|  |  |  |
| --- | --- | --- |
| **SOP:** | **106.4** | **Post Approval Monitoring (PAM): General** |
| **Version Date:** | 10-2019 | |
| **Review By:** | 10-2022 | |
| **Subject:** | To describe the process by which AREB approved projects are monitored for ethical and CCAC compliance and to ensure approved protocols are adhered to and best practices are developed for problematic procedures. Post Approval Monitoring is a combination of policies, practices and procedures designed to manage risk, and a series of institutional safeguards to prevent difficulties and address them when they occur. Typically, this involves the completion of a site visit, and an audit of each approved protocol. | |
| **Related Documents** | SOPs 107; 108; 109; 303 | |

**Researcher Responsibilities and Requirements**

1. All animal care personnel including, but not limited to: principal investigators (PIs), instructors, students, animal care technician(s) and animal facility managers are responsible for communicating directly with the Consulting Veterinarian on a regular basis about animal health, behavior, and well-being.
2. Researchers must inform the AREB of, and provide the rationale for, any discontinuation of a project before the expected date of completion.
3. Researchers must immediately report anything that may warrant protocol review to the AREB, Office of Research Services, Animal Care Technician, or Consulting Veterinarian. This includes proposed amendments to protocols and unforeseen events that might affect animal welfare.

**AREB Responsibilities and Requirements**

1. The AREB must monitor all approved projects to ensure compliance with University, provincial, federal, and CCAC guidelines.
2. The AREB may request and discuss information on any aspects of the project with investigators at any time.
3. If the AREB is satisfied that circumstances have arisen such that a research project is not being, or cannot be, conducted in accordance with the approved protocol, the AREB may withdraw approval.
4. The AREB conducts minimally:
   1. One (1) AREB site visit per year to each animal facility;
   2. Two (2) veterinarian site visits per year to each animal facility; and
   3. One (1) protocol audit per year, per protocol.

**Previous Versions**

|  |  |  |
| --- | --- | --- |
| **SOP Number** | **Date Effective** | **Summary of Changes** |
| 106.0 | 07-2010 | Date created |
| 106.1 | 09-2011 |  |
| 106.2 | 11-2014 |  |
| 106.3 | 11-2016 | Minor administrative edits |
| 106.4 | 10-2019 | Update frequency of vet. visits |