

Quality Assurance Policy

Brandon University Animal Care Committee (BUACC)

The Quality Assurance Policy ensures that animal care and use takes place in practice according to Brandon University Animal Care Committee (BUACC) decisions and institutional and Canadian Council on Animal Care (CCAC) standards. The Quality Assurance Program ensures animal well-being and adherence to approved protocols.

As per the *Terms of Reference for Brandon University Animal Care Committee*, BUACC has the authority, on behalf of the President to:

- a) stop any procedure if it considers that an animal is experiencing unnecessary distress or pain;
- 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 euthanized humanely if pain or distress caused to the animal is not part of the approved protocol and cannot be alleviated; and
- d) give the veterinarian absolute authority to initiate, treat, or euthanize animals as he/she deems necessary.

BUACC is central to the Program and plays an active role in ensuring that animal use in practice takes place as approved in principle. The persons responsible for providing quality assistance include the Animal Facility Manager and Animal Health Technician, the Consulting Veterinarian, and other members of BUACC as outlined in this Policy.

Quality Assurance Procedure Observation Responsibilities:

The Animal Facility Manager and Animal Health Technician, Consulting Veterinarian, and at minimum two BUACC members (including one faculty member), shall be responsible for:

- Observing at a minimum one experiment for every research and teaching protocol involving the use of animals (excluding field studies protocols) and verifying approved procedures, personnel training, policies, standard operating procedures, and guidelines. Monitoring of the protocols including:
 - behavioural, surgical, scanning, and any other procedure on the animal;
 - anaesthesia, analgesia, euthanasia and other drug administration;
 - post-operative care; and
 - physical state of the Animal Facility and laboratory.

The Animal Facility Manager and Animal Health Technician shall be responsible for:

- Assisting Principal Investigators with the completion of a Quality Assurance Report for each research and teaching protocol, including field study protocols, at the completion of the experiment(s).
- Bringing forward all submitted Quality Assurance Reports to BUACC for review and approval.
- Providing assistance to researchers by verifying information, sharing recommendations and assisting in the follow-up.
- Keeping records and following-up as needed on the following:
 - administration of medications

- census records
 - climate control
 - daily rounds
 - euthanasia
 - facility maintenance
 - lights and timers
 - animal bedding
 - receiving animals
 - receiving supplies
 - dead or moribund animals
 - rodent cage cleaning
 - tank cleaning and disinfection, and
 - any other relevant standard operating procedure(s).
- Providing a report to BUACC at the regularly scheduled meetings.
 - Reporting immediately to the BUACC Chair instances of non-compliance affecting animal welfare which is not remedied immediately. The BUACC Chair is responsible initiating a review of the non-compliance by way of the *BUACC Non-Compliance Procedures*.

The Brandon University Animal Care Committee (BUACC) shall be responsible for:

- Conducting annual site visits of the Animal Facility, laboratories, and alternative housing sites. Assessment forms must be completed for each site visit. All concerns identified will be communicated with the appropriate researcher(s), and/or any other appropriate University employee for resolution. The researcher(s) and/or any other appropriate University employee is required to provide a response to BUACC within one month of receipt of the correspondence.
- Conducting a review of the following, at minimum every three years:
 - i. the BUACC Terms of Reference to meet new CCAC guidelines and 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 the institution;
 - ii. the security of animals and research facilities;
 - iii. standard operating procedures and institutional animal care and use policies, and all SOPs that involve procedures that may result in deleterious effects to animal health or welfare; and
 - iv. policies and procedures for monitoring animal care and experimental procedures within the institution.

The Consulting Veterinarian (exclusively) shall be responsible for:

- Conducting independent annual site visits of the Animal Facility, laboratories, and alternative housing sites. Assessment forms must be completed for each independent site visit and submitted to BUACC for review within one month of the assessment. BUACC will communicate with the appropriate researcher(s), and/or any other appropriate University employee should resolution be necessary. The researcher(s) and/or any other appropriate University employee will be required to provide a response to BUACC within one month of receipt of the correspondence.
- Conducting independent Quality Assurance procedure observations by way of witnessing, as an observer, a minimum of one procedure for each approved protocol, including those conducted at alternative housing sites, and provide a written report on each observed procedure to BUACC within seven (7) business days of the experiment/procedure.

- Assessing all animals received in the Animal Facility within two (2) weeks of arrival as coordinated with the Animal Facility staff, and provide a written report to the Animal Facility Manager and Principal Investigator.
- Communicating directly with a Principle Investigator and BUACC, should an animal, according to the veterinarian's professional judgment, require treatment, removal from a study, or euthanasia within 24 hours of assessment.

The Principal Investigator shall be responsible for:

- Obtaining approval when conducting internal, field study, and/or inter-university research or teaching with animals from BUACC, prior to commencement, by way of submitting a complete Application to Use Animals for Research or Teaching.
- Submitting to BUACC an Amendment Application when a change is required to a previously approved protocol, prior to commencement.
- Submitting a Renewal Application for projects continuing past the approved one-year time frame, prior to the expiration of the approved protocol. As per the *Brandon University Animal Care Committee Terms of Reference*, all protocols are approved for a one-year term and must be renewed each year. A maximum of three renewals are permitted for each protocol.
- Submitting a Quality Assurance Report within seven (7) business days following the conclusion of the experiment(s) to the Animal Facility Manager and Animal Health Technician. Assistance may be provided to the Principal Investigator by the Animal Facility Manager and Animal Health Technician , Consulting Veterinarian, or other BUACC member applicable.

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