



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 facilitate good research through the appropriate use of animals and establish procedures to ensure compliance with applicable regulations, to ensure that all animals used in research and education are used and cared for in accordance with animal care requirements and to make recommendations to the Vice-President (Research). For the purpose of this committee "animals" are defined as non-human, living vertebrates and any living invertebrate of the class cephalopoda, including free-living and reproducing larval forms.

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 for up to a maximum of 8 years consecutive service. The Chair of the PCAC shall be appointed by the VP (Research) for a two-year term, which may be renewed for up to a maximum of 8 consecutive years of service as a President's Committee on Animal Care member. 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:¹:

- a) a veterinarian normally experienced in experimental animal care and use (ex-officio, voting)
- b) a person representing community interests and concerns
- c) 2 scientists and/or teachers experienced in animal care and use, with representation of all the major animal-using divisions of the institution
- d) a senior undergraduate or graduate student, preferably from an animal use research area
- e) an institutional member whose normal activities do not depend on or involve animal use for research or education
- f) technical Staff involved in the use of animals (ex-officio, voting)
- g) Compliance Specialist & Animal Facility Manager, Office of Research Services (ex-officio, non-voting)
- h) Health and Safety Officer (ex-officio, voting)

Additional members may be added based on their relevant role, experience, or knowledge.



¹A person may serve more than one role on the PCAC subject to a vote of the PCAC and approval by the Vice President (Research).

3. Authority

The PCAC and/or veterinarian have the authority, on behalf of the Vice-President (Research) to:

- a) Stop any objectionable procedure if it considers that unnecessary distress or pain is or would likely be experienced by an animal;
- 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
- c) Humanely euthanize 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 commence without prior PCAC approval of a written animal use protocol; further to this, ensure that no animals are acquired before such approval.
- b) Ensure that no animals are held for display or breeding purposes, or for use in research or education protocols, without prior PCAC approval of a written animal use protocol, except where current CCAC guidelines provide for exemptions.
- c) Require that all animal users complete a clearly presented Animal Use Protocol (AUP) form that all members of the PCAC can understand referring to SOPs (approved, or submitted for review) as much as possible
- d) Ensure that each research project has been found to have scientific merit through independent peer review and each teaching protocol has been reviewed with respect to pedagogical merit before approving the project. Where funding sources have competitive peer review processes with appropriate independence and expertise (e.g. Tri-Council agencies), the senior administrator 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 (both of whom must be external to the PCAC) will be selected by the Director, Office of Research Services to undertake the peer review. Reviewers shall complete the PCAC Peer Review Form. With respect to the pedagogical merit of live animal use; 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. The course syllabus must clearly outline why animals are being used and the learning objectives associated with animal use. The University of Regina Pedagogical Review Form should be submitted to the Office of



- Research Services to initiate Peer Review. Concerns about scientific or pedagogical review should be referred to the Vice-President (Research);
- e) Review all approved AUPs with emphasis on Canadian Council on Animal Care (CCAC) policies and guidelines. Any variance in procedures from guidelines requires justification on scientific grounds;
 - f) Ensure any changes to an Animal Use Protocol are approved before being implemented as per the PCAC Policy for Major and Minor Amendments (Appendix 1).
 - g) Review all animal use protocols annually, requiring a new protocol after a maximum of three consecutive annual renewals.
 - h) Document all PCAC discussions and decision in the committee minutes.
 - i) In 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 Vice-President (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 using the recommendations from the external committee.
 - j) Ensure that all PCAC members and animal users have the opportunity to become familiar with CCAC, federal, provincial and institutional guidelines and policies;
 - k) Ensure appropriate care of animals in all stages of their life and in all research and teaching situations. Appropriate animal and veterinary care will be provided in accordance with PCAC-approved standard operating procedures (SOP);
 - l) Establish procedures, commensurate with current veterinary standards, to ensure that:
 - i. unnecessary pain or stress is avoided and animal distress and injuries are avoided;
 - ii. 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;
 - iii. appropriate post-operative care is provided;
 - iv. all due consideration is given to animal welfare, including environmental enrichment.
 - m) Establish, approve and implement policies which will provide for a system of animal care that will meet the needs of the institution and include:
 - i. the requirements that all animal care and use are conducted according to all relevant CCAC, Federal, Provincial and Institutional regulations, policies and guidelines;
 - ii. ensuring adequate animal care and management of animal facilities and by designating a person to be in charge of animal care and management of the animal facilities
 - iii. the training and qualification of animal users and animal care personnel, which must include ongoing training and continuing education of animal care staff;
 - iv. 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;
 - v. standards of husbandry, facility and equipment;



- vi. standard operating procedures for all activities and procedures that involve animals including animal care and facility management;
- vii. procedures for euthanasia;
- viii. procedures for a crisis management program for the facilities, in conjunction with any general institutional crisis management plan(s).
- n) Encourage the use of pilot studies with few animals when new approaches, methods, or products are being tried, before approving new large scale protocols.

5. General

The President's Committee on Animal Care:

- a) Will maintain the policy and procedures on post approval monitoring (PAM) as outlined in Appendix 2, 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. Animal users should contact the Compliance Specialist immediately if it becomes difficult or impossible to pursue the work described in the approved AUP for technical or logistical reasons. They 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;
- b) Will Review the PCAC Terms of Reference, the University of Regina Care and Use of Animals Policy, and all Standard Operating Procedures (SOP's) 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;
- c) Submit complete and accurate animal use information annually to the CCAC in the CCAC Animal Use Data Form (AUDF) format;

6. Meetings

The President's Committee on Animal Care will meet a minimum 4 times annually, with two of these meetings for which the quorum is in person. Minutes detailing PCAC discussions, decisions and proposed animal use protocol modifications will be produced for each meeting and made available to the Vice-President (Research). 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 and facilities. Investigators responsible for the Animal Facility will respond to any PCAC recommendation in writing. Site visit reports will be followed up on in writing jointly by the Vice-President (Research) and PCAC.

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 of Invasiveness level "B". Interim



approval will only be granted in unusual or extenuating circumstances, and is subject to final approval by the committee as a whole.

Protocol authors may be invited to the discussion of their protocol, but they and members of their teams must remove themselves from PCAC decision-making on their own protocols. The PCAC will regularly discuss protocols at full committee meetings rather than independent reviews and shall work to reach consensus on all matters brought forward to the PCAC for consideration.

7. Related Documents

[CCAC Terms of Reference for Animal Care Committees](#)

[University of Regina Care and Use of Animals Policy](#)

[University of Regina Research and Scholarly Integrity Policy](#)