

University of Prince Edward Island Animal Care Committee Code of Practice

Code of Practice #: ACC-CP-16

Code of Practice Title: Post Approval Monitoring Program

Issued by: Animal Care Committee

Created: June 2021

Version Date: June 2021

Review Date: June 2024

1.0 Purpose

- 1.1 This code of practice describes the post approval monitoring (PAM) program at UPEI.

2.0 Scope

- 2.1 This code of practice applies to all members of the UPEI Animal Care and Use Program and all UPEI animal users.

3.0 Definitions and Abbreviations

- 3.1 ACC: Animal Care Committee
- 3.2 Animal Facilities: all vivaria at UPEI.
- 3.3 Animal incident: unexpected illness, injury, morbidity, mortality, or near-miss involving research, teaching or service animals
- 3.4 AUP: Animal Use Protocol
- 3.5 PI: Principal Investigator
- 3.6 SOP: Standard Operating Procedure
- 3.7 UPEI: University of Prince Edward Island
- 3.8 Vivaria: enclosures, containers, or structures adapted or prepared for keeping animals under semi-natural conditions for observation or study.

4.0 Responsibility

- 4.1 The members of the Animal Care Committee (ACC) provide input on Animal Use Protocols (AUPs) from their respective points of view, including lay judgement and scientific expertise. Collectively, the ACC has a duty to predict potential difficulties a PI may experience when putting a protocol into practice prior to commencement of the experiment or teaching exercise.
- 4.2 The University Veterinarian is responsible for overseeing the health and welfare of all research, teaching, and service animals at UPEI.
- 4.3 By signing the final version of the AUP the Principal Investigator (PI) agrees to undertake in practice the procedures described within, and assures the appropriate training of all staff listed.
- 4.4 All animal users, including the PI, must know and understand what is contained in the animal care protocol, abide by its contents, and work in a collegial manner with the ACC in correcting deficiencies.
- 4.5 The ACC, University Veterinarian and Animal Care Staff in the Animal Facilities must work in a collegial manner with the animal users and attempt to correct deficiencies collaboratively.
- 4.6 The Senior Administrator of the Animal Care and Use Program (VP Academic and Research) is responsible for resolving differences of opinion and settling conflict that cannot be resolved at the level of the Animal Care Committee.

5.0 Code of Practice

- 5.1 The goals of the PAM program administered by the UPEI ACC are:
 1. To provide assurance to the ACC, the University Veterinarian, and the Senior Administrator that all research, teaching and service involving animals is being carried out as described in AUPs approved by the UPEI ACC. Areas for particular concentration are:
 2. To improve positive communication between the UPEI ACC, the University Veterinarian, staff, and investigators on issues regarding animal care and use
 3. In a collaborative manner, detect and work to correct breaches in ACC Code of Practices, procedures, AUPs, and standard operating procedures (SOPs) by any animal user.
- 5.2 The PAM program at UPEI involves the following formal processes:
 1. Scheduled site visits by the ACC.

A team of ACC members performs biannual visits to each of the facilities on campus. During these visits the team performs a review of all aspects of animal care and use for the facility including required elements of PAM (see Appendix 1 – ACC UPEI Animal Facilities Site Visit Form). Animals are inspected under routine housing and/or when undergoing procedures, and there is meant to be discussion with the investigator or research/teaching/service staff regarding issues relating to the AUP, including endpoints and intervention point application. The ACC Site Visit team can cross check their findings with the current AUPs involving these facilities. Significant concerns arising from or breaches of an AUP detected during site visits are brought to the attention of the ACC by way of an Incident Report.

2. Facility Rounds by the University Veterinarian

The University Veterinarian or designate physically performs rounds in each of the animal facilities at least monthly (see SOP ACC-CT02) on a scheduled or unscheduled basis. During these rounds, animals are inspected and procedures monitored with a particular focus on animal health and welfare including appropriate application of described humane endpoints and intervention points. Concerns arising from facility rounds that are deemed significant or potential deviation from approved AUP are relayed to the ACC via an incident report, through verbal communication with the ACC Chair or during the University Veterinarian report at the next ACC meeting.

3. Clinical Rounds by the University Veterinarian

Health or welfare concerns are reported to the University Veterinarian as described in SOP ACC-CT06. The University Veterinarian follows all clinical cases until resolution. Through these reports, trends or repeat problems can be identified, tracked and recorded. Such trends are documented and may be relayed to the ACC where warranted. Health and welfare concerns deemed to be directly related to husbandry or procedures defined in the AUP or breaches of an AUP are reported to the ACC via an incident report, through verbal communication with the ACC Chair or during the University Veterinarian report at the next ACC meeting.

4. Post Approval Monitoring

Scheduled inspection of relevant portions of the facility and/or observation of procedures may also be performed by the University Veterinarian and/or members of the ACC, as described in SOP ACC-AD01. This may occur at any time, either at the direction of the ACC or at the discretion of the University Veterinarian.

5.3 The PAM program at UPEI involves the following informal processes:

1. Daily interactions between animal users and the Veterinary/Animal Care staff.

Through conversing with animal users and observing daily activities, the Animal Care staff is continually

- Ensuring that the contents of written SOPs can be translated into the practical environment
- Ensuring that animal users are comfortable handling animals, carrying out procedures, and have the appropriate environment and /or instrumentation to do so.
- Ensuring that end points and intervention points as approved by the ACC are applied to avoid unnecessary distress to the animals.
- Clarifying the collaborative mechanism of reporting any animal related problems to the ACC and/or University Veterinarian as appropriate.
- Communicating with the University Veterinarian about all issues of animal care and use and immediately bringing attention to breaches of an AUP which will be communicated to the ACC by way of an incident report or verbal communication.

2. Immediate observation and intervention

The ACC and/or the University Veterinarian reserve the right to observe unhindered any procedure involving teaching, research and service animals and to inspect the relevant portions of any facility where teaching, research and service animals have been, are, or will be held. The University Veterinarian has the authority to stop any procedure involving animals if the procedure deviates from the AUP, or there is unnecessary pain or distress to the animal.

3. PI submitted documentation

In circumstances when logistics of a site visit make physically observing AUP procedures extremely difficult (i.e. distant field studies) the investigator may submit other forms of documentation and verification of post approval monitoring. Forms of documentation may include pictures, video, specimens, and verbal and/or written reports by staff assisting in the protocol. Acceptability of the use of PI submitted documentation is determined by the ACC.

5.4 Appeal mechanism

In the event that a disagreement between a PI and the University Veterinarian and/or ACC regarding PAM activities cannot be collegially

resolved, the PI may appeal to the Senior Administrator. This appeal must be made in writing within 2 weeks of PAM report issuance. The Senior Administrator will use their best judgement to resolve differences of opinion and settle conflict.

6.0 References

6.1 UPEI ACC Terms of Reference

https://files.upei.ca/research/acc_terms_of_reference.pdf

6.2 SOP ACC-CT06 Reporting Animal Health and Welfare Concerns to Veterinary Staff

<https://portal.upei.ca/facultystaff/administrativeservices/AVCAvianCare/Pages/default.aspx>

6.3 SOP ACC-AD01 Post Approval Monitoring

<https://portal.upei.ca/facultystaff/administrativeservices/AVCAvianCare/Pages/default.aspx>

6.4 SOP ACC-CT02 UPEI/AVC Veterinary Facility Rounds

<https://portal.upei.ca/facultystaff/administrativeservices/AVCAvianCare/Pages/default.aspx>