Coordinator, signed by the Chair and forwarded to the principal investigator for posting in the perspective laboratory for the period of the protocol.
7. The Coordinator maintains all protocol files and correspondence pertaining to same.

RELATED POLICIES

NU-RES-2011.03 – Nipissing University Animal Care Terms of Reference

CCAC's Guide to the Care and Use of Experimental Animals

CCAC's Ethics of Animal Investigation

CCAC's Animal Use Protocol Review

CCAC's Terms of Reference for Animal Care Committees

APPROVED