



Aquatic species used by the Department of Biology are often ordered directly from the distributor rather than through Topaz Elements (the Animal Care integrative management system). As a result, there is no administrative oversight to ensure the number of animals ordered does not exceed what is approved in the Animal Use Protocol (AUP).

To avoid a breach of compliance, all Principal Investigators are required to email the UACC Coordinator (uacc@queensu.ca) prior to ordering the animals, to ensure that the protocol can accommodate the proposed number of animals. The inquiry will be responded to within 1 business day.

- If the protocol can accommodate the requested animal numbers, the order is authorized to proceed. The UACC Coordinator will provide written confirmation.
- If the protocol cannot accommodate the requested animal numbers, the order will be suspended until an amendment requesting an increase in animal numbers is submitted and approved by the UACC Subcommittee/Committee. Only once the approval is in place can the order proceed.

If aquatic species are ordered directly from the distributor without UACC approval, the research may be suspended.

Revision History:

Date	New Version
02/21/2019	Policy Created and Approved
03/24/2022	Triennial Review