



ANIMAL USE PROTOCOL AND POLICY

Policy Type	Academic	Initially Approved	
Policy Sponsor	Vice-President, Academic Affairs	Last Revised	September 2022
Administrative Responsibility	Animal Care Committee Chair	Review Scheduled	January 2028
Approver	General Faculties Council		

A. Purpose

An Animal Use Protocol (AUP) is a formal application to use live animals in research, teaching or at public events. The AUP provides details about the project, category of invasiveness, explains justification of the use of animals, lists the staff involved, and details the procedures to be performed on the animals. Some animal activity may not require an AUP but must still have an approved protocol which is obtained through the Animal Use Protocol Enquiry Form. The policy establishes the situations where an AUP is required, along with the limits and provisions of an AUP at Ambrose.

B. Scope

This policy applies to all animal-based activities at Ambrose University.

1. An active AUP is required for:
 - a. all research using live vertebrates or cephalopods
 - i. by Ambrose University faculty, irrespective of where the research is being conducted (e.g. at Ambrose University, with a partner institution, outside of Canada).
 - ii. by lecturers/sessionals/visiting scholars if occurring on campus or as part of an Ambrose University-related research program. That is, if they hold appointments at other institutions through which they are doing animal research, as contract-based workers at Ambrose they are not required to seek Ambrose University Animal Care Committee approval for work done at other institutions. This is different from Ambrose University faculty.
 - iii. by a faculty member or staff member taking responsibility for any supervisor external to Ambrose that is leading an animal-based independent research project (BIO 493, BIO 495, BIO 497).
 - b. all classroom-based use of live vertebrates or cephalopods
 - i. including credit-based undergraduate classes, professional development, and continuing education workshops. For lab-based teaching, the person with final authority over the course syllabus should be the applicant – e.g. the faculty member teaching the course, rather than the laboratory instructor.
2. An Animal Use Protocol Enquiry Form must be submitted for:
 - a. animal-based teaching activities occurring during a student practicum.

- b. any work that fits under the CCAC category of invasiveness A (see Ambrose University ACC Handbook Appendices 2 and 3). This includes:
 - i. work on non-cephalopod invertebrates (e.g. collecting insects, raising *C. elegans* nematodes).
 - ii. use of eggs, embryos, fetuses, and larvae (exception: fish and amphibian larvae that have reached a developmental size/independence such that they have a reasonable chance of surviving in the wild. Such animal use would require an AUP).
 - iii. cadavers from animals not killed specifically for the research or teaching in question; e.g. secondary use of animals, such as animal tissues harvested from animals at the end of a different experiment; slaughterhouse products; grocery store purchases.
 - iv. animals that will only be observed as part of research or teaching, that are not being held captive, and only when the method of observation has no expected impact (that is, will not alter normal behaviour of the animal, including timing and duration of specific behaviours). For instance, putting up a bird feeder to attract and observe birds would require an Animal Use Protocol, as would guided walks that use recorded bird calls to attract birds. Birding walks that simply observe birds from a safe distance would only require an Enquiry.
- 3. Some animal use falls outside the scope of the Ambrose University Animal Care Committee. The following require neither an AUP nor an AUP Enquiry:
 - a. routine monitoring of organisms in the wild for regulatory agencies (e.g. bird banding, population estimates).
 - b. animals held for commercial purposes unrelated to science.
 - c. service animals on campus unless the subject of research or teaching.
 - d. pets or display animals (e.g. fish) kept in offices or public places, unrelated to teaching or research,
 - e. third-party, animal-based activities conducted on campus (e.g. “Dog Days of Summer”).
- 4. It is strongly recommended that animal use falling under section (3) above be communicated to the Animal Care Committee in advance of the animal use, particularly if live animals are being used on campus for research or teaching. The purpose of such communication is to mitigate possible conflict or disease transmission between organisms (e.g. if dogs are being studied on campus, “Dog Days of Summer” may need to be relocated off site).

C. Policy Statement

A current and approved Animal Use Protocol (AUP) or AUP Enquiry must cover all animal related activities at Ambrose University or through a partner institution. The Animal Care Committee has authority to approve AUPs and Enquiries.

D. Principles

1. The Principle Investigator (PI), who is a faculty member, is responsible for the AUP submission and all animal use under the AUP. For teaching AUPs, the PI is the course instructor (this includes sessional instructors as well as full time faculty and lecturers).
2. All animal use must be covered by a current and approved AUP at all times.
3. An AUP must be in place before any animal work may commence.

4. No Principal Investigator may conduct animal research with a cancelled AUP. They must close their AUP before any new animal work will be considered.

E. Policy Details related to Opening, Closing and Cancelling AUPs

1. AUPs are open and active for one year from signing by the Chair of the Ambrose University Animal Care Committee.
2. Active AUPs expire after a year, at which point they become inactive.
3. Active and inactive AUPs are open until an AUP Final Report is received by the Ambrose University Animal Care Committee.
4. AUPs are closed when the Ambrose University Animal Care Committee receives and votes to accept an AUP Final Report.
5. Animal use in research or teaching can only occur if an AUP is both open and active.
6. Open and inactive AUPs can be renewed a maximum of three times. They must be renewed within two years of becoming inactive, before they are automatically cancelled.
7. An AUP that is open and inactive for more than two years is automatically cancelled.
8. Cancelled AUPs cannot be renewed. A new AUP application is required.
9. Approved AUP Enquiries are valid for four years from the date of approval by the Chair. They cannot be renewed; a new AUP Enquiry must be submitted to continue with the proposed work.

F. Resources

Animal Care Committee Handbook