

Purpose

The University of Saskatchewan (**USask**) University Animal Care Committee (**UACC**) is responsible for overseeing the animal use carried out by all faculty, researchers, instructors, staff and students who work with animals in research, teaching, testing, and production, even if this work occurs at another institution or is conducted at USask by non-USask collaborators or other individuals.

This procedures document describes the oversight of the UACC for animal-based projects involving multiple researchers/instructors from two or more institutions. These procedures aims to ensure that Canadian Council on Animal Care (**CCAC**) and institutional ethical standards are applied consistently.

Most animal use proposed by researchers and instructors occurs in USask facilities at their “home” institution and is overseen by the USask UACC. However, in certain cases, investigators and instructors undertake animal work in one or several “host” institutions. In other cases, various parts of an animal-based project are carried out by, and in, several institutions, or in the field.

CCAC Policy

As per the CCAC policy **“An institution is responsible for the ethical acceptability of animal-based research, teaching, and testing undertaken by its faculty, staff, other personnel, or students, regardless of where the work is conducted.”** Therefore, the UACC Animal Research Ethics Board (**AREB**) is responsible for the ethical acceptability of animal-based research, teaching, testing and production undertaken by USask faculty, staff, students, or other personnel, regardless of where the animal use is conducted. The AREB oversees the review of prospective live animal-based activities by its faculty, staff, students, and other personnel which is described in an Animal Use Protocol (**AUP**).

The [Canadian Council on Animal Care \(CCAC\) policy on: animal-based projects involving two or more institutions](#) (CCAC, 2003) provides the framework for institutions to follow when developing a process for animal-based collaborative work. Institutions can also refer to the [Frequently Asked Questions](#) (and their respective answers) concerning this policy. It is expected that institutions will work together to ensure that appropriate training, monitoring, and compliance are in place and will communicate all outcomes accordingly.

Scope

1. These procedures apply to all USask faculty, researchers, instructors, staff and/or students performing animal-based research, teaching, testing, and production at other institutions.

2. The procedures apply to all non-USask researchers, instructors, staff and/or students undertaking animal-based research, teaching and testing projects hosted at USask.
3. These procedures apply to animal use performed at other institutions for which USask faculty, researchers, instructors, staff and/or students are responsible. Procedures can be performed by USask faculty, staff and students, or by the members of the collaborating institution. However, if the procedure is one that another researcher performs regardless of collaboration and our research/instructor/staff/student benefits from it only by receiving 'by products' of the procedure such as tissues or data, the AUP review by USask does not apply.

Responsibility

- The UACC ensures that CCAC and institutional policies, procedures and guidelines are followed by reviewing the AUP and obtaining additional information if needed before the AREB grants approval to the proposed animal use.
- The Principal Investigator/Instructor (**PI**) is responsible for developing a project-appropriate AUP at USask or at collaborating institutions as described in these procedures. All faculty, researchers, instructors, staff and students are required to ensure that any animal-based research, teaching and testing projects that they undertake at another institution, receive the other institution's Animal Care Committee (**ACC**)'s approval as described in these procedures.
- The veterinarians and animal facility staff are responsible for ensuring the health and welfare of the animals inside their home facilities.
- The UACC Post-Approval Review Veterinarian will perform post-approval review of AUPs through the Post-Approval Monitoring Program (**PAMP**) and report findings to the ACCs as appropriate. The other institution's PAMP will be recognized if it is certified by the CCAC or equivalent.

Procedures

The following procedures provide guidance on how collaborative animal-based projects are managed. All animal work conducted at USask or carried out by USask personnel (even at another institution such as during a sabbatical) requires prior approval of the UACC. For USask personnel, this means that prior approval is required for all animals that are:

- Housed/held in USask facilities;
- Housed/held in any facilities other than those of USask, i.e. housed in external facilities (private or public institutions within or outside of Canada);
- Collected and/or handled in the wild (within or outside of Canada).

These procedures are effective as of May 31, 2023.

1. USask Personnel Conducting Animal-Based Work at Another CCAC-Certified Institution *such as USask personnel performing animal-based work while on sabbatical at another institution, or guest-teaching when live animals will be involved.*

- Collaborations between PIs may require USask (the home institution) personnel to travel to other institutions (the host institution) to conduct research with grant/contract funds held at USask. USask personnel must ensure there is an ACC-approved AUP prior to conducting animal-based work at another institution. It is preferable to have only one AUP.
- If all prospective live animal use will occur at another institution which holds a CCAC Good Animal Practice (**GAP**) Certificate, then the USask AREB does not require submission of an AUP on a USask AUP form. The USask PI should submit an AUP to the host institution for ACC review. When approved by the host ACC, a copy of the AUP and Certificate of Approval must then be submitted to the USask AREB for review by the AREB Co-Chair.
- The USask Animal Care and Research Support Office (**ACRS**) creates an AUP file based on the information from the host institution. One of the USask AREB Co-Chairs will review the AUP to ensure that it meets USask standards and does not contravene any institutional procedures or SOPs. If the USask AREB Co-Chair approves the AUP in principle, ACRS will issue a “*Letter of Acknowledgement*” to the PI regarding the animal use and relay this acknowledgment to the other institution’s ACC.
- When all of the collaborating institutions are CCAC GAP-certified, the host institution (i.e. where the animals reside) should submit those numbers to the CCAC for the yearly Animal Use Data Form (**AUDF**) report. If this is not possible, another collaborating institution will report the numbers; animal reporting must be determined upfront prior to animal use occurring to ensure the animals are only reported to the CCAC once.

2. USask Personnel Conducting Collaborative Animal-based Projects Undertaken in Two or More Institutions *such as a USask researcher performing a portion of a multi-institution project at USask while another researcher from a collaborating institution performs the remainder of the animal work at their institution.*

- Collaborative projects may choose to divide the animal-based work between multiple institutions. Collaborations may involve USask personnel and one or more investigators from other Canadian or international institutions with animal use occurring at USask as well as the other institutions. In such cases, USask personnel must submit an AUP for USask AREB review which describes the animal work to be undertaken at USask. The AUP should include a broad perspective on the project as a whole but clearly specify what procedures will be performed at USask. The other institutions’ ACCs will review the AUPs describing the animal use at their respective institutions.
- The USask AREB 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 appropriate offices of the institutions by the ACC or individual PIs affiliated with each institution. In the case of USask, where USask

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 USask AREB.

- The ACC of the home institution of the PI should normally take the lead in providing an ethical review of the most comprehensive AUP and should coordinate and address questions and comments from other ACCs involved, as applicable.
- Each CCAC-certified institution should submit the animal use numbers to the CCAC which reflect the numbers of animals specifically used at that institution. For projects where there is a transfer of animals from USask to or from another CCAC-certified institution, the institution from where the animals originated will report the numbers to the CCAC as a 'first use' and the institution which receives the animals will report the animal use as a re-use?
- 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 to the CCAC, regardless of where the animals are kept and whether or not they are reported to another competent authority.

3. Research Project in a Non CCAC-Certified Institution *such as a USask researcher conducting a research project while on sabbatical leave in another country:*

- If live animal use will occur at a non CCAC-certified institution, but is overseen by an Institutional Animal Care and Use Committee (**IACUC**) and is accredited by the Association for Assessment and Accreditation of Laboratory Animal Care International (**AAALAC**) and/or is covered by an Approved Animal Welfare Assurance from the Office of Laboratory Animal Welfare (**OLAW**), then use of the host institution's AUP form is acceptable, and the USask AREB Co-Chair will review that AUP to ensure it meets the AREB's standards and does not contravene any institutional procedures or SOPs. Additional submission on a USask AUP is not required. The PI will receive a "*Letter of Acknowledgement*" regarding the animal use and relay this acknowledgment to the other institution's ACC.
- If live animal use will occur at a non CCAC-certified institution, but the ACC or IACUC is neither AAALAC accredited nor does it hold an OLAW Assurance, use of the host institution's AUP form is acceptable; however, submission of a USask AUP is also required. In addition to review and approval by the host institution's ACC, full USask AREB review and approval (of the host institution's AUP and USask AUP) is required before the proposed animal use may proceed. Review by the AREB ensures that the AUP meets the ethical expectations of the USask UACC and CCAC, and that the project has received positive scientific or pedagogical merit review. The AREB is responsible to confirm that animal use is undertaken ethically in appropriate facilities and to ensure the competency of those involved in animal-based activities.
- If the collaborating institution has no ACC or equivalent body, then USask personnel must submit a USask AUP to the AREB. The UACC has sole responsibility to review the AUP and should conduct post-approval monitoring at the collaborating institution as best they can.
- Wherever possible, USask personnel should avoid involvement in situations or collaborations where the animal use will occur in a facility where there is no ACC oversight.

4. Field Work/Studies involving more than one institution or agency should follow the same process and require the same UACC approval as outlined in these procedures.

- The UACC recommends the PI named on the research grant(s)/contract(s) should submit the AUP for ACC review by their home institution. The co-investigators should provide a copy of the approved AUP to their respective ACCs, along with proof of approval from the PI's ACC. If the PI is not from USask, then a "Certificate of Acknowledgement" will be issued as per the procedures outlined above.
- Alternatively, each co-investigator can be responsible to submit to their home institution's ACC an AUP which provides details regarding the overall project but focuses specifically on the animal use that they will be responsible to perform in the field.
- When collaborative wildlife projects are undertaken in the field, the institutions must decide, prior to animal use occurring, which institution(s) will report animal numbers to the CCAC.
- When more than one ACC is involved in the review of an AUP (i.e. when animal use is conducted outside the jurisdiction of the PI's home institution), the host institution performs Post-Approval Monitoring and reports findings to the home ACC, in addition to the host ACC.
- Wildlife permits must be provided for any research that occurs outside Canada.

5. Visiting researchers, instructors or staff carrying out animal-based work at USask *such as a commercial company wanting to use USask animal facility rooms to conduct research, or an invited teaching guest planning to use live animals as part of the curriculum.*

- Visiting researchers, instructors or staff who want to conduct research, teaching or testing at USask must submit a USask AUP for review by the UACC AREB.
- Where applicable, the visiting researchers, instructors or staff must also inform their home institution of the work being conducted at USask. They may be required to submit an AUP to their institution's ACC (or equivalent). Preference is to have only one AUP, reviewed by both ACCs. Approval in principle from the visitor's home institution is required. The USask UACC will review the AUP to determine whether the animals can be housed, cared for and used appropriately according to CCAC and institutional guidelines and policies. USask UACC approval must be obtained before the project can begin and before animals are acquired. USask UACC also takes responsibility for oversight of the AUP and of the welfare of the animals to be used. USask UACC will inform the PI and the other institution's ACC of its decision and of any relevant conditions or details accompanying the decision.
- All requirements of the AUP (including post-approval monitoring) will follow all USask policies and procedures.
- If the visitor's institution does not perform animal-based research, teaching or testing and therefore does not have an ACC or equivalent, then the USask UACC has sole responsibility to review the AUP.

Revision History

List the changes made during the most recent revision, as well as the reasons for the changes.

Date Created: 20 November 2008		Approved by: UCACS
SOP Review and Revision History		
Revision Number	Revision Date	Reviewer
01	31-May-2023	UACC