



VANCOUVER ISLAND UNIVERSITY

ANIMAL CARE COMMITTEE Policy ACC-010 - Animal Facility Management

PURPOSE

1. The purpose of this Policy is to provide direction for oversight of all VIU animal facilities, as well as those facilities that reside at affiliated research institutes / centres and that fall under the review of the VIU Animal Care Committee (ACC).

SCOPE

2. This Policy details requirements for the oversight of VIU animal facilities through the animal care facility managers and their staff, and Standard Operating Procedures.

LOCAL ANIMAL USERS / MANAGEMENT COMMITTEE

3. All VIU animal facilities must meet the required level of animal care standards in accordance with CCAC Guidelines and relevant VIU Policies. To ensure that these levels are met, all facilities must have a local animal users / management committee in place to advise on the facilities' animal care and use program, and to provide guidance on operations.
4. The committee must include the Academic Director of the facility or equivalent position, Facility Manager, the University Veterinarian, and VIU Principal Investigators (PIs) who are users of the facility. The committee may also include animal facility staff, research staff and/or students of PIs with active research protocols.
5. Committee meetings will be held at a minimum of once per year and at the request of the Academic Director. The committee will maintain current Terms of Reference outlining its composition, reporting relationships and relevant ACC Policies, and facility-specific policies (which will be made available to the ACC).

ANIMAL CARE FACILITY MANAGERS AND STAFF

6. All VIU animal facilities must have an Animal Facility Manager staff position and sufficient facility support staff, all with appropriate training, certification and expertise.

7. 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.
8. 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, VIU Risk Management, WorkSafe BC, and Health Canada.
9. 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 VIU's standing with the CCAC in terms of compliance. Failure to ensure that containment procedures and policies are followed could result in censures to VIU from WorkSafe BC and federal regulatory agencies.

STANDARD OPERATING PROCEDURES

10. Each animal facility will have Standard Operating Procedures (SOPs) to maintain standards in operations of facilities and animal welfare.
11. SOPs must be consistent with the requirements outlined in Policy ACC-007 on Requirements and Review of Standard Operating Procedures, namely:
 - a) Any SOP involving the use and care of live animals must be reviewed and approved by the ACC before it can be used. Changes to SOPs must also be approved before they are implemented. Operational SOPs that do not involve animals or are not related to animal care do not require ACC approval.
 - b) SOPs involving the use and care of live animals will be reviewed by the ACC at least every three years.