



UNIVERSITY ANIMAL CARE COMMITTEE (UACC)

Terms of Reference for the Queen's University Animal Care Committee

The University Animal Care Committee (UACC) is an animal ethics committee, responsible for the review and approval of protocols proposing the use of animals in science for research, teaching or testing, to assure that the welfare of these animals is a prime consideration in their procurement, care and use and that the highest ethical standards, as defined by the Canadian Council on Animal Care (CCAC), are observed.

1. PREAMBLE

The Queen's University Animal Care Committee (UACC) was originally established in 1971 pursuant to the Animals for Research Act, 1968-69 and Regulations 1971, and its Terms of Reference were published in the Queen's Gazette, Volume 3, No. 20 (June 9, 1971). The Terms of Reference were amended in 1980 to reflect a change in administrative responsibility to the Dean of the Faculty of Health Sciences. The Terms of Reference reflecting this change were published in the Queen's Gazette, Volume 12, No. 23 (June 10, 1980). The Terms of Reference were subsequently revised in September 1993; September 1997; August 2000, November 2003; and March 2005 (to revise the Committee's Appeals Process); September 2006 (to reflect the revised CCAC policy statement on: the Terms of Reference for Animal Care Committees.); January 2008 (to revise membership terms and quorum); February 2009 (to revise membership terms); August 2010 (to revise the renewal review process); January 2013 (to include university sanctioned events involving live animals and clarify the role of the quality assurance program and QA Coordinator); June 2015 (to reduce biology representation supporting the Faculty of Arts & Science from two to one and to change the process regarding level D renewal reviews); September 2015 (to link UACC policies where appropriate, further emphasize communication lines between the UACC and institutional senior administration and to clarify areas covered in the Policies and Procedures of the UACC document as per CCAC recommendation); and in June 2016 to reduce Faculty of Health Sciences representation from six to four. The current terms were revised in December 2020 to ensure consistent language and appropriate references to policy (both institutional and CCAC). These Terms of Reference are subject to review every three years.

2. MISSION STATEMENT

The office of the University Animal Care Committee (UACC) is a service oriented office, reporting to the Vice Principal, Research which strives to provide leadership and to support and encourage the highest standards of animal welfare regarding the use of animals in research, teaching, testing and events or demonstrations sanctioned by the University.

Objectives:

- 1- To assure that the use of animals at Queen's University follows all guidelines and legislation of the [Animals for Research Act \(Ontario\)](#). And to assure that the welfare of the animals in their procurement, care, and use be of the highest ethical standards, as defined by the [Canadian Council on Animal Care](#).
- 2- To teach and promote the ethical use and management of animals in research, by providing training opportunities to personnel engaged in the care and research of animals.
- 3- To encourage good communication between the investigators and instructors at Queen's University and the University Animal Care Committee and to work with investigators and instructors to create a research and teaching environment that promotes animal welfare.

Created: June 1971

Last Approved: June 2016

Previously Revised and Approved: June 1980; September 1993; February 1997; October 1999; August 2000; November 2001; November 2003; March 2005; September 2006; January 2007; October 2007; January 2008; February 2009; August 2010; January 2013; June 2015; Sept 2015; December 2020



UNIVERSITY ANIMAL CARE COMMITTEE (UACC)

- 4- To work with the Canadian Council on Animal Care (CCAC) and the Ontario Ministry of Agriculture, Food and Rural Affairs (OMAFRA) to assure that all animal care facilities meet or exceed all guidelines and legislation, and to report accurate numbers of animals used in research and teaching to these agencies.

3. OFFICERS AND MEMBERSHIP

The University Animal Care Committee shall meet on a monthly basis and maintain a membership consisting of the following:

- x A Chairperson who shall be appointed by the Principal on the advice of the Vice-Principal, Research. The Chair shall not be directly involved in the management of the animal care facilities, nor be the consulting veterinarian for Queen’s University nor be involved in the preparation of a significant number of the protocols to be reviewed by the UACC, in order to avoid potential conflicts of interest.
- x An ex-officio UACC Coordinator to be provided by the Vice Principal, Research.
- x Four members of the Faculty of Health Sciences, elected by the Faculty Board, supporting a range of research fields and models.
- x At least two members of the Faculty of Arts and Science, including one from the Department of Psychology and one from the Department of Biology, selected by the respective Department Heads.
- x Four members-at-large and/or representatives of other Faculties, Groups, or Institutions as may be appointed by the Principal on the advice of the Vice Principal, Research. At least one shall be an institutional non-animal user. At least one shall be a member of the community having no conflicting affiliation with the University and who is not involved in animal use for research, teaching or testing thus compromising their role.
- x One member representing technical staff (an animal care technician or animal research technician).
- x Ex-officio members consisting of the Director of Animal Care Services; the Director of Environmental Health & Safety (or delegate); a representative of the Vice Principal, Research; and at()-12.1 (on tTw [(t)-1.2 E)2.3 (n
o x ; x



UNIVERSITY ANIMAL CARE COMMITTEE (UACC)

3.4 Appeals of negative decisions made by the UACC may be made according to the procedure outlined in the [Procedures of the UACC](#) document.

4. AUTHORITY

The University Animal Care Committee (UACC) is an animal ethics committee reporting to the Principal through the Vice Principal, Research, which is mandated by the Animals for Research Act (OMAFRA), and the Canadian Council on Animal Care (CCAC). The UACC has the authority, on behalf of the Vice Principal, Research who is responsible for animal care and use for 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 an animal.
- 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.

4.1) The Chair of the UACC and the Veterinarian(s) muese1re lenno6.1 (pr.15 (ed t.2 (l) (i)3.1 (r)12.3 (V)2.3 (e)2 Tw (an)06 T

UNIVERSITY ANIMAL CARE COMMITTEE (UACC)

UNIVERSITY ANIMAL CARE COMMITTEE (UACC)



6. ADDITIONAL DUTIES

In addition, the University Animal Care Committee:

Must regularly review:

- I. Its Terms of Reference to meet new CCAC policies or guidelines 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;
- II. the security of the animals and research facilities;
- III. standard operating procedures and institutional animal care and use policies;
- IV. policies and procedures for monitoring animal care and experimental procedures within the institution.

6.1) Must maintain liaison with the CCAC Secretariat.

6.2) Should consult with and identify the needs of teaching departments and investigators for healthy animals and for good quality animal care and advise on policies appropriate to those needs.

6.3) Should undertake site visits of animal care facilities and experimental laboratories within the institution at least once a year and document these visits through the UACC minutes or written reports. (See the [UACC Policy on the Oversight of Animals in Science](#))

6.4) Should make recommendations concerning the physical facilities, standards of care, principles of operation, and funding of Animal Care Services.

6.5) Should advise on major changes in the range and type of services provided by Animal Care Services.

6.6) Must submit complete and accurate animal use information using the CCAC Animal Use Data Form (AUDF) for all protocols annually (animal use information for each calendar year must be submitted by March 31 of the following year) and using the CCAC Animal Care & Use Program Review Form for all regod-12.2 (&)-9. (r)-6.4 (m)-24



UNIVERSITY ANIMAL CARE COMMITTEE (UACC)

- Interim Approval;
-