

University of Prince Edward Island
Animal Care Committee
Standard Operating Procedure

SOP #: ACC - AD01

SOP Title: Directed Post Approval Monitoring

SOP Section: Administrative

Issued by: Dr. Jonathan Spears

Created: November 2010

Version Date: May 2018

Review Date: May 2021

1.0 Introduction

1.1 Directed Post Approval Monitoring (PAM) is performed to provide assurance to the UPEI Animal Care Committee (ACC) that all research, teaching and service involving animals are performed in accordance with an approved ACC Animal Utilization Protocol (AUP). Although PAM is carried out through many forms by all levels of the Animal Care and Use Program (refer to ACC Policy), the process described in this SOP is to be implemented for all Category E protocols and any other AUP at the specific request of the ACC. It is also intended to assist Principal Investigators (PI) and research/teaching/service staff in adhering to AUP procedures and humane endpoints in a collaborating manner.

2.0 Roles

- The University Veterinarian or a representative veterinarian will typically attend the Directed Post Approval Monitoring session(s).
- The ACC Chair and/or a member of the ACC will attend the Directed Post Approval Monitoring session(s).
- The ACC Administrative Assistant will schedule the Directed Post Approval Monitoring session(s) and will compile and record the completed checklist and any resulting report for presentation to the ACC.

3.0 Materials

- **Appendix 1** - Directed Post Approval Monitoring Checklist
- Pertinent AUPs

4.0 Procedures

4.1 Selection of Protocols

- i. Protocols involving a Category of Invasiveness of E will be monitored annually.
- ii. At the request of the ACC, any protocol may be selected to undergo Directed Post Approval Monitoring.
- iii. Typically, protocols will be selected for Directed Post Approval Monitoring based on the following:
 1. If a potential welfare concern is raised by the ACC regarding a proposed or current AUP.
 2. If an AUP has not been monitored through the other elements of the Post Approval Monitoring Program i.e. field studies, sporadic procedures.
 3. As part of a sanction imposed by the ACC on a particular investigator or AUP.
 4. At the request of the ACC Chair or University Veterinarian or the Senior Administrator.

4.2 Process

- i. The ACC Administrative Assistant will preferably schedule the monitoring session for a time when the procedures listed in the protocol are being performed and when the PI is available.
- ii. Using the Directed Post Approval Monitoring Checklist as a guide, the University Veterinarian, the ACC Chair and/or the member of the ACC will observe procedures and discuss various aspects of the process with the research/teaching/service staff involved.
- iii. Concerns arising about the procedure will be immediately discussed with the PI and research/teaching/service staff on site. Immediate concerns of animal welfare will be addressed by the University Veterinarian. Positive feedback and suggestions for improvement will also be given at the time of the monitoring visit.
- iv. The completed checklist will be submitted to the ACC Administrative Assistant for formalizing into a report.
- v. The report will be distributed to the Committee for the following regular ACC meeting. Recommendations resulting from the visit will be agreed upon by the Committee.
- vi. A copy of the report with recommendations will be distributed to the PI and kept on file with the ACC for the duration of the AUP.
- vii. The ACC may accept having only the University Veterinarian carry out a Directed Post Approval Monitoring process in certain circumstances but this should not be the norm.

APPENDIX 1

Animal Care Committee
Directed Post Approval Monitoring Checklist



UNIVERSITY
of Prince Edward
ISLAND

Monitoring Date: (MM/DD/YYYY) _____

Approved period for animal use beginning: _____ ending: _____

Principal Investigator: _____

Protocol #: _____ File #: _____

Protocol Title: _____

Species Used: _____

Category of Invasiveness (Place an "X" in the box corresponding to the highest level procedure.)

A	B	C	D	E

PAM Team:

Lab Personnel:

Place an "X" in a box and elaborate in the space provided.

Section 1 - Protocol & Personnel

A) Do the PI and research / teaching personnel have the most recent version of the complete protocol including amendments?

Yes	No	N/A

B) Has everyone performing animal procedures read the approved protocol?

Yes	No	N/A

C) Is everyone performing animal procedures listed in the protocol documentation?

Yes	No	N/A

Section 2 - Study Procedures

A) Does the protocol number on the animal's cage card match the actual protocol number?	Yes	No	N/A
B) Are the procedures performed consistent with those approved in the protocol?	Yes	No	N/A
C) Are the research / teaching personnel appropriately trained to perform the procedure(s)?	Yes	No	N/A
D) Are there any obvious signs of animal distress or poor condition?	Yes	No	N/A

Section 3 - Anesthesia & Analgesia

A) Are the methods of anesthesia in compliance with the protocol?	Yes	No	N/A
B) Are anesthetized animals being appropriately monitored?	Yes	No	N/A
C) Are the animals maintained at an appropriate depth of anesthesia for the procedure?	Yes	No	N/A
D) Are analgesic dosages, frequency and routes of administration accurately recorded?	Yes	No	N/A

Section 4 - Surgery / Post Surgery Care

A) Is survival surgery being performed using aseptic techniques?	Yes	No	N/A
B) Is an appropriate heat source used to keep the animal warm during surgical procedure?	Yes	No	N/A
C) Is there an appropriate recovery area for the animal?	Yes	No	N/A
D) Are animals returned to the animal care facility in a timely fashion?	Yes	No	N/A
E) Is post-surgical care adequately documented?	Yes	No	N/A
F) Are any post-operative problems reported to the veterinarian?	Yes	No	N/A

Section 5 - Euthanasia

A) Is euthanasia being performed humanely and according to protocol procedures?

Yes	No	N/A

Section 6 - Record Keeping

A) Is there an up-to-date and complete surgical/procedure log?

Yes	No	N/A

B) Are controlled substances handled/logged appropriately?

Yes	No	N/A

Section 7 - Comments / Clarifications

Section 8 - Commendations

Section 9 - Recommendations