


Procedure Name:	ANIMAL CARE AND USE	
Approved By:	President's Council	
Approval Date:	February 3, 2020	
Next Scheduled Renewal Date:	January 2025	
Procedure Holder:	VP, Academic, Students, and International	
Operational Lead:	Registrar and Director of Institutional Research	
Procedure Number:	EDU-018P	

ANIMAL CARE AND USE PROCEDURE

1.00 PURPOSE

- 1.1 The purpose of this procedure is to ensure that all animals used for research and teaching at Coast Mountain College (CMTN) are cared for and used in accordance with standards established by the [Canadian Council on Animal Care](#) (CCAC).

2.00 DEFINITIONS

- 2.1 **Animal Care and Use Committee (ACUC):** The committee responsible for oversight of the animal care and use program and its components.
- 2.2 **Animal(s):** Non-human living vertebrates and higher invertebrates as defined by Canadian Council on Animal Care (CCAC).
- 2.3 **Canadian Council on Animal Care:** The national peer-review organization responsible for setting, maintaining, and overseeing the implementation of high standards for animal ethics and care in science throughout Canada.

3.00 ANIMAL CARE AND USE COMMITTEE (ACUC)

- 3.1 CMTN, with support provided by the University of Northern BC (UNBC), has established the ACUC to ensure CMTN upholds the highest standard in the care of animals used for research and teaching.
- 3.2 The ACUC is established in compliance with the Canadian Council on Animal Care (CCAC) policy statement which requires that institutions conducting animal-based research and teaching establish an animal care committee.
- a) This ACUC is based at UNBC with CMTN membership and is functionally active.
- 3.3 The ACUC's operations and oversight are governed by its terms of reference and memorandum of understanding (MOU) with UNBC: *UNBC Animal Care and Use*.
- 3.4 For CMTN-related animal care matters, the ACUC reports directly to the Dean of Business, Access Education, and Libraries, who is the senior CMTN administrator responsible for ensuring that all animal care and use is conducted appropriately, according to institutional and CCAC policies and guidelines.

3.5 To ensure that any concerns are addressed and that the committee is functioning appropriately, the Dean of Business, Access Education, and Libraries shall:

- a) receive copies of all of the ACUC meeting minutes and site-visit reports
- b) meet regularly with the CMTN faculty member on the ACUC
- c) meet periodically with the UNBC Chair of the ACUC.

4.00 ANIMAL CARE AND USE COMMITTEE APPEALS

4.1 The intent of the ACUC is to resolve concerns of the committee with the investigator (protocol author).

4.2 The ACUC Chair will invite the investigator, if necessary, to meet with the committee.

4.3 The investigator has the right to appeal if the final decision of the ACUC is to reject a protocol.

4.4 The request for appeal is made to the Dean of Business, Access Education, and Libraries, who shall ensure that a separate, fair and impartial review of the protocol is made by at least three external reviewers, with the appropriate expertise, who do not collaborate with the investigator.

4.5 Reviewers shall be agreed upon by the ACUC and the investigator.

5.00 RELATED POLICIES, PROCEDURES, AND SUPPORTING DOCUMENTS

5.1 [EDU-018, Animal Care and Use Policy](#)

5.2 [UNBC Animal Care and Use](#)

6.00 HISTORY

Created/Revised/ Reviewed	Date	Author's Name and Role	Approved By
Created	Feb 3, 2020		President's Council