



REQUIREMENT FOR SUBMITTING AN ANIMAL PROTOCOL

Addendum to the CCAC policy statement on: terms of reference for animal care committees

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INTRODUCTION

The goal of this addendum is to describe:

- which animal-based activities require an animal protocol be submitted to, and approved by, an animal care committee; and
- which animal-based activities are excluded from the requirement.

For the purpose of the Canadian Council on Animal Care (CCAC)'s mandate, an animal is a nonhuman vertebrate or a cephalopod. An animal is used in science if it is an essential component of a research, teaching, or testing project or program (see "Definition of Terms"). This applies whether the animal is the subject of science (e.g., wildlife or farm animal studies), or is supporting science either directly (e.g., animal model of disease or of a biological process, animals used in clinical trials) or indirectly (e.g., breeding colonies, sentinel animals, animals used for training, animals used as food for other animals).

ANIMAL-BASED ACTIVITIES THAT FALL WITHIN CCAC'S MANDATE AND REQUIRE ANIMALS BE INCLUDED IN A PROTOCOL

All proposed animal-based research, teaching, and testing activities must be clearly described in an animal protocol, which must be approved by an institutional animal care committee before any animal-based work begins. This includes herd and colony animals, animals used outside of Canada by Canadian researchers, as well as animals in non-degree/diploma/certificate credit courses (e.g., professional development/continuing education workshops) provided by faculty or other institutional personnel under the aegis of a certified institution.

EXCEPTIONS TO THIS REQUIREMENT

Animal-Based Activities That Fall Outside of CCAC's Mandate and Do Not Require Animals be Included in a Protocol

- Animal work for and/or by regulatory agencies for regulated monitoring of contaminants or disease (see "Definition of Terms"), or to obtain abundance estimates or other population

variables required for assessing and managing animal populations. Monitoring involves the **routine** (i.e., actions repeated in the same way on an ongoing basis) collection of information obtained in a prescribed manner using standardized methods. This includes:

- fish being counted at installations such as counting fences and traps, and fish being lethally sampled for regulatory purposes;
 - bird banding overseen by the Canadian Bird Banding Council;
 - population/abundance estimates; and
 - animal work for environmental effects monitoring strategies or other environmental assessments, for example, to assess the health of fish at contaminated sites (this does not involve placing fish in potentially contaminated water to detect contaminants).
- Animals held separately and exclusively for commercial purposes unrelated to science (the CCAC encourages institutions to house these animals in conditions that meet CCAC or industry standards);
 - Service animals (e.g., animals that support people with disabilities, therapy dogs for stress relief, drug detection dogs, etc.), unless the subject of research or involved in teaching;
 - Pets or display animals (often fish) kept in offices or public areas, unrelated to teaching or research (see “Definition of Terms”); and
 - Third-party, animal-based activities conducted on campus (e.g., dog or horse clubs using college facilities).

Certified institutions must ensure that research, teaching and testing animals (within the CCAC mandate) are not adversely affected (e.g., cross-contamination) by animals outside the mandate (above).

To avoid any animal welfare issues, institutions are encouraged to have a policy, understanding, or agreement in place that sets conditions and expectations for keeping animals in an institution for purposes other than research, teaching, or testing.

Animal-Based Activities That Fall Within CCAC’s Mandate But Do Not Require Animals be Included in a Protocol

It is the responsibility of individuals wishing to undertake the following activities to inform the ACC of such, and for the ACC or delegate to confirm that these animal-based activities do not require an animal protocol.

- Clients’ animals treated routinely in veterinary teaching hospitals (and not used in any research projects including clinical trials, etc.) of a certified university;
- Animal-based teaching activities that are not undertaken in direct support of formal learning objectives described in a course outline as part of a formal curriculum e.g., student practicums (time spent handling animals in an animal shelter, veterinary clinic or farm beyond formal training requirements);

- Any work that is currently categorized in CCAC category of invasiveness A (see the [CCAC policy statement on: categories of invasiveness in animal experiments](#) and Appendix D, “CCAC Categories of Invasiveness for Wildlife Studies”, in the [CCAC guidelines on: the care and use of wildlife](#) (2003)). This includes:
 - the use of eggs, embryos, fetuses, and larvae in research, teaching, or testing (except fish and amphibian larvae that have reached a stage where survival can reasonably be expected);
 - cadavers of animals not killed specifically for the research or teaching in question, including use of animals killed in the course of established industry or commercial practices and animal tissues shared from other approved protocols; and
 - animals that will only be observed in formal teaching and in research, that are not being held captive for these purposes, and where there is no expected impact (see “Definition of Terms”) on these animals or those around them (whether terrestrial or aquatic).

DEFINITIONS OF TERMS

Testing – Testing refers to experimental manipulation of animals with the measurement of a defined endpoint, for regulatory purposes. Safety testing involves procedures to determine, for example, whether, in what ways, and to what extent a compound is toxic. Efficacy testing involves procedures to determine whether a compound or device will be effective for a given condition. Environmental testing involves, for example, placing fish in potentially contaminated water to detect contaminants.

Monitoring – Monitoring is mostly for regulatory purposes and refers to the measurement of changes in a system over time, for example to detect the spread of disease agents in the wild. It involves the routine collection of information obtained in a prescribed manner using standardized methods.

Display – Keeping animals for personal or public display with no specific educational or research goal. Institutions should have a policy or understanding in place.

Animals Observed With “No Expected Impact” – Given current knowledge of the behaviour of a particular species, the proposed study design is unlikely to alter normal behaviour, including the timing and duration of specific behaviours (e.g., feeding, grooming) and interactions between conspecifics.