**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 Vice-President, 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:**

1. **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** | | |  |

1. **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** | | |  |

1. **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** | | |  |

1. **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** | | |  |

1. **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** | | |  |

1. **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** | | |  |

1. **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** | | |  |

1. **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