

**University of Prince Edward Island
Animal Care Committee
Codes of Practice**

	Codes of Practice #: ACC-CP-12		
Code of Practice Title:	Animal-Based Projects Involving Two or More Institutions		
Issued by:	Animal Care Committee		
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1.0 Purpose

- 1.1. The UPEI ACC is responsible for overseeing the work carried out by all members of the institution who use animals for research, teaching, service or testing, even if this work occurs at another institution or is conducted at UPEI by other approved individuals collaborating with UPEI.
- 1.2. This code of practice describes the ACC oversight required when animal based projects involve individuals from two or more institutions.

2.0 Scope

- 2.1. All UPEI faculty, staff and students performing animal-based research, teaching, service or testing at other institutions
- 2.2. UPEI faculty, staff and students undertaking animal-based research, teaching, service or testing projects hosted at UPEI with collaborators from other institutions

3.0 Definitions and Abbreviations

- 3.1. ACC: Animal Care Committee
- 3.2. CCAC: Canadian Council on Animal Care
- 3.3. Home institution: the institution with which an individual is employed or otherwise affiliated
- 3.4. Host Institution: an institution that an individual is temporarily affiliated for the purposes of a collaboration
- 3.5. IACUC: Institutional Animal Care and Use Committee
- 3.6. PI: Principal Investigator
- 3.7. SOP: Standard Operating Procedure

3.8. UPEI: University of Prince Edward Island

3.9. UPEI personnel: all individuals employed and/or affiliated with UPEI including faculty, staff and students

4.0 Responsibility

4.1. The Animal Care Committee (ACC) represents UPEI commitment to responsible care and use of experimental animals through the formulation and implementation of Code of Practices, Standard Operating Procedures (SOPs), and the Animal Use Protocol (AUP) approval process.

4.2. The Principal Investigator (PI) is responsible for developing project appropriate AUPs at UPEI or at collaborating institutions as described in this policy.

4.3. All UPEI faculty, staff and students are required to ensure that any animal-based research, teaching, service or testing projects that they undertake at another institution receive ACC approval as described in this policy.

4.4. The University Veterinarian is responsible for overseeing the health and welfare of all research, teaching, service and testing of animals at UPEI.

5.0 Policy

All research, teaching, service and testing involving the use of animals performed at UPEI or carried out by UPEI personnel (even at another institution such as during a sabbatical) requires prior approval of the UPEI ACC. For UPEI personnel, this means that prior approval is required for all animals that are:

- Housed in UPEI facilities
- Housed in private facilities
- Collected in the wild
- Held in any facilities other than those of UPEI

5.1. Visiting investigators, teachers, or staff carrying out animal-based work at UPEI

Example: A commercial company would like to use UPEI animal facility rooms to conduct research, or an invited teaching guest plans to use live animals as part of the curriculum.

5.1.1. Visiting investigators, teachers or staff conducting research, teaching, service or testing at UPEI must collaborate with a faculty member at UPEI. This latter person becomes the principal investigator and is responsible to submit a UPEI AUP to UPEI's ACC.

5.1.2. The visiting investigators, teachers or staff must also inform their home institution of the work being conducted at UPEI and submit an AUP to their institution's ACC (or equivalent). Approval in principle from the visitor's

home institution is required and must be provided to UPEI's ACC. The UPEI ACC will review the UPEI AUP focusing primarily on whether the animals can be housed, cared for and used appropriately according to CCAC guidelines and policies, given UPEI's facilities and resources. UPEI ACC approval must be obtained before the protocol can begin and normally before animals are acquired. UPEI also takes responsibility for oversight of the protocol and of the welfare of the animals to be used. UPEI's ACC will inform the principal investigator of its decision and of any relevant conditions or details accompanying the decision. It is the responsibility of the UPEI principal investigator and the visiting investigator to inform the visitor's ACC of these decisions.

- 5.1.3. If the visitor's institution does not perform animal-based research, teaching, service or testing and therefore does not have an ACC or equivalent, then the UPEI ACC has sole responsibility to review the AUP.

5.2. UPEI personnel carrying out animal-based work at another institution

Example: UPEI personnel performing animal-based work while on sabbatical at another institution, or guest-teaching when live animals will be used.

- 5.2.1. UPEI personnel must submit an AUP to the UPEI ACC, prior to them conducting animal-based work at another institution. The UPEI ACC will review the project to ensure that it meets the committee's normal standards (including scientific or pedagogical merit) and does not contravene any institutional policies, codes of practice or SOPs. The UPEI ACC can approve the AUP in principle, conditional to receiving the collaborating institution's AUP and the approval letter from the collaborating institution's ACC.
- 5.2.2. UPEI personnel must submit the UPEI ACC's approval in principal along with the AUP for review by the host institution's ACC. The host institution's ACC or the UPEI investigator must inform UPEI's ACC of its decision and of any relevant conditions or details accompanying the decision.
- 5.2.3. If the collaborating institution has no ACC or equivalent body then UPEI personnel must submit a UPEI AUP to the UPEI ACC. The UPEI ACC has sole responsibility to review the UPEI AUP and should conduct post-approval monitoring at the collaborating institution as best they can.

5.3. Animal-based projects undertaken in two or more institutions

Example: A multi-site collaboration, where UPEI faculty Professor X performs a portion of the animal study at UPEI while Investigator Y performs the remainder of the animal work at their institution.

- 5.3.1. Collaborative projects may choose to divide the animal-based work between multiple institutions. For these projects, the UPEI ACC must review the UPEI AUP specific for the animal work to be undertaken at UPEI. The UPEI AUP must provide a description of the project as a whole.
- 5.3.2. The UPEI ACC should be able to evaluate the proposed work in the context of the overall project but is not responsible for reviewing animal work that will be performed at other institutions. Any interactions between the institutions relative to animal-based work (i.e. transfer of animals) must be communicated to the institutional ACCs either directly between the ACCs or by the individual investigators affiliated with each institution. In the case of UPEI, where UPEI personnel are collaborating on a project with multiple partners, it is their responsibility to communicate any changes, decisions or conditions relating to animal-based work within the project to the UPEI ACC.
- 5.3.3. The ACC of the home institution of the principal investigator should normally take the lead in providing an ethical review of the most comprehensive protocol, and should coordinate and address questions and comments from other ACCs involved.

5.4. Field studies

- 5.4.1. Field studies involving more than one institution or agency should follow section B.3.1.2 on the CCAC Guidelines on: the care and use of wildlife, which are reflected in Sections 5.1-5.3 in this Code of Practice.
- 5.4.2. When more than one ACC is involved in the review of a protocol (i.e. when research is conducted outside the jurisdiction of the home institution), a well-defined arrangement between the ACC of the home institution and the host organization for monitoring the proposed project and the welfare of the animals should be agreed upon before the project begins. ACCs need to be aware of the protocols and progress of projects which are being carried out locally.

6.0 References

- 6.1. CCAC Policy on Animal Based Projects Involving Two or More Institutions (2003). Canadian Council on Animal Care
https://www.ccac.ca/Documents/Standards/Policies/Projects_involving_two_or_more_institutions.pdf
- 6.2. CCAC Frequently Asked Questions on Animal Based Projects Involving Two or More Institutions (2019). Canadian Council on Animal Care
<https://www.ccac.ca/Documents/Standards/Policies/CCAC-FAQs-on-Animal-Based-Projects-Involving-Two-or-More-Institutions.pdf>
- 6.3. CCAC Guidelines on: the Care and Use of Wildlife (2003)
<https://www.ccac.ca/Documents/Standards/Guidelines/Wildlife.pdf>