



University Animal Care Committee (UACC)

Terms of Reference

The University of Toronto Animal Care Committee (UACC) is charged with setting the guidelines, policies and procedures that govern the care and use of animals in research and teaching at the University of Toronto. Within these Terms of Reference, animals include all vertebrate and cephalopod organisms.

The UACC is responsible for ensuring that all research involving animals complies with the Animals for Research Act, any other Provincial or Federal legislation pertaining to the use of animals in research and teaching, the Guidelines of the Canadian Council on Animal Care (the “CCAC Guidelines”) and any University policies and guidelines that may affect the care and use of animals in research and teaching at the University. These compliance requirements apply regardless of the research funding source.

The UACC delegates the review and approval of all animal use Protocol applications to the Local Animal Care Committees (LACCs), which report to the UACC.

The University affirms that the primary responsibility for regulatory compliance lies with the Principal Investigator using animals in research or teaching. In addition, the University (through the members of the Governing Council and senior administrators) acknowledges a responsibility to provide a policy and procedural framework designed to ensure that work with animals is being conducted safely and in conformity with the relevant Acts and Regulations.

The UACC reports to the Associate Vice-President, Research Oversight and Compliance.

Functions

The Associate Vice-President, Research Oversight and Compliance has delegated to the UACC the following functions, powers and duties:

1. Developing, promulgating, and reviewing every 3 years, standards for the conduct of research and teaching involving animals, including the standards for:
 - a. animal care and hygiene within facilities;
 - b. the protection of the personal health and safety of those working with animals;
 - c. the procurement of animals;
 - d. the training of personnel who use and care for animals;
 - e. the methods and procedures in animal use, ensuring that pain and distress are minimized;
 - f. the planning of new facilities, and renovation of existing facilities; and
 - g. any matter in the area of animal care that may affect the University.
2. Reviewing and approving a crisis management program for the animal facilities, and for the animal care and use program;

3. Establishing the process for the review, approval and post-approval monitoring of Protocols, responsibilities that may be delegated to the LACCs as necessary;
4. Providing information and training to researchers regarding the Protocol approval processes and forms;
5. Reviewing decisions of the LACC if requested by a Principal Investigator as set out below;
6. Taking all reasonable steps to ensure that research and teaching activities of members of the University involving animals are following procedures that are in compliance with the requirements of the University and any relevant guidelines, standards, or legislation;
7. Advising the Associate Vice-President, Research Oversight and Compliance, who is the Operator of the animal research facilities at the University, on all matters related to the use of animals in research and teaching;
8. Appointing subcommittee members to assist in carrying out the mandate of the Committee; and
9. Establishing Terms of Reference for the LACCs and approving LACC procedures (and updating these as necessary).

Membership

The membership of the UACC shall consist of:

1. the Chair of the UACC (non-voting);
2. the Chair of each LACC (*ex officio*);
3. the University Regulatory Veterinarian (*ex officio*);
4. the Animal Ethics and Compliance (“AEC”) Manager (*ex officio*);
5. a veterinarian representing each LACC (*ex officio*);
6. the Director, Research Safety and Compliance, Environmental Health and Safety (*ex officio*);
7. the Manager, Research Oversight and Compliance (*ex officio*);
8. a facility supervisor/manager representing each LACC (*ex officio*);
9. a graduate student; and,
10. at least one community representative from outside the University community who has not been involved in animal use for research, teaching or testing.

Members are appointed to the UACC for terms of not less than two years and not more than four years (renewable) by the Associate Vice-President, Research Oversight and Compliance. Excluding *ex officio* members, the total length of continuous UACC service for any particular member should not exceed eight years. Members must sign a confidentiality agreement.

The UACC Chair shall be appointed by the Associate Vice-President, Research Oversight and Compliance for a term of one year, renewable a maximum of 7 times, such that the total time the Chair serves on the Committee does not exceed eight consecutive years. He/she shall be a faculty member experienced in working with animals in research. The duties of the Chair shall include, but are not limited to: setting meeting agendas, presiding over

meetings, reviewing meeting Minutes before distribution, ensuring that the Committee carries out its functions as set out in all applicable policies and guidelines and these Terms of Reference, ensuring that new members understand their duties, powers and responsibilities as prescribed in the Regulations and in these Terms of Reference, and maintaining accurate records of the activities of the Committee. The Chair acts on behalf of the UACC for the purposes of conducting routine business between scheduled meetings.

The UACC Vice-Chair is appointed by the Associate Vice-President, Research Oversight and Compliance on the recommendation of the UACC, and should be chosen from among the LACC Chairs. The Vice-Chair performs the duties of the Chair when necessary.

Resource People and Experts

The UACC may seek input from internal or external experts who have appropriate knowledge regarding the care and use of animals in research and teaching. These individuals may be called upon to attend meetings but do not have voting privileges.

Meetings

The Committee normally holds quarterly meetings, but shall meet at minimum twice per year. Minutes of the meetings shall be taken by Animal Ethics and Compliance Manager and kept on file. The Associate Vice-President, Research Oversight and Compliance shall be furnished with copies of meeting Minutes.

As Committee decisions will affect all animal researchers at the University, a formal vote shall be taken for all proposed decisions. Decisions shall be made by a simple majority of votes of those present and will normally be conducted by a show of hands. In the event of a tie, the Chair shall have an additional casting vote. The vote shall normally be recorded in the Minutes.

Quorum shall be 50% +1 of the total Committee membership, but must include the University Regulatory Veterinarian (or a designated alternative veterinarian), the UACC Chair or Vice-Chair, and one community representative.

Reconsideration of Local Animal Care Committee Decisions

Where an LACC matter has not been resolved through reconsideration by the LACC of its decision, a Principal Investigator may request that the UACC review the decision of the LACC. In such circumstances, the Principal Investigator shall notify the AEC Manager in writing, within one month of the LACC's notice of the outcome of its review, providing all relevant documentation and a detailed basis for the request. The AEC Manager shall provide the relevant LACC Chair with an opportunity to respond (within 3 weeks) to the request for reconsideration.

Once the LACC Chair has provided a response, the UACC Chair shall convene a special meeting of the UACC to review the Principal Investigator's request. This meeting shall normally take place within 30 days of receipt of materials from the Principal Investigator. At least one week prior to the meeting the AEC Manager will provide both the request and the relevant LACC Chair's response to the UACC members and the Principal Investigator.

UACC members who are members of the LACC that made the decision under review shall be recused from deliberation or voting concerning the reconsideration request, and quorum for the UACC's special meeting to review the decision shall be adjusted accordingly. The UACC Chair may request the relevant LACC Chair and the Principal Investigator to address the Committee, and may consult *ad hoc* with other individuals to provide specific expertise relevant to the matter.

The UACC may substitute its own decision for the LACC's decision, modify the LACC's decision, or send the matter back to the LACC for further review having regard to any concerns noted by the UACC. The UACC Chair shall notify

the relevant LACC Chair and the Principal Investigator in writing of the UACC's decision. The decision of the UACC is final.

Updates to the Terms of Reference

The Committee shall review these Terms of Reference (at least) every 3 years, to meet any new CCAC guidelines or policies or other relevant changed circumstances.

The Committee may recommend changes to these Terms of Reference at any time. All changes to these Terms of Reference must be approved by the Associate Vice-President, Research Oversight and Compliance.