



VANCOUVER ISLAND UNIVERSITY

ANIMAL CARE COMMITTEE

Policy ACC-017 – Request to Use Animals Application and Review Process

PURPOSE

1. This policy outlines the requirements for conducting animal activity under the aegis of Vancouver Island University. The Canadian Council on Animal Care (CCAC) and Vancouver Island University Animal Care Committee (ACC) require that all uses of animals in teaching and research are described in a Request to Use Animals (RUA), and that all animal uses of category of invasiveness B to E must be described in an approved Animal Use Protocol (AUP) which is reviewed by the Animal Care Committee.
2. The CCAC standards are outlined in the following documents:
 - [CCAC guidelines on: Animal Use Protocol Review \(1997\)](#)
 - [CCAC policy statement on: Terms of Reference for Animal Care Committees \(2006\)](#)
 - [CCAC requirement for submitting an animal protocol: Addendum to the CCAC policy statement on: Terms of Reference for Animal Care Committees \(2020\)](#)
 - [Frequently Asked Questions: CCAC policy statement on: Terms of Reference for Animal Care Committees \(2020\)](#)
3. Category of invasiveness
 - A. Procedures involving invertebrates (excluding cephalopods) or live isolates
 - i Dead animals that were not killed specifically for a protocol
 - ii Eggs, embryos, fetuses, larvae (except for fish and amphibian larvae that have reached a stage where survival can reasonably be expected)
 - iii Field studies in which the animals are observed without any disturbance to them
 - B. Procedures which cause little or no discomfort or stress
 - i Field studies: Observational, census or other surveys in which there is some disturbance to the animal(s), but does not involve the capture or marking of individuals
 - C. Procedures which cause minor stress or pain of short duration
 - i Field studies where individuals are captured and released with no change in behaviour
 - D. Procedures which cause moderate to severe distress or discomfort

- i Field studies where the capture method has the potential to cause injury
- E. Procedures which cause severe pain near, at, or above the pain tolerance threshold of unanaesthetized conscious animals

For full description of all activities covered under each category of invasiveness, see the following CCAC documents:

- CCAC policy statement on: Categories of Invasiveness in Animal Experiments (1991)
- CCAC guidelines on: The Care and Use of Wildlife - Appendix D: CCAC Categories of Invasiveness for Wildlife Studies (2003)

SCOPE

- 4. This policy applies to all VIU persons.

PROCESS

- 5. Request to Use Animals (RUA) Form:
 - a. Applicants must submit an RUA form through the ROMEO research application portal for all animal activity prior to commencing the activity (see **Appendix A: Overview of the VIU Request to Use Animals application**). This requirement applies regardless of the CCAC category of invasiveness.
 - b. RUA forms will be reviewed to determine if an Animal Use Protocol (AUP) is required
 - c. Applicants requesting to use animals that are fully within category of invasiveness A will receive an approval letter indicating that their activity does not require an AUP.
 - d. Applicants requesting to use animals that require an AUP will have their requests reviewed for merit (see [Policy ACC-015 – Scientific Merit Review](#) and [Policy ACC-016 – Pedagogical Merit Review](#)). Once the request has been reviewed for merit the applicant will be informed of the merit review decision and will be provided with the review comments. For requests that have been deemed to have scientific and/or pedagogical merit, applicants may submit an AUP (see **Appendix B: Overview of the VIU Animal Use Protocol event**).
- 6. General Overview of the VIU animal use protocol review process:
 - a. Applicant submits an AUP for review through the ROMEO research application portal once their Request to Use Animals has been confirmed to have received either pedagogical or scientific merit.

- b. Animal Care Officer or Chair receives the AUP for review and performs a preliminary review for administrative requirements.
- c. If any changes are needed, the AUP will be sent back to the applicant to revise and re-submit via the ROMEO research application portal.
- d. ACC committee members are then sent a request to review the AUP and are able to provide written feedback prior to the ACC review meeting through the ROMEO research application portal.
- e. At the ACC review meeting, committee member comments will be discussed, and the AUP will be either: (i) approved, (ii) approved with revisions, (iii) major revisions requested, or (iv) declined (see descriptions below). The Animal Care Officer or the ACC Chair will then inform the applicant of the status of their AUP in the ROMEO research application portal.
- f. If an AUP decision is required before the next ACC meeting, the full committee will review the AUP online through the ROMEO portal, as specified in the ACC Terms of Reference. To determine quorum all members reviewing the AUP must indicate if they approve the AUP and can add comments and/ or request revisions. The Chair will then review the comments of all reviewers. A review decision based on online comments will only be made if reviewers show consensus in supporting or declining the AUP. If there is no consensus among reviewers, the Chair can either (a) require that the AUP be reviewed at a review meeting to enable further discussion, or (b) provide all members with a summary of the comments and request that members submit a review decision as outline below.
 - i. Approved: The applicant will receive an email notification of this approval and a certification letter, which must be posted or made readily available in all areas where the animals will be housed and/or procedures performed.
 - ii. Approved with revisions: The applicant will receive an email notification outlining the required revisions. The applicant will then need to log into the ROMEO research application portal and make the requested revisions. Once the requested revisions are made, the applicant will then re-submit the application through the ROMEO research application portal for review by the ACC Chair.
 - iii. Major revisions requested: The applicant will receive an email outlining the revisions requested with rationale. If the applicant chooses to make the requested revisions and submits the completed revisions through the ROMEO research application portal, the AUP will then be reviewed by the ACC Chair, and either delegated for review by a review subcommittee or assigned to an ACC review meeting for review by the full committee. A review subcommittee must comprise a community member, veterinarian, and a scientist.

- iv. Declined: The applicant will receive an email outlining the reasons the AUP was declined and given details on the appeal process if they disagree with the reasons for the decision.

- g. The AUP approval is valid for a maximum of one year and may be renewed yearly up to three times and expires after four years. AUP renewals are submitted as Events under Approved AUP in the ROMEEO research application portal. All AUP renewals need to be reviewed by a community member, a veterinarian, and a scientist.

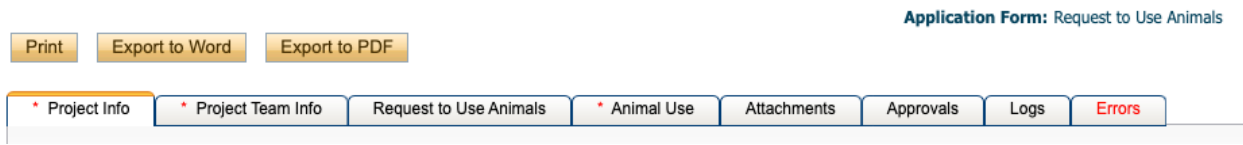
APPENDICIES :

Appendix A: Overview of the VIU Request to Use Animals application

Appendix B: Overview of the VIU Animal Use Protocol event form

Appendix A: Overview of the VIU Request to Use Animals (RUA) application:

The RUA form is divided into tabs in the ROMEO research application portal.



Project Info: Here the applicant will provide the title of the project and anticipated start and end dates. If this request is associated to an award administered through the ROMEO research application portal, then they would search for the related award to link the applications.

Project Team Info: Here the applicant assigns the principal investigator (PI), who is considered the AUP holder. Additional personnel can then be added under the Other Project Member section.

Request to Use Animals: This tab provides guidance to the applicant on the application process.

1) To initiate a request to use animals, applicants will need to submit the project details (fill in the Project Info, Project Member and Animal Use tabs^{1,2}) and upload the completed merit review application forms³ under the Attachments tab.

¹ If the applicants don't yet know how many animals will be requested, they should indicate this in the Comments section of the Animal Use tab. This information can be filled out and/or revised during the AUP application.

² For category of invasiveness A, applicants will select the species "category of invasiveness A" under the Species tab and indicate the animals (and life stage if relevant) that will be used and locations under the Comments tab.

³ Required only for proposed activity requiring an AUP.

2) All animal use that involves animal holding requires completion of an Animal Care Services (ACS) Animal Use Intention Form.

Animal Use: This section describes the requested species and number of animals for use in the RUA, along with their associated purpose of use and category of invasiveness.

Attachments: This tab is where all relevant documents for the RUA will be uploaded.

Approvals: This section describes the pre-programmed approval process for all requests for animal use. For RUAs, there are no pre-programmed signing authorities.

Logs: This provides a log of all activity for the application.

Errors: Once all required fields are completed this tab will disappear.

Appendix B: Overview of the VIU Animal Use Protocol event form:

For RUAs that have received either scientific and/ or pedagogical merit as per ACC policy ACC-015 or ACC-016, the applicant will be able to submit an AUP application, which is an event associated with the application. All questions related to the AUP will be available under this event.

Event Form: Animal Use Protocol

Print Export to Word Export to PDF

Event Info * Animal Use Protocol * Animal Use Attachments Logs Errors

Animal Use Protocol: This tab is divided into 3 sub-tabs.

General Information: This section covers the purpose of the AUP, and potential student involvement. It also includes the lay summary and any applicable regulatory requirements required to perform the proposed activities.

Procedures involving animals: This section covers specific questions related to the proposed euthanasia method(s) and the fate of the animals. Please note that a separate document containing the detailed proposed procedures and related monitoring checklists/ sheets are to be uploaded in the Attachments tab.

Three Rs (replacement, reduction, and refinement alternatives): This section covers specific questions related to the justification for using animals and measures for improving their welfare.

Animal Use: This section describes the requested species and number of animals for use in the AUP, along with their associated purpose of use and category of invasiveness. During the AUP application this information may be updated (i.e., number of animals requested, location of use, etc.), if needed, from the original details provided in the RAU.

Attachments: All required documents for the AUP must be uploaded here.

1. Detailed description of all procedures involving animals, which must include the following:
 - a. Specific monitoring requirements
 - b. Humane interventions and endpoints
 - c. The expected percentage and cause of morbidity and mortality for each procedure

For field-based studies:

 - Endpoints for the capture of target and non-target species
 - Steps for minimizing the capture of non-target species and procedures for handling all non-target species that are caught, if this is not covered in a referenced SOP
2. Monitoring checklist and sheets, which must include the person responsible, emergency contacts, humane monitoring (must include frequency), interventions, and endpoints.

3. Proof of regulatory requirements (i.e., permits and prescriptions)
4. Completed forms: VIU Occupational Health and Safety and VIU Biohazard Exposure Control Plan