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PURPOSE: To ensure that all animals used in the College are treated humanely according to the guidelines of the Canadian Council on Animal Care (CCAC).

DEFINITION:


Any reference to the term ‘animal’ in this policy refers to any cephalopod, fish, amphibian, reptile, bird or mammal being used for pedagogical purposes in the College.

- ACC: Vanier Animal Care Committee
- AHT: Animal Health Technology
- AUDF: Animal Use Data Form
- CCAC: Canadian Council on Animal Care
- CVMA: Canadian Veterinary Medical Association
- EWM: Environmental and Wildlife Management
- OHS: Occupational Health and Safety
- PAM: Post-Approval Monitoring Process
- SOP: Standard Operating Procedure

- FORMS:**
- Animal Use Protocol, Application Form
 - Animal Use Protocol, Application Form for Wildlife use in Teaching
 - Animal Use Protocol, Renewal Form
 - Animal Use Protocol, Renewal Form for Wildlife use in Teaching
 - Post Approval Monitoring Form, (In facility)
 - Post Approval Monitoring Form for Wildlife use in Teaching

1. Vanier College Responsibilities

- A. The CCAC requires that institutions conducting animal based research, teaching or testing establish an animal care committee (ACC), and that it be functionally active.
- B. Each institution must establish procedures for post-approval monitoring of animal use protocols, and must define the roles and responsibilities of the members of the animal care and use program in the monitoring process.

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- C. The ACC should be responsible directly to the Academic Dean or his/her delegate.
- D. Vanier College must work with the ACC to ensure that all animal users and caregivers are informed of and comply with institutional animal care and use policies and procedures.
- E. Vanier College must be supportive of the Committee's work. This includes appointing a remunerated ACC coordinator.
- F. Vanier College must also ensure that ACC members are provided with training opportunities to understand their work and role; these must include at least:
 - i. A formal orientation session, to introduce new ACC members to the institution's animal care and use programs and their members, policies and procedures, as well as to the animal facilities and to CCAC guidelines and policies;
 - ii. Material on the CCAC website and other relevant websites;
 - iii. Ongoing opportunities to better understand animal care and use in science, such as time spent with animal care givers and users, access to relevant journals and materials, and meetings/ workshops related to animal care and use, including the CCAC National Workshop.
- G. Vanier College and its Academic Dean must also ensure that the ACC is well respected within the institution, and that all ACC members and the ACC Chair are valued and recognized.

2. Membership

A. The membership shall be divided in two groups and include the following:

Group I

- i. One representative (faculty member or technician) from each department using animals;
- ii. A Vanier Community member whose normal activities within Vanier College, past or present, do not depend on or involve animal use for research, teaching or testing;
- iii. Two persons representing community interests and concerns, who have had no affiliation with the institution in the past 10 years, and who have not been involved in animal use for research, teaching or testing; community representation must be ensured for all ACC activities throughout the year;
- iv. Two students from AHT and/or EWM programs (preferably second or third year);

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- v. A chair who should not be directly involved in the management of the institution’s animal facilities, nor assume any other position in the ACC, nor be involved in the preparation of a significant number of the protocols or protocols involving invasive procedures to be reviewed by the committee, in order to avoid potential conflict of interest.

Group II (ex-officio members)

- vi. A veterinarian, preferably experienced in laboratory animal care and use;
- vii. An Animal Health technician (if not already a member under item 2.a) actively involved in animal care and/or use within the institution;
- viii. The ACC coordinator who must support the ACC by ensuring that animal use protocols are well managed, that committee minutes and reports are promptly produced and distributed, that all exchanges between the ACC and animal users are well documented and filed in a timely manner, and that animal users and ACC members are provided with the necessary information;
- ix. A representative of the senior administration or a named delegate; (The Academic Dean must not be a member of the ACC but may be invited to meetings.)
- x. The person with overall responsibility for the animal facilities, whether a veterinarian, a teacher or an Animal Health technician (if not already a member under a previous item);
- xi. An Occupational Health and Safety and Bio-Safety representative (if not already a member under previous items) who must ensure close links with the Vanier OHS Committee.

B. ACC members of **Group I** should be appointed for terms of two years, renewable up to a maximum of six consecutive years of service. This does not apply to ACC members of **Group II** who must be part of the ACC because of their role within the institution. Some exceptions may also be applied to Group I members due to the limited number of persons available in smaller departments such as the EWM-Field Station.

C. At the final meeting of the academic year (June), a list of members from **Group I** who have completed their terms of two years must be revised and updated. Each of those members should inform the ACC if they want to renew their participation in the ACC or to resign. Representatives of **GROUP II** should also inform the ACC if they wish to resign. A list of vacant positions must be established. The Dean of Careers and Technical Programs, with the help of the Coordinator and


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the Chair, must recruit new ACC members before the beginning of term prior to animal ordering and use and so that protocols can be examined before courses start.

- D. If a member is found to be obstructive to the proper functioning of the ACC, his or her membership may be revoked by a 2/3 majority vote of the full Committee.
- E. Additions to the ACC membership can be made as the need arises.
- F. A Quorum will consist of a majority (50% + 1) of the members. The quorum should include community and veterinary representation.
- G. Meetings should be scheduled at times that are convenient for all members, including community representatives.
- H. The ACC may choose to form subcommittees to work on specific areas such as protocol review or development of standard operating procedures (SOPs). Protocol review subcommittees should include at least one teacher, one veterinarian, one community representative, one institutional member who does not use animals, one technical staff representative, the ACC Coordinator and the Chair of the ACC.

3. Meetings

- A. The Committee shall meet at the beginning of each semester and at the end of each academic year. During the latter meeting (usually June), the Committee will review its activities for that year.
 - i. Members of the Committee shall be notified, in writing (electronic tools could be used), at least one week prior to a meeting.
 - ii. An agenda must accompany the convening of a meeting.
 - iii. Minutes of a meeting shall be forwarded to each member within 30 days following a meeting and must also be forwarded to the Academic Dean and the Dean of Careers and Technical Programs.
- B. Meetings can be held more frequently if the need arises. The ACC Coordinator, or the ACC Chair, or any three members of the Committee can call a meeting as long as items 3.A.i., 3.A.ii., and 3.A.iii. are respected.
- C. The ACC should visit the animal care facilities at least once a year in order to assess any deficiencies in the facilities (ageing facilities, overcrowding, insufficient staffing and any other


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concerns) and to forward any recommendations or commendations to the person(s) responsible for the facilities and/or for animal use.

- i. Visits to the Field Station may be performed by as few as three ACC members, one of whom must be a veterinarian.
- ii. Visits should be documented in the ACC minutes or in written reports.
- iii. Each member of the ACC should participate in some of the facility visit(s) on an annual basis.
- iv. Those responsible for the animal facilities should respond to any ACC recommendations in writing.
- v. Site visit reports should always be followed up on jointly by the Academic Dean or his/her delegate and the ACC.
- vi. More frequent ACC site visits should be made as necessary to follow up on any protocols that have raised significant concern during the protocol review process, or where problems have been encountered with a protocol being carried out in practice or with other aspects of animal facility operations; these visits may be carried out by the Chair of the ACC or her/his delegate, accompanied or not by other members or animal care staff.

4. Authority

- A. The Vanier College ACC must have the authority, on behalf of the Academic Dean, to:
 - i. Stop any objectionable procedure if it considers that unnecessary distress or pain is being experienced by an animal used for teaching or research purposes;
 - ii. Stop immediately any use of animals which deviates from the approved use, any non-approved procedure, or any procedure causing unforeseen pain or distress to an animal; and
 - iii. Proceed with euthanasia if pain or distress caused to the animal is not part of the approved protocol and cannot be alleviated.
- B. The Chair of the ACC and the veterinarian(s) must have access at all times to all areas where animals are or may be held or used.
- C. The ACC is the body responsible for determining and working to correct breaches of compliance with approved animal use protocols and SOPs. Breaches of compliance that cannot be corrected by the ACC working with the concerned animal users and veterinary/animal care staff must be

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referred to the Academic Dean, who must inform all individuals in the animal care and use program about sanctions that will be taken by the administration in the event of serious breaches of compliance.

- D. The ACC must work with the members of the AHT and EWM departments to ensure compliance with its decisions and with the conditions set out in approved protocols. Persistent breaches of compliance or threats to the health and safety of personnel or animals must be reported to the Chair of the ACC. The Chair and ACC must promptly address these issues, through communication with the animal user(s), meetings and site visits, and eventually communication with the Academic Dean, as necessary.
- E. The ACC's veterinarian has the authority to treat, remove from a study or euthanize, if necessary, an animal according to his professional judgment. The veterinarian must attempt to contact the animal user whose animal is in poor condition before beginning any treatment that has not previously been agreed upon, and must also attempt to contact the ACC Chair. But the veterinarian must have the authority to proceed with any necessary emergency measures, whether or not the animal user and ACC Chair are available. A written report should be sent by the veterinarian to the animal user and to the ACC following any such event. The veterinarian and the ACC may also choose to delegate certain responsibilities to one or more Animal Health technician(s).


5. Responsibility

It is the responsibility of the ACC to:


- A. Ensure that no teaching course (including Field Station projects) or research involving animals be commenced without prior ACC approval of a written Animal Use Protocol; further to this, that no animals be acquired or used before such approval.
- B. Ensure that no animals be held for display, breeding purposes, or teaching, without prior ACC approval of a written animal use protocol. The ACC should also be aware of other animal-based activities such as commercial or recreational activities within the institution, and should work with the persons responsible for these activities to ensure that animal care and use is undertaken according to appropriate procedures;
- C. Require all animal users to complete an animal use protocol form. (Refer to Appendix I).

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- D. Review and assess all animal use protocols, with particular emphasis on the CCAC guidelines and policy and, where necessary, require further information from the teacher or meet with the teacher to ensure that all members of the Committee understand the procedures to be used on the animal. After the information exchange, protocol authors should remove themselves from ACC decision-making on their own protocols.
- E. Ensure that a review of pedagogical merit is carried out for student projects. These projects must be competency-based and approved by both the Curriculum and the Advisory Committee. The pedagogical merit must also be endorsed by the CVMA.
- F. Ensure that all procedures comply with CCAC guidelines, and, if at variance with those guidelines, require scientific justification for the variance. The ACC should discuss protocols and make decisions on them during full committee meetings, rather than through individual reviews, and should attempt to reach decisions by consensus. Electronic tools could be used for protocol management purposes and to facilitate and expedite the submission and review of protocols. This is encouraged as long as the ACC or protocol review subcommittee continues to meet in person for protocol discussions and final approvals.
- G. Delegate, when necessary, the responsibility of interim approvals to an interim approval subcommittee, (refer to section 2.H.). However, such interim approvals should only be used infrequently, and the interim review process, including exchanges between the ACC and protocol authors, must be documented and must then be subject to discussion and final approval at a full meeting of the Committee.
- H. Define the protocol review process. (Refer to Appendix II).
- I. Ensure that animal users update their protocols with any modifications they intend to make, and approve any modifications to a protocol before they are implemented. Minor modifications (refer to Appendix III) can be approved by the Chair of the ACC or her/his delegate.
- J. Ensure that animal users report any unanticipated problems or complications, as well as the steps they have taken to address the problem(s), to the ACC.
- K. Review all protocols annually, (i.e., within a year of commencement of the course or project) and approve any modifications to a protocol before they are implemented; approve, as a committee, annual renewals (refer to Section 7.C.) and require that new protocols (refer to section 7.A.) be submitted every three years or when a new instructor is assigned to the course or when any major changes are made to the existing protocol. (Refer to section 10.).

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- L. Document all ACC discussions and decisions in the Committee minutes and on attachments to the protocol forms.
- M. Define an institutional appeal mechanism that can be used by the author of a protocol in the event that animal use is not approved by the ACC. (Refer to Appendix IV).
- N. Ensure that procedures are in place for post-approval monitoring (PAM) of animal use protocols. (Refer to section 9.)
- O. Ensure that all ACC members and animal users have the opportunity to become familiar with the CCAC Guide and the CCAC policy statement on ethics of animal investigation and all other CCAC guidelines and policy statements, federal, provincial or municipal statutes that may apply, as well as institutional requirements.
- P. Ensure appropriate care of animals in all stages of their lives and in all situations. Veterinary care is usually provided by the veterinarian who initiated the protocol. If this person is not available another veterinarian in the department may provide medical attention. Should no veterinarian be available, at the discretion of the Animal Health technician, the animal may be transported to a nearby veterinary clinic.
- Q. Establish procedures, commensurate with current veterinary standards, to ensure that:
 - i. Unnecessary pain, discomfort and distress are avoided;
 - ii. Anesthesia and analgesia are properly and effectively used;
 - iii. Appropriate post-operative care is provided;
 - iv. All due consideration is given to animal welfare, including environmental enrichment.
- R. Ensure that policies to provide for a system of animal care that will meet the needs of the institution are established and implemented, and include:
 - i. The requirement that all animal care and animal experimentation are conducted according to CCAC guidelines and policies, and to any federal, provincial and institutional regulations that may be in effect;
 - ii. The providing of adequate animal care. The Animal Health technician (refer to section 2. A.vii.) is responsible for animal care and management of the animal facility and for keeping the other ACC members updated on the activities within the animal facilities;
 - iii. The training and qualifications of animal care personnel;

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- iv. An OHS program for those involved in animal care and use, in collaboration with the institutional authorities on occupational health and safety, that will appropriately protect all those who may be affected by animal-based work;
- v. Standards of husbandry, facilities and equipment;
- vi. Standard operating procedures (SOPs) for all activities and procedures that involve animals, including animal care and facility management SOPs and animal use SOPs; the ACC should review all animal use/care SOPs and ensure that all necessary SOPs are produced and regularly reviewed;
- vii. Procedures for euthanasia.

S. Promptly report any known objectionable use of animals to the Academic Dean or his/her delegate.


6. General

The Animal Care Committee:

- A. Must regularly review (at least every three years):
 - i. Its Terms of Reference;
 - ii. Standard Operating Procedures (SOPs);
 - iii. Post-Approval Monitoring Process (PAM);
 - iv. Crisis management program;
 - v. The security of the animal and research facilities.

- B. Must maintain liaison with the CCAC Secretariat, and inform the Secretariat of any changes in their program to:
 - i. The Academic Dean or his delegate;
 - ii. The chairperson of the ACC;
 - iii. The veterinarian;
 - iv. The senior Animal Health technician;
 - v. The ACC Coordinator.

- C. Must submit complete and accurate animal use information (AUDF) for all protocols (for each calendar year) by March 31 of the following year.


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- D. Must submit complete pre-assessment documentation when requested by the CCAC.
- E. Must develop a crisis management policy for the animal facilities and for the animal care and use program, in conjunction with any general institutional crisis management plan(s). This policy must include plans in the event of power outages (short and prolonged), work stoppages, fires, natural disasters, large chemical spills and other similar crises, and must include a communication plan for addressing public and media inquiries about concerns related to animal use.
- F. Should encourage as many teachers, technicians, students, ACC members and other interested parties to attend seminars, conferences and workshops in order to increase or maintain their animal welfare knowledge.
- G. Should try to achieve and maintain a high profile within the institution and in the community in order to demonstrate the institution's efforts in promoting animal welfare and to allay some of the public concerns regarding animal use.


7. Appendix I: Protocol Forms

No teaching course (including Field Station projects) or research involving animals can be started without prior ACC approval of a completed Animal Use Protocol Application Form. Every Vanier community member who uses animals within his /her Vanier teaching or research must complete one of the following forms and submit it to the ACC Coordinator for approval by the ACC before proceeding.


- A. The **Animal Use Protocol Application Form** should include:
 - i. Departmental affiliation, course title, course number;
 - ii. Principal animal user/teacher, and all personnel who will handle animals, along with their training and qualifications with respect to animal handling (refer to section 5. R. iii.);
 - iii. A lay summary;
 - iv. An indication of the use of bio-hazardous, infectious, biological, chemical or radiological equipment in animal-based projects; and, if so, an indication of institutional approval for this use;
 - v. Category(ies) of invasiveness as defined in the CCAC policy statement;
 - vi. Information with regard to the Three Rs (Replacement, Reduction and Refinement alternatives) of animal use, to include:

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1. A description of why sentient animals must be used for the project, of how the applicant arrived at this conclusion and of possible **replacement** and justification if these are not to be employed;
2. Justification of the species and number of animals to be used over the course of a semester, to emphasize **reduction** of animal use while ensuring that sufficient numbers of animals will be used to fulfill the requirements for teaching purposes;
3. A description of all of the **refinements** to be employed to protect and enhance animal health and welfare, which may include:
 - a. Dosages and methods of anesthesia and analgesia, for all invasive protocols;
 - b. Other medical treatments as appropriate, as indicated through veterinary consultations;
 - c. Housing and husbandry methods and environmental enrichment as a means to refine animal care;
 - d. Refinements to the procedures to be employed on the animals;
 - e. Refinements to the length of time that animals will be held/used.
- vii. A clear description detailing the procedures that are carried out on the animals (referring to appropriate SOPs as much as possible);
- viii. All protocols, even non-invasive ones, must identify endpoints, to ensure that any animals requiring medical attention are treated and that animals are not kept indefinitely:
 1. A description of the endpoint(s) according to the CCAC guidelines;
 2. The person(s) responsible for monitoring the animals and applying endpoints should be identified, and the schedule for monitoring animals and any relevant checklists of signs and symptoms to be used when evaluating the animals should be included;
 3. Relevant information for identifying and applying endpoints must be readily available, preferably posted, in the area where the animal-based work is taking place.
- ix. The method of euthanasia, if used; justification for any physical euthanasia methods, or for any methods that deviate from those described in the most recent CCAC guidance on euthanasia.
- x. A description of the fate of the animals if they are not to be euthanized, including the length of time that they are to be held.

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- xi. A brief report describing any amendments to the protocol and any modification made with respect to the PAM form review. (Refer to section 9.)
 - xii. Any other information considered important or necessary and pertinent.
 - xiii. To facilitate the work of both protocol authors and ACC members, appropriate SOPs should be referred to as much as possible.
- B. The **Animal Use Protocol, Application Form for Wildlife use in Teaching** should be used where wildlife specimens are involved. This form should include:
- i. All of section 7. A.;
 - ii. A description of capture, restraint, transportation and/or housing of animals used in field studies;
 - iii. Any other information pertinent to field studies, such as capture of non target species, ecological impact and potential injuries or mortality during capture or transportation;
 - iv. A brief description or copy of the government permit needed.
- C. The **Animal Use Protocol, Renewal Form** may be used if no change or only minor changes are applied to the protocol. (Refer to section 10.) **Note:** This form may only be used for 2 consecutive years. This form should include:
- i. Departmental affiliation, course title, course number;
 - ii. Principal animal users/teachers;
 - iii. A lay summary;
 - iv. The number of animals used previously;
 - v. The number of animals needed for the upcoming semester;
 - vi. A brief report describing any amendments to the protocol and any modifications made with respect to the PAM form review.
 - vii. A brief description of the government permit needed (only for wildlife renewal);
 - viii. Any other minor changes from the original protocol.
- D. The ACC may request at any time that the animal user/teacher submit a detailed **Animal Use Protocol Application Form** if a majority of members determine the need for more information.

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8. Appendix II: Protocol Review Process

- A. Any teacher using animals in her/his course (including Field Station projects) or research must submit a written Animal Use Protocol form to the Vanier ACC prior to the beginning of the use. No animal will be ordered (or accepted in the classroom) without a protocol approved by the ACC.
- B. The ACC will take into account the relative lack of experience of the students using animals, the number of students per teacher and the ratio of animals to students as important aspects to consider.
- C. As indicated in Section 7 (Appendix I: Protocol Form, B) the ACC will require that any permit or license be obtained for the animals used in the wildlife-Field Station context.
- D. The ACC members will meet at least three times a year, prior to the beginning of each semester to review and approve protocols.
- E. Each protocol will ideally be approved (or rejected) by consensus after discussion and modification (if necessary) of the protocol. If consensus cannot be reached, a 2/3 majority of those present will approve the protocol. If one member consistently forces a vote, action may be taken under section 2. D.
- F. The ACC will require every animal user to submit a written report of any deviation to the original protocol as soon as possible for approbation.
- G. The ACC has the authority to send one of its members (or a specifically delegated person) to see if the execution of the protocol is a reflection of what was described in the submitted version.
- H. Post Approval Monitoring (PAM) analysis should be done by the ACC at the end of the protocol duration by reviewing the PAM forms completed by the Teacher/Animal User. (Refer to Section 9. PAM Form.)

9. Appendix III: Post Approval Monitoring (PAM)

All Teachers/Animal Users must submit a completed PAM form to the ACC Coordinator when a course/protocol has been completed. The report will be reviewed by ACC member at their next meeting.


- A. The **Post Approval Monitoring** form must include:
 - i. Departmental affiliation;

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- ii. Course title and number ;
- iii. Principal animal user/teacher;
- iv. The lay summary from the initial protocol;
- v. The number of animals previously approved in the protocol and the actual number of animals used;
- vi. Student and teacher concerns regarding animal use;
- viii. Information on any injuries or unexpected deaths of animals.

10. Appendix IV: Definition of Minor and Major Protocol Changes

- A. Criteria as to what constitutes a **minor** change to a protocol:
 - i. A change of the course title or number;
 - ii. A change in the number of animals used in accordance with student numbers; the same ratio of animals to students must be maintained;
 - a. Method of euthanasia;
- B. Criteria as to what constitutes a **major** change to a protocol:
 - i. A change of animal user or teacher in charge;
 - ii. A considerable increase in the number of animals required vs. the number in the original protocol;
 - iii. A change in the ratio of animals to students;
 - iv. A change of species;
 - v. Use of more invasive or more frequent procedures;
 - vi. Change of endpoint;
 - vii. A change in the fate of the animals;
 - viii. Use of entirely new procedures.

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11. Appendix V: Appeal Procedures

In the event that the ACC rejects a submitted protocol for either ethical or pedagogical reasons and the animal User/teacher does not accept the decision, the following process will apply:

- A. In order to work in a collegial manner, the animal user may request that the ACC reconsider its decision if he/she submits a revised protocol following feedback from the ACC.
 - i. Reconsideration may require the animal user to meet with the ACC so that they may thoroughly review and understand the details of the protocol.
 - ii. The ACC may seek scientific opinions from individuals who are not members of the ACC.
- B. If this does not provide a satisfactory solution for the animal user, he/she may appeal to the Academic Dean or his/her delegate in writing and shall clearly outline the grounds for the appeal.
- C. The course of action for a given appeal is left to the discretion of the Academic Dean or his/her delegate.

Edited by: Patricia Bonnot, Stéphane Faubert and Shirley Pettifer.

Sept. 2009

(Previous revision: December 1995)

This policy statement supersedes all previous Vanier policies on Terms of Reference for the Animal Care Committee.