

**Terms of Reference
Animal Research Ethics Board
Grant MacEwan University
October 27, 2020**

1.0 Mandate

The Grant MacEwan University Animal Research Ethics Board (AREB) reviews and approves all proposals for research, testing, and teaching involving live animals in accordance with guidelines, policies and associated documents established by the Canadian Council for Animal Care (CCAC). The AREB ensures that all animal care and handling at the University is conducted in an ethical and humane manner and is responsible for reviewing animal use protocols and overseeing the post-approval monitoring of animal use projects.

2.0 Accountability

- 2.1 The AREB reports to the Provost and Vice-President, Academic, or to a senior administrator delegated by the Provost and Vice-President, Academic.
- 2.2 The Provost and Vice-President, Academic delegates responsibility for implementation of the animal care and use program to the Associate Vice-President, Research.
- 2.3 The committee reports any breaches of compliance with approved animal use protocols and standard operating procedures (SOPs) or other standards of practice that cannot be corrected by the AREB to the Provost and Vice-President, Academic or the Associate Vice-President, Research.

3.0 Authority

- 3.1 The AREB has the ultimate authority over all Grant MacEwan University animal use to:
 - 3.1.1 Stop any objectionable procedure if it deems that an animal is experiencing unnecessary distress or pain.
 - 3.1.2 Stop immediately any use of animals that deviates from the approved use, any non-approved procedure, or any procedure causing unforeseen pain or distress to animals.
 - 3.1.3 Delegate to the consulting veterinarian(s) the authority to treat or euthanize, if necessary, an animal in pain or distress for reasons not caused by an approved protocol and cannot be alleviated.

- 3.1.4 Delegate to the consulting veterinarian(s) the authority to treat, remove from a study or euthanize, if necessary, an animal used in an approved protocol, per the consulting veterinarian's professional judgment.

4.0 Responsibility

- 4.1 It is the responsibility of the AREB to:
 - 4.1.1 Establish that no research, testing, or teaching project (including field studies) involving animals is started, and that no breeding or housing of animals occurs, without prior AREB approval of a written animal use protocol.
 - 4.1.2 Require all animal users complete the appropriate application form(s), and to ensure that the protocol form includes all the sections as identified in the CCAC policy on Terms of Reference for Animal Care Committees.
 - 4.1.3 Review and assess all new animal use protocols, requests for modifications and annual renewals in accordance with University policies and with CCAC guidelines.
 - 4.1.4 Inform all animal users that prior to approval of any research or testing project, scientific merit review is required.
 - 4.1.5 Inform all animal users that prior to approval of teaching projects, a pedagogical merit review is required.
 - 4.1.6 Require that animal users update their protocols with any intended modifications prior to modifications commencing.
 - 4.1.7 Require that animal users report any unanticipated problems or complications affecting the health and well-being of animals, as well as steps they have taken to address the problem(s), to the AREB.
 - 4.1.8 Ensure that all AREB members and animal users are aware of, and become familiar with, the CCAC's guidelines and policy statements; relevant University policies; and federal, provincial, or municipal legislation as applies to the use of animals in research, testing and teaching.
 - 4.1.9 Ensure the completion of post-approval monitoring of all animal use projects.
 - 4.1.10 Establish procedures, commensurate with current veterinary standards, to ensure that:

- unnecessary pain or distress is avoided;
 - anaesthesia and analgesia are properly and effectively used;
 - appropriate post-operative care is provided;
 - all due consideration is given to animal welfare, housing, handling and care considerations including environmental enrichment.
- 4.2 The AREB is responsible for regular (minimally every three years) review of:
- 4.2.1 the AREB Terms of Reference.
 - 4.2.2 the security of the animals and research facilities.
 - 4.2.3 the standard operating procedures (SOPs) and institutional animal care and use policies.
 - 4.2.4 policies and procedures for monitoring animal care and experimental procedures within the institution, including the identification of the persons responsible for monitoring animal health and welfare, and the procedures carried out by the AREB to conduct monitoring.
- 4.3 The AREB is responsible for maintaining liaison with the CCAC Secretariat and to inform the Secretariat of any changes to the animal use program and to personnel including the Associate Vice-President, Research, the AREB Chair and the veterinary and senior animal care personnel.
- 4.4 The AREB must submit, to the CCAC, complete and accurate animal use information using the Animal Use Data Form by March 31st each year.
- 4.5 The AREB shall develop and continually update a crisis management plan for the animal facilities and for the animal care and use program in conjunction with any general institutional crisis management plan(s).
- 4.6 The AREB shall sponsor annual seminars/workshops on the use of animals in science and the ethics of animal experimentation.

5.0 Membership

- 5.1 AREB members, Vice-Chair and Chair will be selected and appointed by Associate Vice-President, Research, as delegated by the Provost and Vice-President, Academic.
- 5.2 AREB members will be appointed for a term of two years, except for students who may be appointed for a term of one year. Terms may be renewed to a maximum of eight consecutive years of service. Exceptions will be considered on a case-by-case basis.

- 5.3 AREB ex-officio members are voting members whose membership terms do not expire.
- 5.4 If a member resigns before the conclusion of their appointed term, Associate Vice-President, Research must appoint a replacement member as soon as possible.
- 5.5 The Associate Vice-President, Research may remove a member for failure to adhere to membership terms at any time.
- 5.6 The AREB shall be comprised of the following members:
 - 5.6.1 Chair, who must not be directly involved in the management of the institutional animal care facilities, nor the clinical veterinarian for the University, and not be involved in preparing a significant number of animal use protocols.
 - 5.6.2 Vice-Chair, who will assist the Chair in his/her duties and will act as Chair if that person is unavailable, or if a conflict of interest arises.
 - 5.6.3 A minimum of two and a maximum of four full-time continuing faculty members experienced in animal care and use in research, testing, or teaching, who may or may not be actively using animals during their term on the AREB.
 - 5.6.4 One veterinarian licensed in Alberta, experienced in experimental animal care and use (ex-officio).
 - 5.6.5 A minimum of one and a maximum of two current University member(s) whose normal activities do not depend on or involve animal use for research, teaching or testing.
 - 5.6.6 A minimum of one and a maximum of two person(s) representing community interests and concerns, who have no affiliation with the University and who are not involved in animal use for research, teaching or testing.
 - 5.6.7 A minimum of one and a maximum of two student(s) of the University, in academic good-standing, appointed by the Student's Association of MacEwan University (SAMU).
 - 5.6.8 One Research Ethics Officer who provides support to the AREB (ex-officio).
 - 5.6.9 One University Animal Care Technician (ex-officio) responsible for management of University animal facilities.

5.6.10 Other persons may be appointed on a term-to-term basis to the AREB as the need arises for specific expertise (e.g. person(s) responsible for health and safety/biosafety, biostatisticians, ethicists, public relations liaisons).

6.0 Meetings

- 6.1 The AREB will meet at least twice per year between September 1 and June 30, and as often as necessary to fulfill its responsibilities.
- 6.2 Quorum for AREB meetings shall be a majority of the members including a community representative, faculty member experienced in animal care and use in research, testing or teaching, and the consulting veterinarian.
- 6.3 All meetings and animal facility visits must be documented, including any discussions, decisions and recommendations.

7.0 Protocol Review Process

- 7.1 The AREB review process for all animal research, testing and teaching applications is described in *SOP 103 – Ethical Review of Applications*.

8.0 Post Approval Monitoring (PAM) and Non-Compliance

- 8.1 The AREB is committed to monitoring approved Animal Use Protocols (AUPs) for ethical and CCAC compliance, to ensure that approved protocols are adhered to and best practices are developed for problematic procedures.
- 8.2 An overview of the post-approval monitoring process, which may include, but is not limited to, scheduled and unannounced protocol audits, is described in *SOP 106: Post Approval Monitoring (PAM): General*.
- 8.3 The definitions for procedural and ethical non-compliance, and the process by which projects with identified non-compliance concerns are resolved, are described in *SOP 109: Non-Compliance and Response*.

9.0 Site Visits

- 9.1 The AREB conducts site visits to better understand the work being done within the institution, to assess institutional animal care and welfare, to meet with those working in the animal facilities to discuss their needs, to assess any weaknesses in the facilities, to enhance stakeholder communication, and to forward any



recommendations or commendations to the person(s) responsible for the facilities.

9.2 An overview of the site visit process is described in *SOP 107: Site Visits*.

9.0 Pilot Studies

9.1 The AREB encourages the use of pilot studies with few animals when new approaches, methods or products are being tested, before approving new, large-scale protocols. Subsequent protocols based on the pilot studies must include a summary of the results of the pilot study.