Canadian Council on Animal Care
Conseil canadien de protection des animaux

WEBINAR ON AUDF INSTRUCTIONS:

QUESTIONS & ANSWERS
JANUARY 30, 2014

COUNTING AND REPORTING ANIMALS

1) **We have had protocols that span years, due to research needs, when do we count the animals used?**

   The "Number of Animals Used" field must contain the number of animals used for each protocol between January 1st and December 31st of the calendar year of submission. In cases where the same animals are used in a protocol that spans over several years, their numbers should be reported on the AUDF each year that they are used. The last column on the new CCAC Excel template provides a space for you to voluntarily add a descriptive comment of the number of years an animal has been used and in which type of research.

2) **20 used, 10 reused: is that a total of 30?**

Unique Protocol Number	Number of Animals Used	Number of Animals Re-used	Protocol Number of First Use
100359	20	10	100423

   In the above example 20 animals are reported for use in protocol number 100359, 10 of which are indicated as having been reused from a previous protocol. Therefore the 20 animals used in this protocol minus the 10 animals that have already been accounted for in protocol number 100423, leaves only 10 "new" animals to be counted. It is important to note that the reused animals may have been used for different purposes of use (PAU) and categories of invasiveness (CI); therefore as of 2013 in addition to the number of animals used, the CCAC will also report the number of animal uses for both PAU and CI. In the published reports, the sum of animal uses will exceed the sum of individual animals that were used.

3) How critical is the data on animal re-use? We have never reported it and do not track it at present.

Animal "re-use" numbers have been requested since the inception of the Animal Use Data Form (AUDF) in 1995. Prior to these revised AUDF instructions, institutions were required to place an "R" next to the number of animals that were reused along with the number of the original protocol. The only change that has been made is the provision of an additional column for reuse to facilitate calculating "animal used" versus "number of animals used" (see for example: Question 2). Animals must be counted only once in the CCAC Animal use survey. If animal re-use is not reported there will be an overestimate in the number of animals used per calendar year in Canada, essentially negatively affecting CCAC animal use statistics.

4) I notice that according to your 2011 sortable file that only CI 1-5 are listed. Would you like us to include breeding colonies (CI 0) in our AUDF?

No, at this time the CCAC is not collecting nor reporting breeding colonies, CI 0 protocols. However, this is currently under consideration for inclusion.

5) Number of animals allowed used to be on the AUDF, but doesn't seem to be on this new version. Do you still want us to report on that?

The number of "animals approved" used to be on the AUDF; however it had not been a requirement since 2011, despite being left on the template. Currently you do not have to report the number of animals approved to the CCAC, however it is an important element for consideration at your institution when comparing the number of animals requested with the actual number of animals used in a study.

6) Can you define what animals are actually counted?

All vertebrates and cephalopods used for research, teaching or testing, or for display purposes or eventual use in research, teaching or testing must be the subject of a written animal use protocol to be approved by the institutional ACC. However, not all animals need to be included on the AUDF to be counted. Please refer to *Section C Animals to be included on the AUDF* of the *Instructions for the Completion of the CCAC Animal Use Data Form (AUDF)* for lists indicating which animals should be reported to the CCAC. Please note that this list is currently under review.

7) If a project is a collaboration between two institutions, which is responsible for reporting the animal use?

In general, the institution in which the animals are housed is the institution responsible for reporting the number of animals used on their AUDF. However, there may be cases, for instance when an investigator is carrying out studies at another institutions field station, where it is more appropriate for the investigator's home institution to report the number of animals used. In any case, when these types of protocols are reviewed by the ACCs, it should be established upfront which institution will report the numbers to the CCAC.

8) Are tadpoles to be included on the AUDF?

Eggs and larvae of fish and amphibia that have not yet reached the first life cycle in which reasonable survival is expected are not to be included on the AUDF.

9) If animals are only observed in field studies should they be included on the AUDF?

Where there is no manipulation or animal interference of any kind, these animals are not to be included on the AUDF.

EXCEL TEMPLATE

10) I assume this will start in 2014 as our 2013 data has already been compiled.

If you are able to submit your 2013 AUDF using the new CCAC Excel template, this would be much appreciated. However, we understand that it may be a considerable amount of effort for some institutions to comply for the submission of 2013 data; therefore we expect institutions to do their best to comply moving forward.

11) Can the Excel spreadsheet be saved in PDF format? Or is it preferred in the Excel format?

No, please do not pdf the CCAC Excel spreadsheet when submitting it to the CCAC. All institutional Excel spreadsheets must be combined together following validation to perform statistical analysis. When submitted in any other format this cannot be done effectively.

INFORMATION TO PROVIDE TO THE CCAC

12) Do you consider administration of drugs (for example, drugs used in humans clinically) to be "chemical exposure"?

The description for CI D states that a possible example of an experiment which causes moderate to severe distress or discomfort includes the exposure to drugs or chemicals at levels that **impair** physiological systems. Therefore, if the drug being used in the animal use protocol impairs the physiological system of the animal it would be classified as CI D.

13) Is the "protocol description" basically the lay summary or could you put the title of the protocol there?

The purpose of providing the CCAC with a protocol description or "lay summary" of the experimental study is to help CCAC staff to validate that the appropriate purpose of animal use (PAU) has been assigned to the animal use protocol. Very rarely would the protocol's title alone provide enough information to validate the type of work being done, therefore we would prefer a "lay summary" of the study be included as the protocol description.

14) What do we do when we end up with two protocol numbers (primary and renewal) for the same experiment?

We would presume that the "primary" animal use protocol number is the one utilized in the first year of animal use, and the "renewal" animal use protocol number in subsequent years as applicable. If this is not the case with your institution or if in doubt, please indicate both the primary and renewal animal use protocol numbers in the "unique protocol number" field.

15) Will there be a limit on the number of keywords (10) or limit on the description (40). If we are over will it be truncated?

No, there is no limit to the number of keywords or characters or words that can be used in the protocol description and/or keywords fields when using the CCAC Excel template.

RECEIVING AUD RELATED INFORMATION

16) Who should we contact to verify that our email address has been added to your master email list?

If you are an institutional ACC Coordinator and did not receive a CCAC capsule informing you of the new changes to the AUDF, or you need to update your current contact information, please email the CCAC at audf@ccac.ca with your updated contact details to ensure you receive all future correspondence in regards to the submission of animal use data. We will also be able to answer any other enquiries in regards to the submission of your animal use data..

17) How can we access the instruction document?

The *Instructions for completing the CCAC animal use data form (AUDF)* can be found on the CCAC website at http://www.ccac.ca/en_/assessment/acc/reporting/instructions.