

TITLE	ACC SOP 311 – Animal-Based Projects Involving Two or More Institutions ^{1,2}
SCOPE	The activities of the Animal Care Committee (ACC) operating under the direct authority of the University of the Fraser Valley
RESPONSIBILITIES	The Associate Vice President, Research & Graduate Studies, all ACC and members, all ACC Office Personnel, and all Researchers, Staff, and Students using animals for teaching, research, or testing.
APPROVAL AUTHORITY	Associate Vice President, Research and Graduate Studies
EFFECTIVE DATE	May 2024
Supersedes documents dated	N/A

PURPOSE^{1,2}

- 1.1. The UFV Animal Care Committee (ACC) is responsible for overseeing the work carried out by all members of the institution who use animals for research, teaching, or testing, even if this work occurs at another institution or is conducted at UFV by other approved individuals collaborating with UFV.
- 1.2. This code of practice describes the ACC oversight required when animal-based projects involve individuals from two or more institutions.

SCOPE

- 2.1. All UFV faculty, staff, and students performing animal-based research, teaching, or testing at other institutions.
- 2.2. UFV faculty, staff, and students undertaking animal-based research, teaching, or testing projects hosted at UFV with collaborators from other institutions.

DEFINITIONS AND ABBREVIATIONS

- 3.1. Home institution: the institution with which an individual is employed or otherwise

- 3.2. Host Institution: an institution that an individual is temporarily affiliated for the purposes of a collaboration.
- 3.3. PI: Principal Investigator.
- 3.4. SOP: Standard Operating Procedure.
- 3.5. CoP: Code of Practice.
- 3.6. UFV personnel: all individuals employed and/or affiliated with UFV including faculty, staff, and students.

RESPONSIBILITIES^{1,2}

- 4.1. The Animal Care Committee (ACC) represents UFV 's commitment to responsible care and use of experimental animals through the formulation and implementation of Code of Practices (CoPs), Standard Operating Procedures (SOPs), Scientific and Pedagogical Merit reviews, the Animal Use Protocol (AUP) approval process, and Post Approval Monitoring (PAM).
- 4.2. The Principal Investigator (PI) is responsible for developing project appropriate AUPs at UFV or at collaborating institutions as described in this CoP.
- 4.3. All UFV faculty, staff, and students are required to ensure that any animal-based research, teaching, or testing projects that they undertake at another institution receive ACC approval as described in this CoP.
- 4.4. The ACC or delegate is responsible for overseeing the health and welfare of all research, teaching, and testing of animals at UFV.

METHOD²

All research, teaching, and testing involving the use of animals performed at UFV, performed by UFV personnel (even at another institution), or from which UFV personnel will obtain primary data requires prior approval of the UFV ACC. For UFV personnel, this means that prior approval is required for all animals that are:

- Housed in UFV facilities;

- Housed in private facilities;
- Collected or observed in the wild;
- Held in any facilities other than those of UFV with which the researcher is visiting, working, or is undertaking a collaboration.

Clear and direct communication between all involved ACCs is necessary to facilitate the process and ensure that CCAC guidelines and policies are applied, and animal care and use is appropriately overseen throughout all phases.

5.1. Visiting investigators, instructors, or staff carrying out animal-based work at UFV.

Example: A commercial company would like to use UFV animal facility rooms to conduct research, or an invited teaching guest plans to use live animals as part of the curriculum.

5.1.1. Visiting investigators, teachers, or staff conducting research, teaching, or testing at UFV must collaborate with a faculty member at UFV. This latter person becomes the principal investigator and is responsible to submit a UFV AUP to UFV's ACC.

5.1.2. The visiting investigators, teachers or staff must also inform their home institution of the work being conducted at UFV and submit an AUP to their institution's ACC (or equivalent). Approval in principle from the visitor's home institution is required and must be provided to UFV's ACC. The UFV ACC will review the UFV AUP focusing primarily on whether the animals can be housed, cared for, and used appropriately according to Canadian Council on Animal Care (CCAC) guidelines and policies, given UFV's facilities and resources. UFV ACC approval must be obtained before the protocol can begin and normally before animals are acquired. UFV also takes responsibility for oversight of the protocol and of the welfare of the animals to be used. UFV's ACC will inform the principal investigator of its decision and of any relevant conditions or details accompanying the decision. It is the responsibility of the UFV principal investigator and the visiting investigator to inform the visitor's ACC of these decisions.

5.1.3. Post-Approval Monitoring shall be conducted by the home institution and shared with the host institution when complete. Any instances of non-compliance must be communicated to the host institution in a timely manner.

5.1.4. If the visitor's institution does not perform animal-based research, teaching, service or testing and therefore does not have an ACC or equivalent, then the UFV ACC has sole responsibility to review the AUP.

5.2. UFV personnel carrying out animal-based work at another institution.

Example: UFV personnel performing animal-based work while on sabbatical at another institution, or guest-teaching when live animals will be used.

5.2.1. UFV personnel must submit an AUP to the UFV ACC prior to them conducting animal-based work at another institution. The UFV ACC will review the project to ensure that it meets the committee's normal standards (including scientific or pedagogical merit) and does not contravene any institutional policies, Codes of Practice or SOPs. The UFV ACC can approve the AUP in principle, conditional to receiving the collaborating institution's AUP and the approval letter from the collaborating institution's ACC. If there are site-specific policies or SOPs from the host institution that differ from UFV, the site-specific policies and SOPs must be detailed and/or attached in the UFV AUP.

5.2.2. UFV personnel must submit the UFV ACC's approval in principle along with the AUP for review by the host institution's ACC. The host institution's ACC or the UFV investigator must inform UFV's ACC of its decision and of any relevant conditions or details accompanying the decision.

5.2.3. Post-Approval Monitoring (PAM) shall be conducted by the host institution and shared with the home institution when complete. The home institution ACC may request a video of the site and/or procedures in addition to the PAM report. Any instances of non-compliance must be communicated to the home institution in a timely manner.

5.2.4. If the collaborating institution has no ACC or equivalent body then UFV personnel must submit a UFV AUP to the UFV ACC. The UFV ACC has sole responsibility to review the UFV AUP and should conduct post-approval monitoring at the collaborating institution as best they can.

5.3. Animal-based projects undertaken in two or more institutions.

Example: A multi-site collaboration where animal work will occur at multiple locations.

5.3.1. Collaborative projects may choose to divide the animal-based work between

multiple institutions. For these projects, the UFV ACC must review a UFV AUP specific for the animal work to be undertaken at UFV. The UFV AUP must provide a description of the project as a whole.

5.3.2. The UFV ACC should be able to evaluate the proposed work in the context of the overall project but is not responsible for reviewing animal work that will be performed at other institutions. Any interactions between the institutions relative to animal-based work (i.e. transfer of animals) must be communicated to the institutional ACCs either directly between the ACCs or by the individual investigators affiliated with each institution. In the case of UFV, where UFV personnel are collaborating on a project with multiple partners, it is their responsibility to communicate any changes, decisions or conditions relating to animal-based work within the project to the UFV ACC and amend the AUP accordingly.

5.3.3. The ACC of the home institution of the principal investigator should normally take the lead in providing an ethical review of the most comprehensive protocol, and should coordinate and address questions and comments from other ACCs involved.

5.4. Multi-site collaborations where animal work will occur in different location(s) than sample analysis

5.4.1. Collaborative projects may choose to divide the work between multiple institutions with animal-based work occurring in different location(s) than sample analysis. If only sample analysis will be performed at UFV, then the UFV ACC will typically review a modified AUP describing the project, the UFV investigator's role, accreditation of the collaborating institute(s), and a copy of the collaborating institute(s) approved animal use protocol.

5.4.2. Note: this is only required when sample analysis will provide primary data for the project.

5.5. Field studies

5.5.1. Field studies involving more than one institution or agency will follow Sections 5.1-5.3 in this Code of Practice and the CCAC general guidelines on wildlife.³

5.5.2. When more than one ACC is involved in the review of a protocol (i.e. when research is conducted outside the jurisdiction of the home institution), a well-defined arrangement between the ACC of the home institution and the host organization for monitoring the proposed project and the welfare of the animals should be agreed upon before the project begins. ACCs need to be aware of the protocols and progress of projects which are being carried out locally.

5.5.3. In lieu of a PAM visit, the home institution ACC will request a video of the site and/or procedures for their own records and will share with the other institution(s) at their request.

5.6. Animal Use Data Reporting

5.6.1. The expectation for reporting animal data differs depending on the type/location of the collaboration⁴:

- When all of the collaborating institutions are CCAC-certified, the host institution (i.e. where the animals reside) should report those numbers to the CCAC. If for some reason this is not possible, another collaborating institution may report the numbers, as long as this is determined upfront and the animals are only reported to the CCAC once.
- When collaborative wildlife projects are undertaken in the field, institutions should decide upfront which institution(s) will be reporting animal numbers, to avoid under or over reporting.
- When only one of the collaborating institutions is CCAC-certified (e.g., in the case of international or industry partnerships), the certified institution should be responsible for reporting animal numbers, regardless of where the animals are kept and whether or not they are reported to another competent authority.

References

1. CCAC Policy on Animal Based Projects Involving Two or More Institutions (2003). Canadian Council on Animal Care
https://www.ccac.ca/Documents/Standards/Policies/Projects_involving_two_or_more_institutions.pdf

2. CCAC Frequently Asked Questions on Animal Based Projects Involving Two or More Institutions (2019). Canadian Council on Animal Care
<https://www.ccac.ca/Documents/Standards/Policies/CCAC-FAQs-on-Animal-Based-Projects-Involving-Two-or-More-Institutions.pdf>
3. CCAC Guidelines on: the Care and Use of Wildlife (2003)
<https://www.ccac.ca/Documents/Standards/Guidelines/Wildlife.pdf>
4. CCAC FAQs on Animal Based Projects Involving Two or More Institutions, Section 11.
<https://ccac.ca/Documents/Standards/Policies/CCAC-FAQs-on-Animal-Based-Projects-Involving-Two-or-More-Institutions.pdf>