



University Animal Care Committee Standard Operating Procedure		
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Location: Queen’s University

Purpose: The purpose of this Standard Operating Procedure (SOP) is to define UACC meeting administration processes.

1. Introduction and Definitions: The UACC reaches decisions by consensus in monthly review meetings.

Abbreviations: University Animal Care Committee UACC, Standard Operating Procedures SOPs, Canadian Council on Animal Care CCAC Quality Assurance Program QAP, University Veterinarian UVet, Environmental Health & Safety EHS, Principal Investigator PI

2. Procedures:

Except when a Subcommittee review is acceptable, the UACC must review proposed research at full UACC meetings at which a quorum is present. The UACC meets a minimum of 11 times a year (monthly except for August). Meetings are held in person with the option for virtual attendance (i.e.: hybrid model). Quorum is established when 50% of members, including at least 2 animal using faculty members excluding the Chair, at least one community member, and the University Veterinarian (or delegate) are present. Members participating by videoconference or teleconference count towards quorum. M





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The minutes are presented for review and approval at the next UACC meeting . Agendas, meeting minutes and review documents are confidential and will not be released or made available unless required for inspection or auditing purposes.

Notes:

References:

SOP Revision History:

Date	New Version
Sept 2023	SOP Created & Approved