Update on Tools for ACC Responsibilities

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• Protocol Review
• SOPs
• Site Visits
• Training
Protocol Review

- Protocols are submitted through RISe (Researcher information services administration tool)
  - Online administration tool
    - Tutorials, submission deadlines, meeting dates, etc. listed online
  - Allows researchers and administrators to manage applications online
    - Protocols can be tracked through submission, review, approval, certification, renewals, amendments, etc.
  - System is automated
    - Sends auto-notifications and reminders regarding status of project or application.
Protocol Review

• Protocols are pre-reviewed by a veterinarian to identify areas of concern before the full committee reviews them
  • Suggestions to improve/clarify the protocol are given – text, flow, SOPs, monitoring sheets, monitoring schedule, etc.
  • PIs are given the opportunity to address those concerns before final submission
  • **Goal**: reduce review time, reduce provisos

| Overall Comment | Thanks for the protocol submission. |
Protocol Review

• ACC meets once per month for full protocol review
  • Research, Teaching, Pilot studies
  • Protocols are assigned to a vet and 2 primary reviewers and then discussed with the full committee on meeting day. Community members review all protocols.

• Sub-committee meets bi-weekly to review expedited protocols
  • Sub-committee is composed of a Vet, the Chair of ACC, a community member, and if required, a Risk Management representative
  • Breeding, annual renewals and amendments
Protocol Review

- Protocols are Approved, Conditionally approved (generally administrative issues, non-animal welfare related), Approved with Provisos, Deferred or Rejected.
  - Conditions, provisos, etc. are sent back through RISe to the PI to be addressed.
  - Responses are reviewed by initial reviewers to ensure they have addressed the proviso/condition appropriately and then protocol is fully approved.
  - If provisos not answered, or bring up additional animal welfare concerns, they are sent back with further provisos asking for clarification, etc.
Protocol Review

• UBC ACC 2013 stats:
  • New protocols - 254
  • Amendments – 1118
  • Renewals – 672

• Actions:
  • Approval (inc. Conditional Approval): 67
  • Approval w/ Provisos: 172
  • Deferred: 4
Protocol Review Improvements

• Pre-review and conditional approval are having a clear impact on approvals:

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Proposed refinements to protocol review

- Risk-based delegated review by sub-committee
  - Interim protocols
  - B protocols
  - Annual reviews

- Exceptions
  - Contentious or highly invasive work, NHP
  - Teaching, new work for institution
Other proposed refinements

- 5 year protocols
  - 4 appropriate annual reviews
  - Animal numbers approved annually
- End of protocol report if not renewed
- Collaborative projects
  - Simplified process
  - Depends on granting agencies
SOPs

- Standard operating procedures (SOPs) are a “struggle” at UBC

- This was noted on our last CCAC assessment
  - CCAC would like to see more ACC approved SOPs made available to the animals research community

- **Goal**: increase the # of ACC approved SOPs which will ultimately improve protocol approval, animal welfare, and research results.
SOPs

- UBC ACC has ~15 ACC approved SOPs
  - Most were written by the UBC Vets or Animal Care Services (ACS) technicians

- Some PIs have submitted their own for ACC approval (list maintained in ORS)
  - Use them across their protocols
  - These are usually procedure or lab specific and hard to share to the UBC Animal user community.
SOPs: Administrative Burden

• UBC ACC encourages PIs to write and submit SOPs for approval
  • Many see it as an administrative and/or paperwork burden
  • Most would like to see the university develop them instead
SOPs: Development

- The ACS group (Vets/AHTs) and the Continuing Review (CR/PAM) group are currently in the process of writing several more that will be available for all users
  - Common procedures used across many facilities
  - Combining several PI based ones into general use SOPs that will be ACC approved
- Clinical Vets and CR team also work with labs to help them develop SOPs to the standard that could then be shared broadly
SOPs: Issues and Solutions

• One hurdle we face is how to share the more “controversial” (e.g. very invasive surgeries) SOPs
  • Don’t want to post publically
  • Stop UBC Animal Research Group (SUBCAR) would spin it to show it as “animal cruelty”

• Working to get a SharePoint system in place
  • User limited, password protected
  • All SOPs will then be posted
    • ACS and PI submitted versions that are ACC approved
SOPs

Exchange networks

- Canadian Animal Ethics Coordinators (CAEC)
  rhain.louis@utoronto.ca

- Laboratory Animal Welfare Training Exchange
  http://www.lawte.org/
Facility/Site Visits

• Animal Care Committee
• Clinical Veterinarians
• Continuing Review/Post-Approval Monitoring

• All Animal Facilities on/off campus
• All alternative housing locations (not within main facilities)
ACC Facility/Site Visits

• UBC ACC facility/site visits:
  • Yearly
  • Includes at least 1 PI, 1 Vet, 1 Administrator
  • Volunteer basis, members try to rotate various sites, not including their own
  • Part of Post-Approval Monitoring

• Visits to “alternate housing” locations
  • Sites are not within main animal facility
  • Also yearly, same committee composition
ACC Facility/Site Visits

• Use a checklist on visits
  • Use as a guide, as all sections of list do not apply to all facilities
    • Traffic flow/Safety issues
    • Ancillary Areas: Feed/Bedding/Storage/Cage Wash
    • Animal Rooms
    • Animal Monitoring, Disease, etc.
    • Record Keeping
    • Ancillary Areas: OR, Animal/Surgeon Prep & Procedure Rooms
ACC Facility/Site Visits

UBC ANIMAL CARE COMMITTEE – ANIMAL FACILITIES SITE VISIT
REFERENCE CHECKLIST OF ITEMS TO OBSERVE

This document is meant to be a reference for the members of the UBC Animal Care Committee
while performing a site visit of an animal facility – not all areas may apply in all facilities

Facility: ____________________________ Date: ____________________________

Committee Representative: ____________________________

A. Traffic Flow and Safety Issues

☐ Proper flow of general traffic, etc. from clean to dirty
☐ Prevention of contamination of clean cages and equipment by dirty ones
☐ Reception of animals, quarantine, isolation, acclimatization
☐ General security of facility (card access, appropriate doors locked)

B. Auxiliary Areas: Food/Dieting/Equipment Storage/ Cage Wash

☐ Area clean, neat, with sufficient space
☐ Floors, ceiling, drains, walls and doors all in good repair
☐ Surfaces and furniture sealed and able to be cleaned (any food present)?
☐ Feed storage – used before empty, stored off floor
☐ Ventilation control in place (checked periodically)
☐ Cage wash temperatures are monitored and records kept

C. Animal Rooms

☐ Bedding – appropriate bedding for species, clean, disposed of properly
☐ Cage change frequency appropriate for numbers of animals and species
☐ Cages cards – filled out with required information such as gender, number of animals, date of
birth or arrival date, investigator, protocol number, special instructions or procedures
☐ Caging – in good repair, allow easy observation, no overcrowding
☐ General cleanliness of animal rooms/areas
☐ General health and appearance of animals
☐ Different species kept in different rooms
☐ Feed always available when not on feed restriction protocol, fresh and clean
☐ Water – source, clean and always available
☐ Floors, ceilings in good repair in rooms,
☐ Enrichments present in animal rooms
☐ Lighting – intensity and cycles appropriate for the species
☐ Adequate and consistent environmental enrichment present
☐ Temperature and humidity control – safeguard in place to ensure proper range
☐ Ventilation – working and adequate for animal rooms
☐ Walls and doors in good repair
☐ Surfaces (counters, tables, etc.) clean and sealed
☐ Noise level acceptable for animals and personnel
☐ All procedures, treatments, etc. are carried out on animals in a different room than their home
room;

D. Animal Monitoring, Disease, Euthanasia and Veterinary Care

☐ Personnel that perform monitoring (training?)
☐ Sick animal and monitoring systems (cage level identification, treatment plans, records)
☐ Prevention, diagnosis, treatment and control of animal diseases (vaccination programs)
☐ Regular care and emergency availability (weekends, holidays)
☐ CO2 euthanasia (separate room, follow UBC SOP, training)

E. Record Keeping

☐ SOPs for general housekeeping of facility and disposal of waste
☐ SOPs for animal husbandry practices in facility (cage changing, environmental enrichment,
animal density)
☐ All SOPs available to and read by all staff
☐ Current animal care certification posted
☐ Current protocols easily available to all staff
☐ Controlled drug log – kept and up to date
☐ Crisis response manual for the facility present
☐ Adequate emergency signage

F. Auxiliary Areas: Operating Room, Animal and Suture Pans and Procedure Rooms

☐ Operating room clean and neat
☐ Floors, walls, doors and ceilings in good repair, clean, etc.
☐ Surfaces are sealed and able to be cleaned
☐ Ventilation is appropriate (positive pressure)
☐ Inhaled anesthetic machine available
☐ Data of last inspection of machine (serviced regularly)
☐ Proper scavenging of anesthetic gases
☐ Animal clippers available and working
☐ Sink, scrub area available for animal prep and surgery
☐ Surgeon/supplies available (skin scrub, s/s, mask, cap)
☐ Adequate supplies available (needles, syringes, alcohol, scrub, etc)
☐ Dedicated table or counter space for sterile surgery
☐ Postoperative recovery area
☐ Method of sterilization used – equipment in good working order
☐ Information on sterile packs – date, method of verification of sterilization
☐ Supplemental heat source for recovering animals available
☐ Controlled substance storage
☐ Records available of all controlled substance used in facility
☐ Surgical records, anesthetics, analgesics – records of procedures performed

G. Health and Safety Issues (experts)
ACC Facility/Site Visits

• Report goes to Director and Manager of facility
  • Follows CCAC format of reporting:
    • Commendations
    • Immediate concerns – require immediate resolution
    • Serious/Major concerns – 30 days
    • Regular concerns – 60 days

• Follow up by ACC Manager (as required)
• Response from Facility is reported back to the full ACC and any additional follow up items are noted/addressed.
ACC Site Visits

- Increased guidance from CCAC
  - Webinar: http://www.ccac.ca/en_/education/webinars
  - Appendix on air quality in Facilities Guidelines (end of 2014)
  - Guidance on site visits (hand out)

- Flexibility for visits to acute procedure areas
“Basic” Training

• All UBC animal users (students, technicians, researchers, vets) are required to take several course as per CCAC
  1. Core Components modules (CCAC/NIAUT) – online ethics
  2. Institution-specific practical handling sessions (UBC currently has three)

• Training information is posted on the ORS website: http://www.ors.ubc.ca/ors/animal-care-training
Training

• Core components modules (CCAC/NIAUT) – online ethics
  • All users whether they handle animals or not
  • Modules are tailored by species
    • Module 1 – taken by ALL users
    • Additional modules separated into rodents, farm animals (cows) and fish.
Training

• Institution-specific practical handling sessions
  • Only for those that handle rodents
  • No other institutional course for other species is currently offered or required
  1. Rodent Biology and Husbandry (Mandatory for all users)
  2. Rodent Anesthesia (Mandatory for anyone using anesthesia)
  3. Rodent Survival Surgery (Mandatory for anyone performing surgery)
Training Issues/Solutions

• Current training doesn’t assess competency
  • Was on last UBC CCAC assessment

• Introducing new “grading” system during training
  • Pass, Conditional pass, Needs work, Fail

• Moving towards trainers within each facility
  • Provide additional hands on training and do assessments
  • Current UBC trainers will start going into facilities to provide additional training and do assessments
Additional Training

• Clinical Vets:
  • Provide additional one-on-one training to all users (Free of charge)
    • Stereotaxic surgery, ligations, cannulations, etc.
  • Help with procedure development for new protocols
  • View procedures at the ACCs request when concerns are brought up during protocol review

• Continuing Review:
  • Views procedures during PAM reviews and corrects issues, assesses competency
  • Provide feedback on protocols
  • Help with other issues (breeding transgenics, etc.)
Training for animals users

- New guidelines in 2014
  - Competency based
  - Expectations based on CCAC Syllabus
  - New definition of animal user
  - Out for widespread review (link on CCAC home page)