

**UNIVERSITY OF REGINA**  
**President's Committee on Animal Care**  
**Terms of Reference**

The purpose of the President's Committee on Animal Care (PCAC) is to oversee all animal care and use undertaken by members of the University of Regina, including animals used in field studies. It is the responsibility of the PCAC to establish procedures to ensure compliance with applicable regulations and to ensure that all animals used in research and education are used and cared for in accordance with applicable requirements and to make recommendations to the Vice-President (Research).

1. Reporting

This committee reports directly to the Vice-President (Research) who has executive responsibility for the Animal Care and Use Program.

2. Membership

All members will be appointed by the VP (Research) in consultation with the Chair of the PCAC for a three-year term which can be renewed. The Chair of the PCAC shall be appointed by the VP (Research) for a two-year term, which may be renewed. Some individuals may be quasi-permanent members, as a result of ex-officio membership and/or the limited pool size of individuals involved in animal care and use on campus.

Committee Composition:

The PCAC shall have a minimum of 6 members<sup>1</sup>:

- a) A veterinarian experienced in animal care and use (ex-officio);
- b) A non-animal user;
- c) A person representing community interests and concerns<sup>2, 3</sup>;
- d) A senior scientist experienced in animal care and use;
- e) A senior undergraduate or graduate student, preferably from an animal use research area;
- f) An institutional member whose normal activities do not depend on or involve animal use for research or education;
- g) REB member with expertise in ethical issues (ex-officio);
- h) Director of Animal Facilities (ex-officio);
- i) Animal care or animal facility technician involved in the use of animals (ex-officio);
- j) Office of Research Services administrator (ex-officio);
- k) Health and Safety Officer (ex-officio).

Ex-officio members with voting rights will be the Director of Animal Facilities, veterinarian, animal care or animal facility technician, and the REB member.

3. Authority

The PCAC and/or veterinarian have the authority, on behalf of the head of the institution to:

- a) stop any objectionable procedure if it considers that unnecessary pain is being experienced by the animal; and
- b) terminate immediately any use of animals which deviates from an approved protocol, any non-approved procedure, or any procedure causing unforeseen pain or distress to animals; and

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<sup>1</sup> Other persons may be added to the committee if the need should arise for protocol review.

<sup>2</sup> These categories (b and c) may be represented by the same individual.

<sup>3</sup> One of which with no affiliation to the University or with animal use in science.

- c) humanely kill an animal if pain or distress caused to the animal is not part of the approved protocol and cannot be alleviated.

#### 4. Responsibility of the PCAC

It is the responsibility of the PCAC to:

- a) ensure that *no* research or education program including field studies involving animals be commenced without prior PCAC approval of a written animal use protocol; further to this, that no animals be acquired before such approval.
- b) ensure that no animals be held for display or breeding purposes, or for eventual use in research or education protocols, without prior PCAC approval of a written animal use protocol;
- c) ensure that the use of animals in research and education, including animals used in field studies, must be described in an Animal Use Protocol (AUP). At the University of Regina, all AUPs:
- i. are peer-reviewed for scientific or pedagogical merit;
  - ii. are approved by the PCAC before animals are purchased and/or used in laboratory or field studies;
  - iii. comply with the Canadian Council on Animal Care (CCAC) policies and guidelines; and
  - iv. are performed in an area approved by the CCAC certified institution's facility which will consistently ensure the appropriate care of animals and the safety of staff through high standards of animal care and management.
- d) ensure the Principal Investigator has considered replacement, reduction and refinement alternatives in the animal use protocol. Request further supportive information where necessary or meet with the investigator to ensure all members of the PCAC understand the procedures to be used on the animals. Any modifications to the original protocol must be reviewed by the PCAC and approved prior to implementation.
- e) review all protocols annually. All protocols will require submission of a new animal use protocol after a maximum of three consecutive renewals.
- f) ensure appropriate care of animals in all stages of their life and in all experimental situations. Appropriate animal and veterinary care will be provided in accordance with PCAC-approved standard operating procedures (SOP).
- g) ensure that all animal users have the opportunity to become familiar with CCAC guidelines and policy statements.
- h) establish procedures, commensurate with current veterinary standards, to ensure that:
- unnecessary pain or distress is avoided and animal stress and injuries are avoided;
  - anesthesia and analgesia are properly and effectively used where indicated; the only exception to this may be when analgesics must be withheld as a requirement of the study; and in this case alternative endpoints must be established within the protocol prior to commencement;
  - painful studies requiring exemption from the use of either anesthetics or analgesia are subject to particular scrutiny, not only prior to approval, but during the experiment;
  - appropriate post-operative care is provided;
  - all due consideration is given to animal welfare;
  - establish and implement policies which will provide for a system of animal care that will meet the needs of the institution and include:
    - the requirements that all animal care and use are conducted with the guidelines as set out in CCAC's Guide, and any federal, provincial and institutional regulations that may be in effect;
    - adequate animal care and management of facilities;
    - training and qualification of animal users and animal care personnel, which must include ongoing training of animal care staff;
    - an occupational health and safety program for those involved in animal care and use, that will appropriately protect all those who may be affected by animal-based work;

- standards of husbandry, facility and equipment that are consistent with Canadian Association for Laboratory Animal Medicine (CALAM) Standards of Veterinary Care;
  - standard operating procedures for all activities and procedures that involve animals;
  - procedures for euthanasia;
  - procedures for post-approval monitoring of animal use;
  - procedures for a crisis management program for the facilities, in conjunction with any general institutional crisis management plan(s).
- i) maintain the post approval monitoring process, whereby only procedures and activities described in approved AUPs may be carried out with approved species, and approved activities may only be carried out with the number of animals specified in the approved protocols. Any change in the species, number of animals, or activities carried out with approved species must be approved by the PCAC before any animal use can take place and before any changes are undertaken.
- i. Animal users should contact the Chair of PCAC immediately if it becomes difficult or impossible to pursue the work described in the approved AUP for technical or logistical reasons. The Chair will assist the animal user in accessing resources including consultation with the consulting veterinarian and other members of the University community with relevant expertise, and, where necessary, in communicating with senior administration.
  - ii. Members of the PCAC will visit animal care facilities on an annual basis and meet with animal users to discuss the status of their projects and address any unanticipated difficulties. Members of the PCAC will meet with animal care users involved in fieldwork to talk about the field season. In both cases, there will be discussions about successes and challenges of implementing the approved protocol. Special attention will be paid to protocols using procedures with a higher category of invasiveness.
  - iii. Users who are deemed not to be in compliance with PCAC policies and procedures, or who are believed to be carrying out work outside of the limits of that described in approved AUPs will be advised by the PCAC about correct procedures and will be given an opportunity to revise their activities to bring them in line with those outlined in approved protocols. Animal users who refuse to do so, or who do not revise procedures to the satisfaction of the PCAC will be considered to be in breach of the conditions of PCAC approval. Should this occur, approval of the AUP in question will be revoked and the matter will be referred to the Vice President (Research).
  - iv. Cases of suspected non-compliance will be investigated by the PCAC and appropriate actions will be taken. Appropriate actions may include but are not limited to the misconduct procedures as outlined in the Procedures for Reporting and Investigating Scholarly Misconduct.
- j) ensure proposed research involving animals has received peer review for scientific merit; Where funding sources have competitive peer review processes with appropriate independence and expertise (e.g. federal granting agencies), the PCAC will accept these as providing evidence of scientific merit. For projects that are either internally funded or for which the source of funding does not have in place a peer review mechanism with appropriate independence and expertise, at least two reviewers (one of whom must be external to the PCAC) will be selected by the Office of Research Services to undertake the peer review. Reviewers shall complete the PCAC Peer Review Form.
- k) ensure proposed teaching programs involving animals have been reviewed with respect to the pedagogical merit of using live animals; clear justification must be provided for the use of animals over the use of alternatives such as models, videos, computer simulations and emulations, and the level and type of training of the students (graduate/postgraduate, specialized/non-specialized) shall factor into the process of ascertaining the need to use animals.
- l) concerns about scientific or pedagogical review should be referred to the Vice-President (Research).

- m) appeal process: In those instances where an investigator is not satisfied with the PCAC's decision regarding a project (e.g. non approval), the investigator has the option to appeal to the Chair of the PCAC. The PCAC Chair shall forward the appeal to the VP (Research) who shall submit the appeal request and documentation for review to an equivalent animal care committee at another institution. The VP (Research) will make the final decision.
- n) regularly review the PCAC Terms of Reference and the University of Regina Care and Use of Animals Policy (at least every three years) to meet new CCAC guidelines or policies, and changing needs within the institution, the scientific community and society as a whole.

5. Meetings

The Animal Care Committee will meet four to six times annually. Minutes detailing PCAC discussions, decisions, and modifications to protocols must be produced for each meeting. During at least one meeting per year the committee will visit all animal facilities and produce a report on this site visit and on the condition of the animals.

Quorum will be met with attendance of fifty percent plus one of all voting members, with a community representative and veterinarian present.

All projects involving animals must have the approval of the PCAC. Interim approval by the Chair of the PCAC in conjunction with the veterinarian, a community representative and a scientist may be granted for protocols containing procedures up to Category B. Interim approval will only be granted in unusual or extenuating circumstances, and is subject to final approval by the committee as a whole.

The PCAC shall work to reach consensus on all matters brought forward to the PCAC for consideration. When a vote is required, the Chair will cast the deciding vote in the event of a tie.

Related Documents:

CCAC Terms of Reference for Animal Care Committees

[http://www.ccac.ca/en/CCAC\\_Programs/Guidelines\\_Policies/POLICIES/TERMS00E.HTM](http://www.ccac.ca/en/CCAC_Programs/Guidelines_Policies/POLICIES/TERMS00E.HTM)

University of Regina Care and Use of Animals Policy

<http://www.uregina.ca/presoff/vpadmin/policymanual/general/10125.shtml>

University of Regina Policy and Procedures for Reporting and Investigating Scholarly Misconduct

[http://www.uregina.ca/research/About\\_ORIS/Policy/misconduct%20policy.shtml](http://www.uregina.ca/research/About_ORIS/Policy/misconduct%20policy.shtml)

<http://www.uregina.ca/research/Policy/misconduct%20procedures.shtml>