Goals:

The goals of the Post Approval Monitoring Program administered by the UPEI Animal Care Committee (ACC) are:

1.   To provide assurance to the Animal Care Committee, the University Veterinarian and the VP Academic and Research that all research, teaching and service involving animals is being carried out as described in the Animal Use Protocols (AUPs) approved by the Animal Care Committee. Areas for particular concentration are:

     a.   Appropriate training of investigators and staff.
     b.   Recognition and implementation of humane endpoints and early intervention point.
     c.   Appropriate reporting of problems associated with animal care and use to the University Veterinarian and the Animal Care Committee.

2.   To improve positive communication between the UPEI Animal Care Committee, 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 policies, procedures, AUPs and SOPs by any animal user.

Roles and Responsibilities in the UPEI Post Approval Monitoring Program:

1.   The Principal Investigator (PI), who by signing the final version of the AUP, agrees to undertake in practice the procedures described within, and assures appropriate training of all staff listed.

2.   All animal users including the PI must know and understand what is contained in the animal care protocol and abide by its contents and work in collegial manner with the ACC in correcting deficiencies.

3.   The Chair and Members of the Animal Care Committee provide input on AUPs from their respective points of view including lay judgment 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 experience.

4.   The Animal Care Committee Administrative Assistant facilitates the logistical components of implementation of a Post Approval Monitoring Program and directs animal users through forms and procedures to ensure compliance.

5.   The University Veterinarian collaborates closely with the ACC, PI and all staff in regards to all aspects of animal use from the time of creation of an AUP to the end of the animal use activities.

6.   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.

7.   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.

Formal Processes
The Post Approval Monitoring Program at UPEI involves the following formal processes:

1.   Scheduled Site Visits by the Animal Care Committee.

    a.   A team of ACC members performs biannual visits to each of the facilities on campus (see Terms of Reference).
    b.   During these visits the team performs a review of all aspects of animal care and use for the facility (**See Appendix 1 - ACC UPEI Animal Facilities Site Visit Form**) including required elements of Post Approval Monitoring.
    c.   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.
    d.   The ACC Site Visit Team can cross check their findings with the current AUPs involving these facilities.
    e.   Significant concerns arising from or breaches of an AUP detected during the site visits are brought to the attention of the ACC by way of an incident report.

2.   Facility Rounds by the University Veterinarian.

    a.   The University Veterinarian or representative veterinarian physically performs rounds in each of the animal facilities on and off campus at least monthly (**See SOP - ACC - CT02**) on a scheduled or unscheduled basis.

b.   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.
c.   Concerns arising from facility rounds that are deemed significant or detected breaches of an AUP are relayed to the ACC via an incident report or through verbal communication with the ACC Chair.

3.   Clinical Rounds by University Veterinarian.

a.   On a daily basis, the University Veterinarian or representative veterinarian follows clinical cases that involve health or welfare issues of particular animals or groups of animals.
b.   Through these rounds, trends or repeat problems can be identified, tracked and recorded. Such trends are documented and may be relayed to the ACC where warranted.
c.   Health and welfare issues deemed to be directly related to husbandry or procedures defined in the AUPs or breaches of an AUP are reported to the ACC in an incident report or by verbal communication with the ACC Chair.
d.   Medical records for clinical records are maintained in the facilities.

4.   Directed Post Approval Monitoring.

a.   For a particular AUP, a Directed Post Approval Monitoring process may be initiated **(See SOP - ACC - AD01**), at the request of the ACC in the following circumstances:
   i.   If a potential welfare concern is raised by the ACC regarding a proposed or current AUP.
   ii.   If an AUP has not been monitored through the other elements i.e. - field studies, sporadic procedures.
   iii.   As part of a sanction imposed by the ACC on a particular investigator or AUP.
   iv.   At the request of the Chair of the ACC or University Veterinarian or Senior Administrator.
b.   The Directed Post Approval Monitoring involves the ACC Administrative Assistant scheduling an agreed upon time for the University Veterinarian and typically one ACC member to observe AUP described procedures being carried out and time to converse with the researcher(s) / instructor(s).
c.   A checklist is maintained that addresses the major sections of the AUP including humane intervention points. The checklist becomes the basis for a report to be submitted to the ACC (**See SOP - ACC - AD01 - Appendix 1**).
d.   The ACC may accept the Directed Post Approval Monitoring process to be carried out exclusively by the University Veterinarian or their representative.

Informal Processes
The following processes are an integral part of the Post Approval Monitoring program but on their own do not carry a formalized methodology or necessarily result in reporting to the ACC.

1.   Daily interactions between animal users and the Veterinary / Animal Care Staff.   Through conversing and observing daily activities the staff is continually:

   a.   Ensuring that the contents of written AUP can be translated into the practical environment.
   b.   Ensuring that animal users are comfortable handling animals, carrying out procedures, and have the appropriate environment and/or instrumentation to do so.
   c.   Ensuring that endpoints and intervention points as approved by the ACC are applied to avoid unnecessary distress to the animals.
   d.   Clarifying the collaborative mechanism of reporting any animal related problems to the ACC and/or University Veterinarian as appropriate.
   e.   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.

   a.   The Chair of the Animal Care Committee and/or the University Veterinarian reserve the right to observe unhindered any procedure involving research, teaching and service animals.
   b.   The University Veterinarian has the authority to stop any procedure involving animals if the procedure deviates from an AUP (See Terms of Reference).

3.   PI submitted documentation.

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