

*Memorandum***TO:** Members of Senate**FROM:** Bruce P. Clayman  
Vice-President, Research**SUBJECT:** Policy R20.03**DATE:** August 29, 2000

I have attached for your consideration the draft of a revised version of policy R20.03 on "Treatment of Animals in Research and Teaching." The changes reflect the reorganization of the administration of the SFU Animal Care Facility in which the positions of the Manager and Director have been combined and the need for an external veterinarian has been eliminated, since the (new) Director of Animal Care is required to be a veterinarian.

The specific changes are shown in the marked-up draft which I enclose, along with a clean draft.. They comprise the following:

- a) Replacement of reference to the Vice-President, Academic with reference to the Vice-President, Research to reflect the office now responsible for Animal Care.
- b) Replacement of "Director of the Animal Care Facility" with "Director of Animal Care" to reflect change in responsibilities, qualifications and job title.
- c) Elimination of term of office for the Director of Animal Care, since it is now an administrative (APSA) appointment.
- d) Elimination of reference to the Manager of the Animal Care Facility since the Director of Animal Care assumes all those responsibilities.
- e) Elimination of the role of an external veterinarian on the U.A.C.C. to reflect the fact that the Director of Animal Care is a veterinarian.
- f) Introduction of a quorum requirement for meetings of the U.A.C.C.
- g) Several editorial changes for improved grammar, clarity and consistency of usage.

I will be pleased to address any questions you may have about these changes.



attachments

**MOTION:** "that Senate approve the revisions to R20.03 Treatment of Animals in Research and Teaching as set forth in S.00-81"

**1. PURPOSE**

The purpose of this document is to establish policies and procedures for the ethical treatment and handling of all animals used in teaching and research under the auspices of Simon Fraser University.

**2. DEFINITIONS**

- a. Animals are here defined as non-human, living vertebrates.
- b. Principal Investigator is the faculty member (or equivalent) in charge of a research or teaching project.
- c. A.C.F. is the Simon Fraser University Animal Care Facility.
- d. U.A.C.C. is the Simon Fraser University Animal Care Committee.

**3. POLICY**

- a. Standards. The University shall adopt as a minimum standard the guidelines of the Canadian Council on Animal Care as described in the Council's "Guide to the Care and Use of Experimental Animals", Vols. 1 and 2, and in its publication "Ethics of Animal Experimentation," and all regulations and policies of the SFU Animal Care Facility. Standard of Procedures Manual (Available at the A.C.F. office).
- b. Director of Animal Care. The Director shall be appointed by the Vice-President, Research. He/she shall be qualified to practice as a veterinarian in British Columbia.
- c. U.A.C.C. The members of the U.A.C.C. shall be appointed by the Vice-President, Research. The membership of the U.A.C.C. will consist of: a Chair, to be appointed by the Vice-President, Research for a three-year term (he/she should preferably not be directly involved in the research use of animals); the Director of Animal Care; one representative each from the Departments of Biological Sciences, Kinesiology and Psychology; one lay member, representing the general public. The U.A.C.C. shall meet at least once each semester. A quorum will comprise four persons. The proceedings of each meeting shall be recorded as minutes of the committee.
- d. Responsibility for Animals. All animals used in teaching or research under the auspices of Simon Fraser University are the responsibility of the Director of A.C.F. Animal Care. The Director may will ensure that all faculty members, graduate or undergraduate students undertaking teaching or research which involves the use of animals, have the necessary expertise and appropriate training in accordance with the policies of the University and the guidelines of the C.C.A.C.

Should the Director observe or become aware that the above guidelines are not being followed in any teaching program or research study, she/he will advise the

principal investigator so that prompt remedial action can be taken.

In the event that this is not done to her/his satisfaction or in circumstances where in her/his opinion the animals are being subjected to unnecessary or severe or prolonged distress or suffering, the Director shall take whatever independent action she/he considers necessary. However, the Director shall keep the U.A.C.C. Chair fully informed of such incidents and the reasons for the action taken. She/he may also, at her/his discretion, seek the advice of the C.C.A.C.

- e. Location of Animals. Animals shall be maintained only in designated locations. Such locations are:

- i. The A.C.F.;
- ii. The Biological Sciences Department, fish-holding facility;
- iii. Off campus location approved by the U.A.C.C.;

and such additional locations as may be designated by the Director of Animal Care. When such additional locations are to be used for a period in excess of one month, the Director of Animal Care shall recommend to the Vice-President, Research, that the above list be amended to include the additional locations.

- f. A per diem charge will be made for the animals housed in the A.C.F.

#### **4. PROCEDURES**

- a. Normally, the Principal Investigator, after consulting the Director of Animal Care, shall submit a completed form entitled "Application to Use Animals for Research or Teaching" to the Director at least eight weeks before the planned commencement of the project. In all cases sufficient time must be allowed for the acquisition of animals and equipment and for the review of the procedures to be employed in the project.
- b. The Director of Animal Care shall forward the form to the Chair of the U.A.C.C. with a recommendation for action. This recommendation shall be based on:
  - i. the availability of required resources (animals, space, equipment, and staff) and
  - ii. a determination of whether the proposed treatment of animals conforms to the standards specified in Section III(a) of this document.

In the case of a teaching project involving animals, the Director of Animal Care shall also determine the need for qualified personnel to be in attendance when the project is conducted, and shall include this decision in the recommendation.

- c. The Chair of the U.A.C.C. shall independently evaluate all animal projects to determine whether the proposed treatment of animals conforms to the standards specified in Section III(a) of this document.
- d. If both the Director of Animal Care and the Chair of the U.A.C.C. approve the project, the Chair of the U.A.C.C. shall notify the Principal Investigator of this decision. Copies of the approved project form shall be forwarded to the Director of Animal Care and the U.A.C.C. representative of the Principal Investigator's

department.

- e. If either the Director of Animal Care or the Chair of the U.A.C.C. does not approve the project, one or more of the following actions will be taken:
  - i. The Principal Investigator will be asked for more information.
  - ii. The Principal Investigator will be asked to submit a modified project proposal.
  - iii. The project form will be circulated to members of the U.A.C.C. for comment on the matter(s) of concern.
  - iv. A meeting of the U.A.C.C. will be called to discuss the matter(s) of concern.
- f. If these actions fail to lead to approval of the project, the Chair of the U.A.C.C. shall provide the Principal Investigator with a written statement of reasons for non-approval of the project, and shall forward a copy of this statement to the Vice-President, Research.
- g. When a project has been approved, it is the responsibility of the Director of Animal Care to arrange the acquisition (by purchase, breeding, stock or with proper authorization obtained from the wild) of the animals required for the project. The Director of Animal Care also has responsibility for the disposal of the animals when the project terminates. Such disposal shall not be to the personal advantage of any University employee.
- h. The Director of Animal Care shall keep up-to-date records of all animals maintained at the designated location, showing their location, number, species, conditions of maintenance, and the person(s) responsible for their care. The Director of Animal Care shall report, at least yearly, to the Chair of the U.A.C.C. with a summary of such records.

## **INTERPRETATION**

Questions of interpretation or application of this policy or its procedures shall be referred to the President, whose decision shall be final.

## **FORMS**

Application to use animals for research or teaching can be obtained from the A.C.F. or from the U.A.C.C. representative in the department.

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## **SUMMARY OF PROCEDURES TO BE FOLLOWED WHEN SEEKING APPROVAL OF RESEARCH PROJECTS OR TEACHING DEMONSTRATION INVOLVING THE USE OF ANIMALS**

1. Obtain the necessary forms from the Director of Animal Care (291- 4737) or from the U.A.C.C. representative in your department.
2. Fill out the form completely in typed form. (Obtain Provincial and/or Federal Permits where necessary and submit copies with your application). It is crucial to specify clearly

the details of the objectives and methods of the project.

3. Submit the form to the Director of Animal Care at least eight weeks before the demonstration or start the project. This will allow sufficient time for the animals to be purchased.
4. Your application will be reviewed by the Director of Animal Care and the Chair of the U.A.C.C. A statement is needed why living animals are required for this study. You will be informed of their decision in writing. If approval is not granted immediately, you will be contacted by the Chair of the U.A.C.C. for further consultation.

If you have any questions regarding the procedures, please contact the Director of Animal Care (291-4737). You should also be aware of the Policy and Procedures document (Research and Teaching Animals) which is available from the A.C.F. Many other important documents are required to be read before commencement.

Please note carefully: Simon Fraser University requires as minimal standards the conditions of animal maintenance and treatment described in Guide to the Care and Use of Experimental Animals and Ethics of Animal Experimentation, publications of the Canadian Council on Animal Care, Volume I and Volume II and all regulations and policies of the SFU Animal Care facility. Standard of Procedures Manual (Available at the A.C.F. Office).

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August 23, 2000

**1. PURPOSE**

The purpose of this document is to establish policies and procedures ~~concerning the~~ for the ethical treatment and handling of all animals used in teaching and research under the auspices of Simon Fraser University.

**2. DEFINITIONS**

- a. Animals are here defined as non-human, living vertebrates.
- b. Principal Investigator is the faculty member (or equivalent) in charge of a research or teaching project.
- c. A.C.F. is the Simon Fraser University Animal Care Facility.
- d. U.A.C.C. is the Simon Fraser University Animal Care Committee.

**3. POLICY**

- a. Standards. The University shall adopt as a minimum standard the guidelines of the Canadian Council on Animal Care as described in the Council's "Guide to the Care and Use of Experimental Animals", Vols. 1 and 2, and in its publication "Ethics of Animal Experimentation". ~~And Experimentation,~~ and all regulations and policies of the SFU Animal Care Facility. Standard of Procedures Manual (Available at the ACFA.C.F. office).
- b. Director of the ~~A.C.F. Animal Care~~. The Director shall be appointed ~~for a three year term~~ by the Vice-President, Academic Research. He/she shall be qualified to practice as a veterinarian in British Columbia.
- c. U.A.C.C. The members of the U.A.C.C. shall be appointed by the Vice-President, Research. The membership of the U.A.C.C. will consist of: a Chair, to be appointed by the Vice-President, Academic for a three year term. He/she Research for a three-year term (he/she should preferably not be directly involved in the research use of animals); the Director of the A.C.F.; the veterinary consultant, Animal Care; one representative each from the Departments of Biological Sciences, Kinesiology and Psychology; one lay member, representing the general public. ~~The Committee shall also include the Manager of the A.C.F., as a non-voting ex-officio member who will act as Secretary.~~ The A.U.C.C. U.A.C.C. shall meet at least once each semester. A quorum will comprise four persons. The proceedings of each meeting shall be recorded as minutes of the committee.
- d. Responsibility for Animals. All animals used in teaching or research under the auspices of Simon Fraser University are the responsibility of the Director of the A.C.F. A.C.F. Animal Care. The Director may delegate this responsibility to the Manager of the A.C.F. who in addition to supervising the technical staff, will ensure that all Faculty faculty members, graduate or undergraduate students undertaking teaching or research which involves the use of animals, have the necessary expertise and appropriate training in accordance with the policies of the

University and the guidelines of the C.C.A.C.

Should the ~~Manager~~Director observe or become aware that the above guidelines are not being followed in any teaching program or research study, she/he will advise the principal investigator so that prompt remedial action can be taken.

In the event that this is not done to her/his satisfaction or in circumstances where in her/his opinion the animals are being subjected to unnecessary or severe or prolonged distress or suffering, the ~~Manager~~Director shall take whatever independent action she/he considers necessary. However, the ~~Manager~~Director shall keep ~~the Director and/or~~ the U.A.C.C. Chair fully informed of such incidents and the reasons for the action taken. ~~She/He~~She/he may also, at her/his discretion, seek the advice of ~~the veterinary consultant and the executive of the~~ C.C.A.C.

~~e. Veterinary Consultant. The University shall appoint a veterinary consultant with expertise in and a knowledge of experimental animals, to advise as and when required on any aspect of the care and use of the animals within the A.C.F. The veterinarian shall undertake up to four routine visits each year to assess the facility and current standards of care.~~

e. Location of Animals. Animals shall be maintained only in designated locations. Such locations are:

- i. The A.C.F.;
- ii. The Biological Sciences Department, fish-holding facility;
- iii. Off campus location approved by the U.A.C.C.;

and such additional locations as may be designated by the Director of the A.C.F. Animal Care. When such additional locations are to be used for a period in excess of one month, the Director of ~~the A.C.F. Animal Care~~ shall recommend to the Vice-President, Academic Research, that the above list be amended to include the additional locations.

f. A per diem charge will be made for the animals housed in the A.C.F.

#### 4. PROCEDURES

a. Normally, the Principal Investigator, after consulting the ~~Manager of the A.C.F.,~~Director of Animal Care, shall submit a completed form entitled "Application to Use Animals for Research or Teaching" to the ~~Director of the A.C.F.~~ at least ~~six-eight~~ weeks before the planned commencement of the project. In all cases sufficient time must be allowed for the acquisition of animals and equipment and for the review of the procedures to be employed in the project.

b. The Director of ~~the A.C.F. Animal Care~~ shall forward the form to the Chair of the U.A.C.C. with a recommendation for action. This recommendation shall be based on:

- i. the availability of required resources (animals, space, equipment, and staff) and
- ii. a determination of whether the proposed treatment of animals conforms to

the standards specified in Section III(a) of this document.

In the case of an ~~Animal Teaching Project~~, a teaching project involving animals, the Director of the ~~A.C.F. Animal Care~~ shall also determine the need for qualified personnel to be in attendance when the ~~Project~~project is conducted, and shall include this decision in the recommendation.

- c. The Chair of the U.A.C.C. shall independently evaluate all ~~Animal Projects~~animal projects to determine whether the proposed treatment of animals conforms to the standards specified in Section III(a) of this document.
- d. If both the Director of the ~~A.C.F. Animal Care~~ and the Chair of the U.A.C.C. approve the project, the Chair of the U.A.C.C. shall notify the Principal Investigator ~~and the Director of the A.C.F.~~ of this decision. Copies of the approved ~~Project Form~~project form shall be forwarded to the ~~Manager of the A.C.F. Director of Animal Care~~ and the U.A.C.C. representative of the Principal Investigator's department.
- e. If either the Director of the ~~A.C.F. Animal Care~~ or the Chair of the U.A.C.C. does not approve the project, one or more of the following actions will be taken:
  - i. The Principal Investigator will be asked for more information.
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- g. When a ~~Project~~project has been approved, it is the responsibility of the ~~Manager of the A.C.F. Director of Animal Care~~ to arrange the acquisition (by purchase, breeding, stock or with proper authorization obtained from the wild) of the animals required for the ~~Project~~. ~~The Manager of the A.C.F. project. The Director of Animal Care~~ also has responsibility for the disposal of the animals when the ~~Project~~project terminates. Such disposal shall not be to the personal advantage of any University employee.
- h. The ~~Manager of the A.C.F. Director of Animal Care~~ shall keep up-to-date records of all animals maintained at the designated location, showing their location, number, species, conditions of maintenance, and the person(s) responsible for their care. The ~~Manager of the A.C.F. Director of Animal Care~~ shall report, at least yearly, to the ~~Director of the A.C.F.~~ and the Chair of the U.A.C.C. with a summary of such records.

INTERPRETATION



Questions of interpretation or application of this policy or its procedures shall be referred to the President, whose decision shall be final.

## FORMS

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~~October 1, 1992~~ August 23, 2000