

University of Prince Edward Island Animal Care Committee Standard Operating Procedure

SOP Title: Identifying Research, Teaching, Service, Testing and Data Analysis Projects That Require an Animal Use Protocol
SOP Section: Administrative
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1. Introduction

- 1.1. Animal Use Protocols (AUP) and Secondary Data Protocols (SDP) are reviewed by the University of Prince Edward Island (UPEI) Animal Care Committee (ACC) to ensure ethical use of animals in compliance with Canadian Council on Animal Care (CCAC) guidelines. Many publishers also require authors to state their ACC compliance.
- 1.2. Identifying when a project requires an AUP is important to ensure appropriate ACC oversight for animal use at UPEI. Most research, teaching, service and testing projects involving animals will require an AUP, however there are a few exceptions.

2. Materials

- N/A

3. Procedures

3.1. Projects Using Primary Data

Primary data will be collected from surveys, studies, experiments, etc designed by, or upon the direction of, the principal investigator.

3.1.1. Projects requiring an approved AUP:

- i. Direct manipulation or observation of live vertebrate or cephalopod species.
UPEI ACC and CCAC guidelines require that all studies involving direct manipulation or non-regulatory observation of live vertebrate species require an approved AUP.
- ii. Direct manipulation or observation of live invertebrate species.
An AUP should be submitted for use of all live invertebrate species except parasitic organisms. Studies using live invertebrate species are considered Category A studies (see [CCAC Policy on Categories of Invasiveness](#)) but may

have ancillary effects on vertebrate/cephalopod species and/or their environment. UPEI ACC review all Category A studies.

3.1.2. Projects not requiring an AUP:

- i. Observational surveys or database analysis where the investigator, staff or collaborator does not impact or affect the behaviour or welfare of animals.
For example, an AUP would not be required if an investigator was examining farm records or historical data and animal behaviour and welfare was not currently being impacted or affected nor would be in the future.
- ii. Projects using parasitic organisms but not the parasite host.
For example, an experiment using purchased ticks would not require an AUP, but if the ticks were collected from live vertebrates then an AUP would be required for use of the host.
- iii. Animal work for and/or by regulatory agencies
This includes regulated monitoring of contaminants or disease and obtaining abundance estimates or other population variables required for assessing and managing animal populations.
- iv. Service animals
Service animals are those that, for example, support people with disabilities, therapy dogs for stress relief, or work for law enforcement agencies. Service dogs do not require an AUP unless they are the subject of research or involved in teaching.
- v. Pets or display animals unrelated to research or teaching.
- vi. Third-party, animal-based activities conducted on campus.
For example, a horse club using UPEI facilities. All third-party animal-based activities must also complete the [Campus Animal Event Form – Special Groups](#).
- vii. Dead animals (cadavers) that were not euthanized specifically for a protocol
For example, the use of tissue culture and tissues obtained at necropsy or from the slaughterhouse.

3.2. Projects Using Secondary Data:

Secondary data is data from databases, surveys, studies, experiments, etc that have been collected by other people and potentially for other purposes. Use of secondary data may require ACC oversight if the health or welfare of animals is, or will be, impacted or animal behaviour is, or will be affected during the collection of data or as a result of data analysis. The following describes the documentation required for various categories of secondary data projects and is summarized in Appendix A, Secondary Data ACC Oversight Flowchart.

- i. If data was collected for regulatory purposes (such as a government commissioned census), then no SDP is required.
- ii. If data was collected from observational surveys, databases, or previously published reports and the investigator or staff did not design the experiment, nor impact or affect the behaviour or welfare of the animals, then no SDP is required.
- iii. When the results of collaboration with a UPEI investigator will impact the health, welfare, or behaviour of animals, then an SDP is required.
- iv. Where a UPEI investigator is collaborating with an individual to provide original data:
 - a. If the individual or organization that originally obtained the data did so under an approved AUP (or equivalent) from an institutional ACC (or equivalent), then a copy of the AUP and the approval letter should be provided to the UPEI ACC.
 - b. If the individual or organization that originally obtained the data did not do so under an approved AUP (or equivalent) from an institutional ACC (or equivalent), then an SDP is required.
- v. SDP are normally reviewed by the ACC Chair and University Veterinarian and they have the discretion to recommend SDP be reviewed by the full ACC when deemed necessary. Approximately a two week period shall be given to review SDPs. The Chair will sign off on SDP and send an email notification to the principal investigator. SDP will be documented in ACC meeting minutes.

3.3. Collaborations with other institutions and with individuals from other institutions:

See Code of Practice ACC-CP-12 Animal Based Projects Involving Two or More Institutions

In the event that publication of data requires documentation that no AUP was required, a signed exemption may be provided to the investigator upon request.

4. Contingencies

- 4.1 This SOP specifically refers to appropriate use of AUPs and SDPs for the UPEI ACC. Other regulatory review including, but not limited to, UPEI Research Ethic Board (REB) or UPEI Institutional Biosafety Committee (IBC) may be required. It is the responsibility of the investigator to ensure all applicable regulatory procedures are followed.

5. References

5.1. Campus Animal Event Form – Special Groups

http://files.upei.ca/research/campus_animal_event_form.pdf

5.2. Canadian Council on Animal Care Policy on Categories of Invasiveness

https://www.ccac.ca/Documents/Standards/Policies/Categories_of_invasiveness.pdf

5.3. CCAC Policy Animal Based Projects Involving Two or More Institutions

https://www.ccac.ca/Documents/Standards/Policies/Projects_involving_two_or_more_institutions.pdf

5.4. Code of Practice ACC-CP-12 Animal Based Projects Involving Two or More Institutions

<https://portal.upei.ca/facultystaff/administrativeservices/AVCAAnimalCare/ACC%20Policies/Forms/AllItems.aspx>

5.5. Requirement for Submitting an Animal Protocol (addendum to the CCAC policy statement on: terms of reference for animal care committees)

[https://www.ccac.ca/Documents/Standards/Policies/Requirement-for-Including-Animals-and-Animal-Based-Activities-in-a-Protocol-\(ADDENDUM\).pdf](https://www.ccac.ca/Documents/Standards/Policies/Requirement-for-Including-Animals-and-Animal-Based-Activities-in-a-Protocol-(ADDENDUM).pdf)

Appendix A Secondary Data ACC Oversight Flowchart

