Revised: March 2022

Animal Care Committee
Terms of Reference

1. Introduction

The University of the Fraser Valley (UFV) is committed to the humane and ethical care and use of animals and adheres to the principle that in order for animal use to be justifiable in science, the research or teaching must have a reasonable expectation of providing a benefit to the health and welfare of people or of animals, or of advancing basic knowledge.

To ensure that this commitment is carried out, UFV has established an animal care committee to facilitate research and teaching that complies with Canadian Council on Animal Care Guidelines and Policies and with the Three Rs' tenet of "reduction, replacement and refinement".

UFV must work with the Animal Care Committee to ensure that all animal users and caregivers are informed of and comply with institutional animal care and use policies and procedures.

The animal care committee will operate in accordance of these terms of reference.

2. Membership

The Provost and Vice-President, Academic will determine the number of members on the ACC and is responsible for appointing members to the ACC. Members are appointed for terms of no less than two years and no more than four years (renewable once). The ACC is comprised of the following members:

a. UFV scientists and/or teachers experienced in animal care and use, (who may or may not be actively using animals during their term on the ACC);

b. A veterinarian (consulting, ex-officio);

c. An institutional member whose normal activities do not depend on or involve animal use for research, teaching or testing;

d. One person representing community interests and concerns, and who has no affiliation with the institution, and who is not involved in animal use for research, teaching or testing;

e. Technical staff representation (responsible for the management of the animal facilities);

f. Student representation – two students currently registered at UFV;

g. The ACC Coordinator (ex-officio);

h. The ACC Secretariat (ex-officio);

i. Any other person the Provost and Vice-President, Academic may deem appropriate (ex-officio)

The Chair of the ACC is appointed by the Provost and Vice-President, Academic. The Chair will not be directly involved in the management of the institutional animal facilities, nor be the clinical veterinarian for the institution, nor be involved in the preparation of a significant number of the protocols to be reviewed by the committee, in order to avoid potential conflicts of interest. Provision will be made to co-opt other persons to the ACC as the need arises.

The Provost and Vice-President, Academic appoints the ACC Coordinator (UFV Ethics, Grants, and Compliance Officer). The Office of Research Services will act as the secretariat for the ACC and thus, provide administrative support.

The ACC Coordinator is responsible for:

a. organizing meetings of the ACC and site visits;
b. contributing to the training of ACC members, including providing relevant resources and information as necessary;
c. managing animal use protocols, including amendments and renewals;
d. producing and distributing committee minutes and site visit reports, and ensuring appropriate follow up of any issues raised;
e. documenting and filing of all exchanges between the ACC, animal users, and senior administration;
f. contributing to the development and revision of the ACC 's terms of reference, animal use protocol forms and standard operating procedures (SOPs)
g. documenting the training completed by all animal users; and
h. participating in the preparation of animal use data for sending to the CCAC in the Animal Use Data Form annually.

UFV will have an official, signed contract with the consulting veterinarian if necessary, based on the Canadian Association for Laboratory Animal Medicine's *CALAM Standards of Veterinary Care.* The contract outlines and defines the expectations of both parties with regard to the ACC veterinary duties and responsibilities and describes the continuing education of the veterinarian on the use of animals in science.

3. Meetings

The Animal Care Committee will meet at least two times per year and as often as necessary to fulfill its Terms of Reference and be satisfied that all animal use within their jurisdiction is in compliance with institutional, municipal, federal and provincial regulations, and CCAC guidelines. Standing ACC meetings have been set for March, August, and December of each year to give animal users enough warning to submit protocols and to ensure that the ACC meets at least two times per year. The ACC will document all ACC discussions and decisions in the committee minutes and on attachments to the protocol forms. Minutes will be taken by the ACC Secretariat (UFV Research Office), produced for each meeting, and forwarded to the Provost and Vice-President, Academic and the AVP of Research, Engagement, and Graduate Studies.

For ACC meetings, a quorum will be a simple majority of ACC members, including the veterinarian and a community representative. If the ACC reaches a decision that is contrary to the comments of the community representative, veterinarian or researcher, the decision will be delayed until the next ACC meeting. The approval of a protocol will be done by consensus.

If a committee member has a potential conflict with a protocol review, the member will be asked to leave the room for the discussion and may not participate in a vote or count as part of the quorum concerning that protocol. Examples of conflict include being listed part of the project as Principal Investigator, Co Investigator, or staff or being a share holder of having involvement with the sponsoring agency.

The ACC is responsible for setting the procedures for review and approval of protocols and the consensus necessary for any decision with respect to a protocol. The use of electronic tools is encouraged for protocol management purposes and to facilitate and expedite the submission and review of protocols; but the ACC will meet in person for protocol discussions and final approvals.

Members of the ACC shall hold confidential materials including research protocols associated with the ACC and all discussions that take place at meetings of the ACC in the strictest confidence.

4. Authority

The ACC has the authority, on behalf of the head of the institution to:

a. Stop any objectionable procedure if it considers that unnecessary distress or pain is being experienced by an animal.

b. Stop immediately any use of animals which deviates from the approved use, any non-approved procedure, or any procedure causing unforeseen pain or distress to animals.

c. Have an animal killed humanely if pain or distress caused to the animal is not part of the approved protocol and cannot be alleviated.

The Chair of the ACC and the veterinarian will have access at all times to all areas where animals are or may be held or used.

The ACC delegates to the veterinarian(s) the authority to treat, remove from a study or euthanize, if necessary, an animal according to the veterinarian's professional judgment. The veterinarian will attempt to contact the animal user whose animal is in poor condition before beginning any treatment that has not previously been agreed upon, and will also attempt to contact the ACC Chair, but the veterinarian will have the authority to proceed with any necessary emergency measures, whether or not the animal user and ACC Chair are available. A written report will be sent by the veterinarian to the animal user and to the ACC following any such event.

The ACC reports to the Provost and Vice-President, Academic. The consulting veterinarian and the manager of the animal care facility (Agriculture Technician) report to the Provost and Provost and Vice-President, Academic.

The intent of the ACC is to resolve concerns of the Committee with the investigator, the Committee will invite the investigator, if necessary, to appear before the Committee. The investigator has the right to appeal if the final decision of the ACC is to reject a protocol. The request for appeal is to be made to the Provost and Vice-President, Academic.

5. Responsibility

It is the responsibility of the ACC to:

a. Ensure that no research or testing project or teaching program (including field studies) involving animals be commenced without prior ACC approval of a written animal use protocol; further to this, that no animals be acquired or used before such approval.

b. Ensure that no animals be held for display or breeding purposes, or for eventual use in research or teaching projects, without prior ACC approval of a written animal use protocol. The ACC will take steps to be make the institution aware of the ACC mandate and responsibility of other animal-based activities, such as commercial or recreational activities, within the institution, and will work with the persons responsible for these activities to ensure that animal care and use is undertaken according to appropriate procedures;

c. Require all animal users to complete an animal use protocol form and ensure that the information is clearly presented so that all members of the ACC can readily understand.

d. Require all animal users to complete the Scientific or Pedagogical Merit requirements prior to submitting an Animal Use Protocol.

   The Associate Vice-President, Research, Engagement and Graduate Studies, is responsible for the mechanism for independent peer-review for scientific merit of using animals for research and the ACC coordinator will assist in the process, when required. A database of experts will be created and these experts will be contacted to review protocols. If the category of invasiveness is high, the expert reviewers will be from outside of UFV. The AVP will not ask the researcher for suggestions of names of reviewers.

   Pedagogical Merit is required on every new course submitted and will not be required on amendments or renewals of the same course. A full review will be required after three yearly renewals of the course (in alignment with section h below) or major changes to a course. Pedagogical Merit is completed by the course instructor and two peer reviewers.

   The pedagogical merit process will begin prior to an Animal Use Protocol for Teaching is submitted. Course instructors will be required to fill out a detailed Course Information Form (appendix) which describes the learning outcomes, how assessments are made, what skills the students learn, and clearly outlines alternatives to live animal use. The Course Information Form will then be submitted to the ACC coordinator who then submits it to two reviewers both whom are knowledgeable in pedagogy and replacement alternatives to animal-based teaching or training. Reviewers will complete a second form on Pedagogical Merit Review of the course submitted. Reviewers will determine if there is evidence of constructive curriculum alignment and if the proposed live animal model has pedagogical merit. Curriculum alignment is only judged based on what is written in the Course Information Form. Comments and suggestions are given to the instructors. If approval is granted, then the instructor may submit the Animal Use Protocol and the approved Pedagogical Merit Review package to the ACC for review and approval.

e. Review and assess all animal use protocols, with particular emphasis on the CCAC policy statement on ethics of animal investigation and CCAC guidelines on animal use protocol review as well as on all other relevant CCAC guidelines and policy statements and, where necessary, require further supportive information from the investigator/teacher or meet with the investigator/teacher to ensure that all members of the committee understand the procedures to be used on the animal. The committee will ensure that all procedures comply with CCAC guidelines, and, if at variance with those guidelines, require justification for the variance on scientific grounds.

f. Ensure that animal users update their protocols with any modifications they intend to make, and approve any modifications to a protocol before they are implemented. Minor modifications are those aspects of the project that are not significantly different from the original protocol and have little impact on the conditions of the animals in use and can be approved by the Chair of the ACC or its designate.

   The addition or reduction of the number of animals from the original protocol would be considered minor in the following situations.
   1. for protocols using up to 10 animals, an addition/reduction of one animal;
   2. for protocols counting between 10 and 20 animals, an addition of 2 new animals; and
   3. for protocols involving more than 20 animals, an addition of up to 10 % of the original number of animals.

   Other minor amendments include:

   1. addition of personnel who have received proper training or have the proper experience to work safely with animals
   2. changes in the supplier of animals
   3. changes in minor procedures such as blood collection, injection route, type of gaseous anaesthetic used, etc., and
   4. change in drug(s) used, when the effects on the animal are equivalent

g. For any major changes to a protocol, the ACC requires that a new protocol be submitted. Major changes are those aspects of the project that are significantly different from the original protocol and include an increase of the number of animals in excess of that defined in Section 5e, a change or addition of animal species, use of more invasive or more frequent procedures, and use of entirely new procedures.

h. Ensure that animal users report any unanticipated problems or complications, as well as on the steps they have taken to address the problem(s), to the ACC;

i. Review all protocols annually, i.e., within a year of commencement of the project; annual renewals will be approved by at least a scientist, a veterinarian and a community representative and will be brought to the attention of the full ACC for its information. The ACC requires the submission of a new protocol after a maximum of three consecutive renewals. All protocol renewals must emphasize on the renewal form:
   i. the number of animals used in the preceding year;
   ii. the number of animals needed for the year to come, with a justification;

iii. a brief progress report, describing any complications encountered relative to animal use (unpredicted outcomes, and any animal pain, distress or mortality), any amendments to the original protocol, and any progress made with respect to the Three Rs of replacement, reduction and refinement of animal use;
iv. a brief report on the adequacy of the endpoints for the protocol, and on any complications encountered or refinements made relative to protecting animals from pain, distress or mortality; and
v. any other changes from the original protocol.

j. Ensure that all ACC members and animal users have the opportunity to become familiar with the CCAC Guide and *CCAC policy statement on: ethics of animal investigation* and all other CCAC guidelines and policy statements, federal, provincial or municipal statutes that may apply, as well as institutional requirements;

k. Ensure appropriate care of animals in all stages of their life and in all experimental situations with veterinary care always available. These formal arrangements will be based on the elements contained in the *CALAM/ACMAL Standards of Veterinary Care* of the Canadian Association for Laboratory Animal Medicine (2004), which define the roles and responsibilities of veterinarians involved in scientific animal care and use programs;

l. Establish procedures, commensurate with current veterinary standards, to ensure that:
i. unnecessary pain or distress is avoided, and animal stress and injuries are avoided, whether during transfers of animals or in their normal quarters; best practices and alternative methods will be explored and implemented whenever possible to minimize pain and distress when demonstrating animal procedures
ii. anesthesia and analgesia are properly and effectively used; the only exception to this may be when agents must be withheld as a scientifically justified requirement of the study, and that this has been approved by the ACC. Painful studies requiring exemption from the use of either anesthetics or analgesia must be subject to particular scrutiny, not only prior to approval, but also during the experiment;
iii. appropriate post-operative care is provided;
iv. all due consideration is given to animal welfare, including environmental enrichment;

m. Ensure that policies to provide for a system of animal care that will meet the needs of the institution are established and implemented, and include:
i. the requirement that all animal care and animal experimentation are conducted according to CCAC guidelines and policies, and to any federal, provincial and institutional regulations that may be in effect;
ii. ensuring adequate animal care and management of the animal facilities, in particular by verifying that there is a person clearly designated to be in charge of animal care and management of the animal facilities, who will be a member of the ACC, and who will keep the other ACC members updated on the activities within the animal facilities;
iii. training and qualifications of animal users and animal care personnel. The consulting veterinarian and animal care staff will receive continuing education in their field. The consulting veterinarian will be a member of the Canadian Association

for Laboratory Animal Medicine. Animal users (instructors, scientists/study directors, post-doctoral fellows, graduate students and research technicians) will be required to take the Core Module Training Program available online (www.ufv.ca/acc/training) prior to using animals in teaching or research.

iv. new members appointed to the ACC will be given training by the ACC Chair or the ACC Coordinator who give the new members a tour of the animal facilities

v. an occupational health and safety program for those involved in animal care and use, in collaboration with the UFV Occupational Health and Safety Committee on occupational health and safety, that will appropriately protect all those who may be affected by animal-based work;

vi. standards of husbandry, facilities and equipment;

vii. standard operating procedures for all activities and procedures that involve animals, including animal care and facility management SOPs which will be developed and reviewed by the consulting veterinarian and animal care staff), and animal use SOPs. The ACC will receive all SOPs and ensure that all necessary SOPs are reviewed every three years or when necessary, particularly with respect to using new species.

viii. procedures for euthanasia;

n. Encourage the use of pilot studies with few animals when new approaches, methods or products are being tried, before approving new, large scale protocols. Ensure that animal users report on the results of any pilot studies, no matter whether they wish to pursue the study immediately or not, in order to preserve important data on various approaches to animal-based studies, whether they work well or not;

o. May delegate the responsibility of interim approval subcommittee, which must include at least one scientific member, one veterinarian, and one community representative. Interim approvals will be used infrequently and when necessary. The interim review process, including exchanges between the ACC and the protocol authors, will be documented and then subject for discussion and final approval at a full meeting of the committee.

p. In the case of projects involving proprietary or patentable research or testing, ensure that as much information as possible is provided to the ACC in terms of what effects to expect on animal health and welfare, and insist on close monitoring of animals in order to respect the elements outlined in 3l).

q. Ensure that for collaborative projects involving CCAC certified institutions, protocols are submitted to and evaluated by both the UFV ACC and the ACC of the collaborating institution(s) before any work involving animals begins.

r. Ensure any major animal incidents are reported to the Animal Care Coordinator immediately. The ACC will report major animal welfare incidents to the CCAC within 10 days of occurrence using the CCAC Major Animal Welfare Incident Self-Reporting Form.

6. Procedures for Protocol Review:

a. Protocol review
The applicant submits an animal use protocol form for review before purchasing animals and before housing animals at UFV. The applicant submits the protocol to the ACC

Coordinator who reviews it for completeness. If complete, the ACC Coordinator sends a copy to the ACC veterinarian for the first review. If there are no issues, copies are then forwarded to the Chair and members of the ACC. If this is a new protocol, it is brought to a face-to-face meeting. The ACC discusses the protocol and if in agreement by consensus, approves the protocol. If changes are requested the protocol will be returned to the applicant requesting changes. If the applicant is present at the time of the discussion, changes may be made at that time. Once approved, the applicant receives a certificate of approval.

b. Protocol amendment
If there are changes to the original protocol, the applicant must submit a protocol amendment form to the ACC Coordinator who will ensure completeness, and if complete, will distribute the form to the veterinarian first and then the ACC for their review and comment. If approved by the ACC, a certificate for the amended protocol will be issued.

c. Protocol renewal
For protocols that take place over more than one year, the applicant must submit a protocol renewal form before the one year expires. The ACC Coordinator will ensure completeness, and if complete, will distribute the form to the veterinarian first and then the ACC for their review and comment. If approved by the ACC, a certificate for the amended protocol will be issued.

7. Post Approval Monitoring Program

Post approval monitoring (PAM) is required to provide assurance to the UFV ACC that all research and teaching involving animals are performed in accordance with an approved ACC Application for Use of Animals for Teaching / Research and conform to all regulatory and institutional requirements, including those of the CCAC and the BC Ministry of Agriculture and Lands. The PAM program is outlined in Appendix A.

8. Site Visits

The ACC will regularly visit all animal care facilities and areas in which animals are used, in order to better understand the work being conducted within the institution, to meet with those working in the animal facilities and animal use areas and discuss their needs, to monitor animal-based work according to approved protocols and SOPs, to assess any weaknesses in the facilities (aging facilities, overcrowding, insufficient staffing and any other concerns) and to forward any recommendations or commendations to the person(s) responsible for the facilities and for animal use.

The ACC will visit the animal facilities at least once a year, and in particular, the new barn facilities (new 2014). The ACC will document the visit through the ACC minutes or written reports. Those responsible for the animal facilities will respond to any ACC recommendations in writing, and site visit reports will be followed up on jointly by the senior administration (Provost and Vice-President, Academic and AVP, Research and Graduate Studies) and the ACC. Each member of the ACC will participate in some of the facility visit(s) on an annual basis.

After a protocol has been approved and animals are in place, site visits will be made by the Chair of the ACC or a designate, who may be accompanied by other members or animal care staff, to ensure the protocol is being followed.

More frequent ACC site visits will be made as necessary and documented to follow up on any protocols that have raised significant concern during the protocol review process, or where problems have been encountered with a protocol being carried out in practice or with other aspects of animal facility operations; these visits will be carried out by the Chair of the ACC or a delegate, who may be accompanied by other members or animal care staff.

9. General

The animal care committee will:

a) Regularly review (at least every three years):

   a. its Terms of Reference to meet new CCAC guidelines or policies and changing needs within the institution, the scientific community, the animal welfare community and society as a whole, and expand its Terms of Reference to meet the requirements of each institution;

   b. the security of the animals and research facilities;

   c. standard operating procedures and institutional animal care and use policies; (SOP review may be delegated to ACC members with the appropriate expertise, but SOPs will be accessible to all ACC members, and the full ACC will review all SOPs that involve procedures that may result in deleterious effects to animal health or welfare); and

   d. policies and procedures for monitoring animal care and experimental procedures within the institution, including the identification of the persons responsible for monitoring animal health and welfare, and the procedures carried out by the ACC to conduct monitoring;

b) Maintain liaison with the CCAC Secretariat, and inform the Secretariat of any changes to their program: to the Provost and Vice-President, Academic, the chair of the ACC, or the veterinary or senior animal care personnel;

c) Submit complete and accurate animal use information in the *CCAC Animal Use Data Form* (AUDF) format for all protocols annually (animal use information for each calendar year will be submitted by March 31 of the following year) and also in pre-assessment documentation;

d) Implement and maintain a crisis management program for the animal facilities and for the animal care and use program, in conjunction with any general institutional crisis management plan(s). This program will detail plans in the event of power outages (short and prolonged), work stoppages, fires, natural disasters, large chemical spills and other similar crises, and will include a communications plan for addressing public and media inquiries on concerns related to animal use;

e) Sponsor seminars or workshops, from time to time, on the use of animals in science and the ethics of animal experimentation, and encourage attendance from animal users, animal caregivers, students, ACC members and other interested parties;

f) Achieve and maintain a high profile within the institution and in the community in order to demonstrate the institution's efforts in promoting animal welfare and to allay some of the public concerns regarding animal experimentation; and

g) Be open to developing and maintaining communication with animal welfare organizations.

Appendix A

ANIMAL CARE POST APPROVAL MONITORING PROGRAM

The University of the Fraser Valley, through its Animal Care Committee, is committed to the humane and ethical care and use of animals and adheres to the principle that in order for animal use to be justifiable in science, the research or teaching must have a reasonable expectation of providing a benefit to the health and welfare of people or of animals, or of advancing basic knowledge.
Post approval monitoring (PAM) is required to provide assurance to the UFV ACC that all research and teaching involving animals are performed in accordance with an approved ACC Application for Use of Animals for Teaching / Research and conform to all regulatory and institutional requirements, including those of the CCAC and the BC Ministry of Agriculture and Lands.

Note: Animal users refer to those faculty who are primarily responsible for animals and include principal investigators and instructors who are responsible for supervision of all students involved in the use of animals (e.g., caring for, handling, feeding, and learning from).

Purpose

- To compare approved protocol procedures with the implementation of the approved protocol and work collaboratively with animal users to correct any discrepancies.
- To ensure animal users are comfortable with the procedures and with carrying out the procedures.
- To ensure timely communication with regard to changes in policies or guidelines, problems or concerns, and opportunities for training.
- To provide the least intrusive and least cumbersome post approval monitoring procedure.

Procedures

1. The ACC Coordinator will contact the animal user(s) on the date they indicated that the animals will arrive on campus, as stated on the application to use animals (research or teaching) form.
2. The ACC Coordinator will organize with the animal user(s) and the technical staff (facility manager) a PAM visit to the site where the animals are being housed, within two weeks of the animals' arrival and when possible during the conduction of procedures. Those that will be present during the PAM process will be given the PAM checklist and approved protocols in advance so that they are aware of the topics that will be discussed.
3. The PAM checklist (Appendix A1) will be completed during each PAM visit. The PAM visit will include the Chair of the ACC or a designate, animal user(s) and technical staff. An

interview and meeting between the PAM inspection team and the animal user(s) will be conducted at the time of the PAM visit. If there are any discrepancies in the procedures being carried out, the discrepancies will be discussed during the visit and the animal user(s) will be directed to make requested changes or if appropriate, be directed to submit an application for amendment to comply with CCAC and UFV regulations.

4. If it is determined that there is a persistent breach of compliance or threat to the health and safety of personnel or animal users, action will immediately be taken to restore normal functioning. This could involve a further meeting with the animal user, a new protocol and communication with a senior administrator if necessary. If it is determined that animals are in need of immediate care, the veterinarian will be called immediately to attend to the animals and the use of the animals will be suspended until recovery, only after the reasons for the health deterioration has been determined. If the PAM inspection team and the veterinarian are satisfied that the approved protocol for care and treatment of the animals is being followed, use of the animals may continue. The veterinarian will communicate his/her findings to the ACC Chair, ACC Coordinator, and the Provost and Vice-President, Academic, Academic.
5. PAM checklists will be shared with members of the ACC and kept on file with the associated Application for Animal Use to demonstrate post approval monitoring has been conducted.
6. Any protocols with a Category of Invasiveness of D will be monitored annually and any with a Category of Invasiveness of E will be monitored biannually. Site visits may be scheduled at any time and may be requested by anyone in the ACC or technical staff. Site visits must be scheduled to include as many different species as possible. Every effort will be made to have the principal animal user(s) present during the visit.
7. Site visit forms will be kept electronically in the ACC Coordinator's office (Appendix B1). A summary of the site visit will be completed by the ACC Coordinator. The report will be distributed to members of the ACC in advance of the next ACC meeting.
8. If a field study is taking place, a summary of the field study may be requested by the ACC.
9. The ACC coordinator will regularly communicate with all those concerned (ACC Committee, animal users and technical staff) to provide updates, training opportunities and to make sure there are no concerns.

Appendix A1

ANIMAL CARE COMMITTEE
Post-Approval Monitoring Checklist*

Protocol #: _____
Protocol/Course Title: _____
PI/Instructor: _____
Completed by: _____
Date of assessment: _____

A. Protocol and Personnel

YES	NO	N/A	
			Does the PI/Instructor have the most recent version of their complete application to use animals for teaching/research?
			Do laboratory personnel have easy access to the most recent version of the complete protocol, including amendments?
			Have the investigators read the protocol?
			Are the people performing the study listed on the protocol?
			Is the Category of Invasiveness demonstrated reflective of that listed in the protocol?
Comments			

B. Animal Information

YES	NO	N/A	
			Does the protocol number on the animal's cage card match the protocol number?
			Does the number of animals ordered/used match with the number stated in the protocol?
Comments			

C. Procedures

YES	NO	N/A	
			Are the research/teaching personnel appropriately trained to perform the procedures?
			Are researchers/instructors wearing appropriate attire (e.g. masks and gloves) for the species and procedures performed?
			Are the procedures being performed consistent with those in the approved protocol?

			Is the purpose of animal use consistent with that listed in the protocol?
Comments			

D. Anesthesia

YES	NO	N/A	
			Are any procedures of a contentious nature being done that were not previously declared in the approved protocol?
			Are methods and regime of anesthesia in compliance with the protocol?
			Are animals maintained and monitored at an appropriate depth of anesthesia for the procedure performed?
			Are analgesic dosages, frequency and routes of administration accurately recorded?
Comments			

E. Surgery/Post Surgery Care

YES	NO	N/A	
			Is the method of animal prep appropriate and in accordance with the approved protocol?
			Is surgery being performed with sterile instruments, sterile gloves, a surgical mask and aseptic techniques?
			Is an appropriate heat source used to keep the animal warm throughout the procedure?
			Are incisions closed appropriately and in accordance with the approved protocol?
			Did any animals die or undergo unexpected events?
			Is there an appropriate recovery area for animals after surgery and are animals monitored during recovery?
			Is post-surgical care in compliance with the protocol?
			Is post-surgical care adequately documented?
			Were there any post-operative problems reported to the veterinarian?
			Are animals returned to the animal care facility in a timely fashion?
Comments			

F. Fate of Animals

YES	NO	N/A	
			Is the method of euthanasia performed humanely?
			Is the method of euthanasia consistent with what is written in the protocol?
Comments			

G. General Record Keeping

YES	NO	N/A	
			Is there an up to date and complete procedure/surgical log?
			Are all SOPs current?
			Are all notes (medical, post-procedure, medication administration) complete and accurate?
			Are injections, blood collection and fluid collection amounts dated and documented appropriately?
			Are controlled substances logged and stored properly?
			Are controlled substances stored properly and not expired?
Comments			

H. Miscellaneous & Endpoints

YES	NO	N/A	
			Are there any safety issues or other concerns that post a threat to human or animal safety, or animal welfare?
			Have humane endpoints been implemented for any animals in this study?
Comments			

*Adapted in part from Laurentian University