University of Windsor (logo)

UNIVERSITY OF WINDSOR
ANIMAL CARE COMMITTEE

Standard Operating Procedure: AD14 **Revised:** July 2018

Post-Approval Monitoring

Purpose:

Post-Approval Monitoring Visits are conducted to better understand the work being done within the institution. To assess animal care and welfare, to meet animal care staff and discuss any concerns. To enhance stakeholder communication and to forward any recommendations or commendations to the person(s) responsible for the facilities and the animal ethics and care program.

To ensure that the animal use practices take place as approved in the Animal Utilization Project Proposals (AUPP) and standard operating procedures (sop's) and meets the Animal Care Committee (ACC) decisions and institutional and Canadian Council on Animal Care (CCAC) standards.

Site visits to animal facilities by the animal care committee should be conducted at least once a year, and should be documented through the animal care committee minutes or written reports. Those responsible for the animal facilities should respond to any ACC recommendations in writing and site visit reports should always be followed up on by the Vice-President of Research and Innovation (VPRI) and the ACC.

Responsibility:

Vice-President Research & Innovation (VPRI) and the Animal Care Committee (ACC)

Note: The animal care staff provides daily assistance and information with animal care. The animal care staff will maintain the records for the ACC to access if needed. The animal users are also responsible for following protocols as approved by the ACC. Serious concerns should be reported to the ACC, including discrepancies with the AUPP which cannot be resolved with the researcher.

Location(s):

All locations listed on an AUPP are subject to post approval monitoring.

Background:

As of September 2007, the Canadian Council on Animal Care requires that each institution establish a Post-Approval Monitoring Program (PAMP) to ensure that researchers are following CCAC and ACC approved protocols for animal experimentation, specifically as described in their approved Animal Utilization Project Proposals. The goals and objectives of the PAMP at the University of Windsor will be to:

1. Ensure regulatory compliance of all CCAC and ACC standards throughout the University of Windsor
2. Increase the confidence of researchers in their experimental models
3. Promote animal wellbeing and safety
4. Assist and support researchers in an unobtrusive manner
5. Identify areas where training needs to be enhanced
6. Contribute to the refinement of methods and practices involving animal based research at the University of Windsor

Post- Approval Monitoring Team (PAMT):

To achieve the goals and objectives stated above, the following individuals will constitute the PAMT:

- The Veterinarian
- Operations Manager, Central Animal Care Facility
- The Chair of the ACC
- One other member of the ACC elected by the ACC
- The Animal Care Coordinator will also be present.
- All members of the ACC are encouraged to come including student and community representatives.

CCAC guidelines for ACC members conducting annual site visits published in June 2018 states that "each member of the animal care committee should participate in some of the facility visit(s) on an annual basis.

Procedures:

1. The PAMT will select an activity for review and notify the principle investigator that it plans to review its activity at the convenience of the members of the PAMT and researcher.

2. Members of the PAMT will read the researcher's approved AUPP, Revised Forms and Progress Reports (if any) along with any relevant Standard Operating Procedure(s) SOP in advance of the investigation.

3. The researcher and PAMT will determine a convenient time for the review.

4. During the review the members of the PAMT will compare the activity observed with the activity described in the approved AUPP. Post Approval Monitoring Guideline can be

found under SOP AH14A. The checklist for the PAM Review Report can be found under AD14A-1.

5. After the research activity has concluded the PAMT will review its findings and discuss its observations with the research personnel

6. The PAMT will provide a written report to the ACC, copied to the researcher and Vice-President Research, acknowledging compliance or non-compliance with the AUPP and CCAC best animal practices. Should the researchers and their activity is deemed non-compliant, the PAMT will propose corrective actions with an expected completion date.

7. If the PAMT and the researchers are unable to resolve their differences, the PAMT will notify the Vice-President Research and Innovation of the impasse and request that he intervene to resolve any differences.

8. Failure of the researchers to comply with the conditions outlined in their approved AUPP can lead to the with-holding of research funds to the non- compliant researcher.

9. Copies of all letters and other correspondence, including emails, will be kept in a file maintained by the Animal Care Coordinator for at least ten years.

Field Work:

Post approval monitoring for field studies may require written reports from the researcher for the PAM committee to review. Pictures and/or videos showing how the animals are used and cared for may be requested. A meeting with the researcher and the PAM committee reviewing the reports, pictures, videos and equipment may be required

Collaborations:

If the researcher is collaborating with another institution, the ACC's should agree prior to approving the AUPP which institution will perform the PAM.

Overall Purpose

The overall function of the PAMT is to work with researchers to ensure that all procedures are consistent with the researchers approved AUPP and University SOPs, and to strive for unbiased compliance with all CCAC regulations dealing with animal health and welfare, including efforts to achieve approved end-points with minimum stress to the animals. The major goals of the PAM are to promote the conduct of research in a humane manner, facilitate research outcomes, and ensure University of Windsor wide compliance with best animal practice guidelines.

References

https://www.ccac.ca/Documents/National_Workshops/2014/Post-Approval_Monitoring_the_CCAC_Perspective.pdf

https://www.ccac.ca/Documents/National_Workshops/2015/presentations/Post-Approval_Monitoring-Craig_Wilkinson.pdf

https://www.ccac.ca/Documents/Standards/Policies/Senior_administrators.pdf

https://www.ccac.ca/Documents/Assessment/Guidance-for-ACC-Members-Conducting-Annual-Site-Visits.pdf