Institutional policies and SOPs – how should the ACC be involved

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- Animal care and use oversight through a University Animal Care Committee (UACC) and several Local Animal Care Committees (LACCs)
- The ACCs collaborate with the research services, researchers, veterinarians and animal care staff to create, review and implement policies and SOPs

Current CCAC policy on institutional policy and SOP review

The animal care committee:

*a) Must regularly review (at least **every three years**):*

i)   its **Terms of Reference** *to meet new CCAC guidelines or policies and changing needs within the institution, the scientific community, the animal welfare community and society as a whole*

ii)   **standard operating procedures and institutional animal care and use policies**; *SOP review may be delegated to ACC members with the appropriate expertise, but SOPs should be accessible to all ACC members, and the full ACC should review all SOPs that involve procedures that may result in deleterious effects to animal health or welfare*

Institutional policies

- Policies (including ACC Terms of Reference) are created by the ACCs and research services
- They are reviewed by the university community before being finalized

Questions

- Is the current CCAC policy for review of institutional policies reasonable?
- Is a review every 3 years too much?
- Any other considerations?

SOPs

- Different types of SOPs:
  - institution-wide SOPs vs. SOPs for specific areas
  - animal care and facility management SOPs (created by animal care staff and veterinarians)
  - animal procedures (created by researchers and veterinarians)
  - animal care and use administrative processes (created by research services/ACCs/others)

Creation, review and approval of SOPs

- SOP work is time-consuming and always a "work in progress"
- How can SOP creation, review and approval be structured to produce relevant SOPs in a timely manner and to receive and integrate input from interested parties without tying everyone up?

Questions

- Is the current CCAC policy for review of SOPs reasonable?

- What should ACCs be reviewing, and how often?

- Should only certain members of ACCs be reviewing certain SOPs?

- Any other considerations?