

Quality Assurance Policy and Procedures 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;
- 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 assurance include the Animal Health Technologist, the Consulting Veterinarian, other members of BUACC as outlined in this Policy, and in the case of field studies, the Principal Investigator.

Quality Assurance Observation Procedures

For On-Campus Research/Teaching Protocols that Involve Animals:

The Animal Health Technologist, 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 scheduled Quality Assurance Observation can be conducted in-person, remotely in real-time (e.g. Zoom), or can be recorded. Video-recorded Quality Assurance Observations must be reviewed by the Animal Health

Technologist, Consulting Veterinarian, and at minimum two BUACC members (including one faculty member). The QA report shall be prepared by the Animal Health Technologist with input from all members required to participate.

For Field-Studies Research/Teaching Protocols that Involve Animals:

The Principal Investigator shall be responsible for preparing and submitting a Quality Assurance Report on at minimum one experiment per protocol. This report shall be submitted within 5 business days following the experiment and shall include (as applicable):

- confirmation on approved procedures;
- personnel training implemented;
- policies, standard operating procedures, and guidelines used for the protocol;
- observations of the procedure(s) on the animal (e.g. behavioural, etc.);
- anaesthesia, analgesia, euthanasia and other drug administration; and
- documentary evidence (required), for example, video-recording or pictures of the procedure, the animals, and the environment.

Quality Assurance Observation Responsibilities:

The Animal Health Technologist shall be responsible for:

- Preparing a Quality Assurance Report for each research and teaching protocol, (excluding field study protocols), at the completion of the experiment(s).
- Submitting the completed Quality Assurance Reports to BUACC within seven (7) business days of the experiment/procedure 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. The BUACC Chair is responsible for initiating a review of the non-compliance in accordance with the BUACC Non-Compliance Policies and 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.
- Assessing all animals received in the Animal Facility within two (2) weeks of arrival as coordinated with the Animal Health Technologist, and provide a written report to the Animal Health Technologist for inclusion in the Animal Facility records.
- Communicating directly with a Principal 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.
- Adhering to the protocol as approved by BUACC.
- Participating in the Quality Assurance Observation.
- Preparing and submitting the Quality Assurance Report as outlined above (for field studies only).

*Senate Approved: March 16, 2016
(Revised) BUACC Approved: July 2020
(Revised) Senate Approved: October 13, 2020*