



**VANCOUVER ISLAND
UNIVERSITY**

**ANIMAL CARE COMMITTEE
Policy ACC-003 - Post-Approval Monitoring**

Purpose

1. The Canadian Council on Animal Care (CCAC) requires that all academic institutions that work with animals in science (research, teaching and testing) establish procedures for post-approval monitoring (PAM) to ensure protocols are applied in practice as approved by the Animal Care Committee (ACC) and that facilities meet CCAC and ACC requirements. The purpose of this Policy is to meet this requirement and to describe the VIU PAM Program.
2. An additional goal of PAM is to bring awareness of the benefits of compliance to both the University and animal users, to act as a resource to animal users, promote best practices and animal welfare, and foster relationships with animal users which ultimately will promote positive and useful communication and trust.

SCOPE

3. This Policy applies to all Vancouver Island University (VIU) Persons, which means those participating in scholarly activity, including full-time and part-time faculty, staff and students (including, without limitation, clinical faculty, visiting professors, and any persons enrolled in any degree, non-degree, diploma, certificate, or residency program at VIU) or any person who teaches, conducts research, or works at, or under the auspices of VIU.

POLICY STATEMENTS:

4. All ACC-approved Animal Use Protocols (AUPs) and animal facilities are subject to PAM Audits as part of the regulatory requirements of the CCAC accreditation process.
5. Continued AUP approval and renewal are subject to full cooperation with the PAM Program and maintaining compliance as per VIU Policy ACC-001 on Compliance.
6. Principal Investigators (PIs) working with animals under the auspices of VIU must ensure that all VIU Persons working under their AUPs are aware of, and comply with, their approved AUPs and the PAM Program.

7. Issues identified through PAM Audits must be resolved as per VIU Policy ACC-001 on Compliance, Policy ACC-004 on Animal Health and Welfare, and this Policy.
8. Anyone conducting PAM must report all potential or identified Non-Compliance to the ACC as per this Policy.
9. The ACC must review, respond to and resolve all issues of identified Non-Compliance.

POST-APPROVAL MONITORING PROGRAM DESCRIPTION

10. The VIU PAM Program includes all activities performed to ensure compliance. It follows a collaborative approach that involves the ACC, University Veterinarian, animal users, animal care staff, and administrators.
11. The VIU PAM Program is based on the following elements (as recommended by the Canadian Council on Animal Care).
 - a) Day-to-day collegial work of the veterinarian(s) and animal care staff to help animal users remain compliant with approved AUPs and institutional and CCAC standards, focusing more specifically on ensuring that:
 - i. individual animal users are comfortable handling animals and carrying out procedures successfully, and that they can do so in appropriate conditions; and,
 - ii. endpoints are applied as approved by the ACC to avoid unnecessary distress to the animals.
 - b) Availability of ACC members to assist animal users with their work, and to provide assistance to animal users with their animal use applications, including processes for amending applications, site visits and discussions of animal use protocols by ACC members and veterinary assistance and follow-up for new procedures and/or procedures more likely to result in animal pain and distress.
12. The following are examples of the types of activities that represent acceptable forms of post-approval monitoring:
 - a) Regular animal husbandry activities are a significant component of the PAM Program. These include the variety of routine activities by animal care staff that help ensure that the actual animal care and use is consistent with approved AUPs. Information is documented in animal health records and incident reports, which are made available for review by the University Veterinarian, the ACC, and administrators.

- b) Site visits of animal facilities by the University Veterinarian, and meetings with animal care staff. Information is documented in veterinary reports, which are provided to the ACC.
- c) PAM Audits of individual AUPs conducted by any ACC members according to the process below.
- d) Regular visits by the ACC (at least once a year, as a group) of animal care facilities and areas in which animals are used. Site visits are documented in site visit reports and through ACC minutes.
- e) Progress reports provided by animal users as part of the AUP review for new applications of continuing projects or annual renewals.
- f) Presentations at ACC meetings by members of the animal facility, research or teaching team. Video clips and/or photos are effective means to detail animal handling procedures, especially where those activities are conducted in locations that are not readily accessible to veterinarians or ACC members. This information is documented in ACC meeting minutes and/or in reports by ACC members.

PAM AUDITS

- 13. PAM Audits may be conducted by any one or more ACC members (referred to as PAM Auditors).
- 14. PAM Audits are prioritized based the following considerations:
 - a) Protocols identified as high priority by the ACC: protocols that the ACC identified as high priority for PAM during AUP review or renewal should be given high priority.
 - b) Time since last PAM: protocols that have not been monitored within the last 4 years should be given higher priority. Teaching protocols for projects / courses that only occur every second year may be prioritized in the years they are active.
 - c) Category of Invasiveness: more invasive protocols should be a higher priority.
 - d) Novelty of procedures: protocols involving procedures new to VIU should be a higher priority.
 - e) Familiarity of PI with VIU Animal Care expectations: protocols of PI's new to VIU should be a higher priority.
- 15. PAM Audits may be facility, PI or procedurally based; informal or formal; scheduled or unannounced; random or ACC-initiated. All AUPs and procedures therein, associated paperwork (monitoring and training records, drug logs, cage / tank cards, etc.), animal facilities, laboratory, surgical and housing areas, and for laboratory or field protocols are subject to PAM Audits.

16. Issues identified during PAM Audits, are classified as Major, Serious or Regular Non-Compliance based on risk to animal welfare:
 - a) Major: immediate or significant risk to animal health and welfare.
 - b) Serious: potential risk to animal health and welfare or chronic issues.
 - c) Regular: no, or unlikely to have any, risk to animal health and welfare.
17. If PAM Auditors observe an animal welfare issue during an audit that may require immediate addressing, they should contact the ACC Chair, Animal Care Officer, and/or University Veterinarian immediately.
18. When Non-Compliance is identified during any PAM Audit, the PI and staff must deal with the issue(s) as directed by the PAM Auditors or the ACC, and as per Policy ACC-001 on Compliance.
19. Improvements (commendations) and compliance issues noted during PAM Audits, and any actions required or taken to resolve them, will be documented in a PAM Audit report (form available from the Animal Care Officer) and provided to the ACC for review at a subsequent ACC meeting.
20. Following ACC review, the PI will be provided with the results of the PAM Audit, even if no follow-up by the protocol holder is required. If the ACC requests follow-up from the protocol holder, a timeline for a documented response will be provided.