

Laurentian University Animal Care Committee

TERMS OF REFERENCE

ACC:	Animal Care Committee
ACF:	Animal Care Facility
VPR:	Vice-President, Research
LU:	Laurentian University
CCAC:	Canadian Council on Animal Care
OMAFRA:	Ontario Ministry of Agriculture, Food and Rural Affairs
SOP:	Standard Operating Procedures

PREAMBLE:

The use of animals in research, teaching, and testing is acceptable only if it promises to contribute to understanding of fundamental biological principles, or to the development of knowledge that can reasonably be expected to benefit humans or animals.

Animals should be used only if the researcher's best efforts to find an alternative have failed. A continuing sharing of knowledge, review of the literature, and adherence to the Russell-Burch '3R' tenet of 'Replacement, Reduction and Refinement' are also requisites. Those using animals should employ the most humane methods on the smallest number of appropriate animals required to obtain valid information.

The LU Animal Care Committee (ACC) is constituted for better service, safer and better research by the Vice-President Research (VPR) who is delegated by the President to have complete authority for the entire animal care and use program. The VPR will ensure that sufficient resources are provided to allow proper functioning of the ACC, including assistance for the documentation of ACC activities. This person will be called the coordinator for the ACC and will be available for the ACC and ensure that animal use protocols (AUP's) are well managed, that committee minutes and reports are promptly produced and distributed. The minutes will detail ACC discussions, decisions and modifications to protocols and must be produced for ACC meetings. The coordinator will ensure 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. The coordinator will inform the CCAC Secretariat of any important changes to the Animal Care and Use program such as changes to the membership of the ACC, or facility staff or the VPR.

As the welfare of animals is, in part, determined by the knowledge, competence and availability of trained people and quality of facilities for animal maintenance and research, the University assumes responsibility in these areas. The University will work with the ACC to ensure that all ACC members, animal users and caregivers are

informed of and comply with the institutional animal care and use policies. The university will ensure that all members of the ACC are provided with training opportunities to understand their work and role. This training will include an orientation session which will introduce new members to Laurentian's animal care and use program and policies and procedures as well as to the animal facilities and to the CCAC policies and guidelines. It is recommended that ACC members access the D2L information containing the 12 modules for the CCAC recommended syllabus. Opportunities to access journals, materials and meetings/workshops related to animal care and use, including the CCAC national workshop will be encouraged. The university will further ensure that the ACC is well respected within the institution and that all ACC members and the chair are valued and recognized (see the LU Standard Procedures for Animal Research in accordance with its Terms of References and ACF Policies).

The ACC is specifically empowered by the VPR to review each research, teaching or testing project in which it is proposed that living, non-human vertebrate animals will be used to assure that, in the view of the ACC, the number and species of animals used, the procedures employed, and levels of pain experienced by any animal are appropriate to the proposed project. "The phrase living, non-human vertebrate animals is intended to include both animals that are living at the time the experiments are performed on them and animals that were alive at the time of their arrival on the University property and from which tissue was taken after euthanasia using acceptable humane methods."

The University agrees to assume full responsibility for all members of the ACC and in case there are legal matters or litigation involving the University or the ACF or the ACC, the university agrees and consents to be responsible for all legal and resulting costs for all members of the ACC.

ANIMAL CARE COMMITTEE

1. PURPOSE

- (a) To fulfill the University's legal and ethical responsibilities (*see attachment "Ethics of Animal Investigation"*) concerning the use of animals in research, teaching and testing. In general, the ACC will ensure that the procurement, care, and use of animals under its jurisdiction follow the guidelines and policy statements established by the CCAC, and legislation as presented in the Animals for Research Act, Ontario (1980). The ACC is empowered to make judgments on individual projects beyond the guidelines mentioned, in order to ensure that appropriate ethical standards are met.

- (b) To maintain authority over the use of the facility to the University Veterinarian, the Post-Award Officer, Faculty and senior administration (department chairs, Deans, Vice-Presidents) and the President of the University and to provide

appropriate policies and direction. The ACC will oversee the application of these policies to the operation of animal facilities and the maintenance of standards of animal care within the University.

2. RESPONSIBILITIES and Authority

(I) Animal Welfare

1. The University ACC is responsible for ensuring:

- (i) that all activities, procedures, and facilities that involve living vertebrate animals are in accord with the letter and the spirit of relevant legislation and guidelines. This shall include distribution of approved standard operating procedures and institutional animal care and use policies.
- (ii) that adequate administrative procedures are in place to ensure proper and humane treatment of all animals used for research or teaching. Humane treatment will include the provision of appropriate space as defined by LU policy on space and with respect to the CCAC Guidelines and OMAFRA. Animals will be housed according to the SOP on Rodent Housing. This document also refers to the acceptable university policy on environmental enrichment as well as holding times for animals after experiments. This is also specified in the AUP document.
- (iii) that all persons engaged in the use, care or maintenance of animals are adequately trained and qualified, and are responsive to the needs and requirements of animals in their care. *(See accompanying Training Documents in Addendum 1). Policy on Training for animal care and use.*
- (iv) that all persons engaged in animal use shall become familiar with the CCAC's Guide and Ethics statement and all other CCAC guidelines and policy statements, federal, provincial or municipal statutes, as well as institutional requirements and policies and as presented in the University training program.
- (v) that procedures for euthanasia of animals are both humane and in accord with relevant legislation and University policy (see SOPs of Laurentian).
- (vi) The Three Rs stand for Replacement, Reduction and Refinement. Over the past 40 years the Three Rs have become widely accepted ethical principles, and are now

embedded in the conduct of animal-based science in Canada and throughout many countries in the world.

Alternatives

The term "alternatives" was coined by the distinguished physiologist David Smyth in his 1978 book *Alternatives to Animal Experiments*. It is used to describe any change to established scientific procedures that will result in the replacement of animals, a reduction in the numbers used or a refinement of techniques that may minimize harms to the animals. Therefore, Smyth's term "Alternatives" is synonymous with Russell and Burch's "Three Rs". The CCAC's ethic of animal experimentation is based on Smyth's definition of Alternatives, i.e. Replacement, Reduction and Refinement.

Replacement alternatives refers to methods which avoid or replace the use of animals in an area where animals would otherwise have been used. This includes both absolute replacements (i.e. replacing animals with inanimate systems, such as computer programs) and relative replacements (i.e. replacing more sentient animals, such as vertebrates, with animals that current expert peer advice and interpretation of scientific evidence indicate have a significantly lower potential for pain perception, such as some invertebrates).

Reduction alternatives refers to any strategy that will result in fewer animals being used to obtain sufficient data to answer the research question, or in maximizing the information obtained per animal and thus potentially limiting or avoiding the subsequent use of additional animals, without compromising animal welfare.

Refinement alternatives refers to the modification of husbandry or experimental procedures to minimize pain and distress, and to enhance the welfare of an animal used in science from the time it is born until its death.

Implementation of the Three Rs

The CCAC requires principal investigators to implement the Three Rs when they are preparing to use animals for a scientific purpose. Investigators must consider whether animals are required or whether suitable replacement alternatives exist. When animals are used, the investigator must consider how best to decrease the number of animals used to a minimum and/or how to maximize the amount of information obtained per animal (Reduction alternatives), and must identify potential harms and ways to minimize these (Refinement alternatives). Consideration of the Three Rs will start during the early stages of research planning, together

with development of the experimental protocol (rather than as a last minute addition).

- (vii) that an animal-based research project has merit based on independent scientific merit review before it is approved. The VPR will ensure that appropriate resources exist in the Office of Research Services to obtain peer review from at least two independent experts. The ORS will solicit two reviews of the objectives, hypotheses, methods and contributions of the project from knowledgeable scientists that are at arm's length from the researcher. The ORS will inform the ACC if there is sufficient evidence of scientific merit.

Fourth year student projects generally encompass teaching and research. The ACC would expect that in these cases, that there is merit that includes pedagogical and scientific aspects.

The ACC discourages projects past level C invasiveness in these situations unless they are very well justified, closely monitored and approved for scientific merit by outside peer review.

Teaching courses involving live animals require departmental pedagogical and scientific review only (2 members or a departmental committee attesting to the values of pedagogical and scientific merit). The ACC does discourage the use of live animals in situations where there are viable alternatives and investigators are asked to substantiate the use of live animals.

All other research requires appropriate independent external peer review for scientific merit (See peer review document for procedure). Peer reviewed funding may fulfill the peer review criteria, however the ORS does have the final word on the selection of peers and is also at liberty to request other reviews if not satisfied with the reviews received.

2. The ACC will take necessary steps to ensure that measures are taken to prevent unnecessary pain to animals. In particular:
 - a) The ACC will establish procedures to ensure that, when possible, in any experiment likely to result in pain, the animal shall be anaesthetized or given pain management so as to prevent pain and distress. Studies requiring exemption from the use of either anaesthetics or analgesics must be closely scrutinized by the ACC and like all other protocols, such use must be approved prior to initiation. Endpoint definition and monitoring procedures are expected to be included in such protocols (refer to relevant policies).
 - b) The ACC, if it believes that proper and humane procedures are not being followed or that unnecessary pain is being experienced by any animal,

shall be empowered by senior university administration (VPR on behalf of the president):

- (i) To stop any procedures which the ACC, acting in accord with appropriate scientific and ethical guidelines, finds objectionable. This includes the responsibility to halt any unapproved work or work that deviates from approved protocols. If investigation demonstrates wilful or repeated neglect of responsibilities by a researcher the privilege of conducting research with animals at LU shall be withdrawn from that researcher. In the event that a researcher loses the privilege of conducting research with animals at Laurentian, the ACC shall so inform relevant officers of the University.
- (ii) Where such procedures have caused distress to the animals which cannot be alleviated and is not part of an approved protocol, to humanely destroy the animal.
- (iii) The ACC further will ensure that all staff in the Animal facility will be able to operate in a harassment-free environment. The Veterinarian is in charge of the health and welfare of all animals and as such will set up appropriate health surveillance and monitoring programs as described in the Canadian Association of Laboratory Animal Medicine. The authority of the veterinary program and thereby the technicians that report to the veterinarian are given to them by the ACC and this authority should not be undermined. In the event that technicians or the veterinarian complain about harassment, demeaning comments or undermining authority by researchers or students, the ACC will notify the VPR for further action and will consider this to be research misconduct and will reprimand the person appropriately (see Addendum 9 "Animal care procedures for handling complaints" "The employee should consult the community rights advisor as per the University Harassment Policy. Breaches of compliance that cannot be corrected by the ACC working with the concerned animal users and veterinary /animal care staff must be referred to the senior administration, which must inform all members of the animal care and use program about sanctions that will be taken by the administration in the event of serious breaches of compliance (see procedure for handling complaints). Further to this, the Director has the final authority on decisions of space allocation within the facility with appropriate discussion with the ACC and the VPR.

All animal users and staff are to be instructed in aspects of Occupational Health and Safety as part of their training such that these aspects are in collaboration with the University's OHS program.

- (iv) The ACC can withdraw access to the ACF to anyone using animals for research for just cause.
 - (v) ACC can order the closure of any area of the ACF that endangers animals.
3. The ACC recognizes that the University Veterinarian is often the major operational figure in the work of the ACC. Therefore, the ACC delegates to the University Veterinarian the ongoing authority to act on behalf of the Institution and the ACC to ensure proper care and treatment of animals, and is given the authority to intervene whenever necessary. The Animal Care Director is the University Veterinarian and will advise the technical staff of the ACF and the Chair of emergency actions taken on behalf of the ACC. To this end, the Animal Care Director will be issued a key and granted unlimited access to the facility. The veterinarian has the full authority to not only treat but also to remove an animal from a protocol or to euthanize if necessary in the veterinarian's professional judgement. It is understood that the veterinarian must attempt to contact the animal user first and must also attempt to contact the ACC chair but that the veterinarian does have the authority to act if these people are not available. A written report shall then be sent to the animal user as well as the ACC following any such event. The ACC chair also has full unlimited access to all areas used for animal holding or procedures.

Post Approval Monitoring: Since the ACC is generally not present when animal use protocols are being undertaken, the committee must work with the members of the veterinary and animal care staff to ensure compliance with its decisions and with the conditions set out in approved protocols. It is imperative that the ACC is able to obtain feedback on the AUP so that members of the ACC can feel confident that the AUP went as expected and that if it did not, these issues could be recognized, reported and corrected. This feedback to the ACC consists of follow up reports from the researcher every six months (see Research Post Approval Monitoring Form) as well as the specific content of the renewal form and regular reporting from the veterinary staff. This feedback is important from both lab and field research. It is very important that protocols are followed through effectively in order to ensure that the procedures as defined in the AUP are carried out appropriately and as written. It is also important to observe and respond to situations whereby, animals may become stressed inadvertently in a procedure that was not expected at the time of writing the AUP. Monitoring animals during the project is set up to ensure that animals will not undergo unanticipated distress and if they do, it is important to recognize it as early as possible in order to properly address it to minimize this distress and also to ensure that the project is changed for future purposes. It may also be that the researcher finds that some parts of the AUP are not effective or that some procedures do not work as expected. An early response and teamwork

between the veterinary staff and the research staff will help ensure that the research is as successful as possible. It is expected that the veterinary and animal care staff will work in a collegial fashion with animal users and attempt to correct deficiencies collaboratively. Where there are persistent breaches of compliance or threats to the health and safety of personnel or animals, these must be reported back to the chair of the ACC and the chair and the ACC must promptly address these issues, through communications with the animal users, meetings and site visits and eventually communications with the senior administrator (VPR), as necessary. Veterinary staff will report to the ACC at monthly meetings such items as compliance issues, welfare issues as well as any protocol events that may have come up that were not expected. The technicians will always report any animal illness or welfare problems to the veterinarian in a timely fashion.

4. The ACC shall establish procedures for submission, consideration, approval, modification and disapproval of Animal Utilization Protocols (AUP) (*see accompanying Protocol: Addendum 2*).
5. The ACC has an appeal mechanism that can be used by the author of a protocol in the event that animal use is not approved by the Board (See appeal process below under Review Process).
6. The ACC shall review annually all projects in which animals are used. After three renewals, the protocol will have to be resubmitted (*see Renewal Form: Addendum 4*). For minor changes to the protocol within the 3 years (*see Modification Form: Addendum 3*).
7. Standard Operating Procedures (SOP's) are to be regularly developed and reviewed by the ACC with input from the veterinarian, facility staff and animal users. Regular reviews will be carried out at least every three years and annually if required by legislation (i.e. Occupational Health and Safety Act). These SOP's are to be readily available in the facility and researchers should refer to them as much as possible when filling out the AUP. These SOP's need to meet current appropriate veterinary and animal health standards to ensure that:
 - (i) unnecessary pain or distress is avoided.
 - (ii) anesthesia and analgesia are properly and effectively used. Painful studies requiring exemption from the use of analgesia must be subject to particular scrutiny, not only prior to approval, but also during the experiment.
 - (iii) appropriate post operative care is provided.

8. The ACC may delegate the responsibility for review of amendments of projects, and interim protocol approval to a subcommittee to at least consist of the university veterinarian, lay person and 1 member of the scientific community at least one of which would be the Chair. Final approval will be considered at the next full ACC meeting.
9. The ACC will ensure that all relevant discussions, decisions and modifications to protocols are documented in the minutes of the ACC.
10. The ACC shall review at least annually all relevant animal care and use regulations and guidelines that may affect animals' research or animal maintenance at LU. When appropriate, the Committee shall make changes in its procedures and policies to facilitate compliance with said regulations or guidelines. Terms of reference shall be regularly reviewed at least every three years.
11. The ACC and all members shall make all reasonable efforts to protect the confidentiality of the nature and purpose of the research it oversees except in the case of documented wilful or repeated neglect of responsibilities.
12. The ACC shall ensure that accurate and complete animal use information is submitted annually as required to the CCAC and OMAFRA and ensures that liaison with both agencies is maintained.
13. The ACC shall ensure that no animals are ordered, bred or held without an approved protocol. Further, the ACC will maintain a strict control over any breeding colonies and will closely examine these requests (*see Breeding Protocol and Sop: Addendum 5*). *The ACC further ensures that no research or testing project or teaching program (including field studies) involving animals be commenced without prior ACC approval. The ACC should also be aware of other animal based activities such as commercial or recreational activities (see LU policies for animals/pets on campus) so that all policies and guidelines for Laurentian's animal use and care program are followed. All ACC members are obliged to report infractions of any use of animals on campus or at locations off campus by LU researchers to the ACC.*
14. The ACC shall ensure that all users report any unanticipated problems or complications as well as the steps they have taken to address the problem to the ACC. If deemed appropriate, the ACC may require a follow-up report.
15. The ACC shall encourage the use of welfare pilot studies according to the CCAC Endpoint guidelines with only a few animals when new approaches are being tried, methods or products are being tried, before approving new, large scale protocols that will include appropriate setting and monitoring of endpoints. Animal users are required to report on the results of these studies even if they no longer wish to pursue the study, so that the ACC can get feedback on the procedure and results.

II. Animal Care Facilities

1. Representatives of the ACC shall have the opportunity to visit the facility every 3 months with a view to observe the facility and record their views of the facility with regard to cleanliness, animal health and procedures. Notes will be taken and a report will be sent to the VPR outlining their findings and documenting recommendations. During the term of membership, all ACC members shall participate in this process at least once per year. The ACC shall monitor animal care procedures to ascertain: (a) that facilities are within CCAC standards, and (b) that all necessary records are in compliance as required by the CCAC and to ensure continuous registration under the Animals for Research Act. Follow up report to address any issues will be completed by the Animal Care Director with the help of the technician. (Specific housing requirements are attached in *"Housing and Environment": CCAC Guidelines. and summarized in Addendum 6*). As example, the light intensity should never be in excess of 400 lux (36 FC).
2. The ACC shall, when appropriate, make recommendations to the VPR relating to the development, maintenance, and use of the animal facilities in their charge.
3. The ACC will ensure that an appropriate crisis management program is in effect and includes plans in the event of emergencies such as fires, public relations emergencies or prolonged power outages (*see Addendum 7*).
4. Functions of the Animal Care Director:
 - a. The Animal Care Director is the official veterinarian for the facility and is required to visit the facility, at his or her discretion, on average, at least weekly. Unlimited access will be provided.
 - b. To report on any issues relating to health or welfare of animals to the ACC.
To undertake and ensure that the policies of the Canadian Association of Laboratory Animal Medicine are followed in the animal use and care program.
 - c. To provide institutional support and supplies pertaining to anesthesia, analgesia and animal health including approval of the substances and activities being conducted in the ACF.
 - d. To regularly review detailed mortality, incident reports and treatment logs that the ACC technician would make available.
 - e. To be involved in the definition, monitoring and application of appropriate

endpoints as per the CCAC Endpoint guideline.

- f. To provide veterinary leadership for the animal user training program as per the CCAC Training and Education guideline and act as authority for the care and health of the animals (animals in distress, etc.).
- g. To have a visible presence in the animal care and use program.
- h. To be on call for emergency services 24 hours.
- i. To be involved in the review and establishment of SOPs related to LU animal care and use program.

III. Review of protocols

Before any research or teaching concerning animals is initiated (including ordering of animals) the animal use protocol must be reviewed and approved by the ACC. The basic philosophical principle is that total responsibility and accountability is the price the individual researcher pays for the privilege of animal experimentation.

1. The protocol must address the issues that are stated in Addendum 8 and based on *CCAC guidelines on: animal use protocol review (1997)*.
2. Copies of the protocols for each member of the committee must be sent to the coordinator through Romeo or ACC chair at least 15 days before the next monthly ACC meeting. Providing it is completed properly, a copy of each protocol will be sent from that office to each member of the committee. If the protocol is not received by each member of the committee ten days before the meeting, the committee may under exceptional circumstances consider the protocol under interim approval. The ACC reviews and assesses all animal use protocols, with emphasis on the CCAC's Guide to the Care and Use of Experimental Animals, Ethics of Animal Investigation, Animal Use Protocol Review, and their Terms of Reference for Animal Care Committees.
3. During the monthly meeting each protocol is considered by the committee. The decision for approval or non-approval is determined by the ACC giving consideration to CCAC guidelines and OMAFRA regulations and by the clarity of the protocol. The researcher can be invited to answer specific questions and help clarify aspects of the AUP but not be present during the final discussion and voting to avoid conflicts of interest as per University policy.
4. Committee members shall not participate in the review of their own proposals or the proposals submitted by persons with whom they are in direct academic collaboration or conflict. If a committee member is unsure whether a conflict of interest exists, he/she must disclose the nature of the potential conflict to

the committee and abide by the committee's decision as to whether he/she should participate in the proposal review.

- a. Every effort will be exercised to obtain a consensus vote. If a protocol is not accepted unanimously, discussions of the concerns will focus upon solutions.
- b. Once (a) has occurred, the approval of a protocol is defined by support by 51% of the members who are present at the meeting as long as the number of participants is four or more. Quorum must include the university veterinarian as well as at least one community representative. (Quorum was set at $n > 5$). If more than one meeting elapses when quorum is not met, a special meeting may be called by the Chair for interim approval by a sub-committee of Animal Care Director, community rep, Post-Award Officer, one of the AC Facility Technicians, a scientist who does not use animals, the coordinator and the Chair. An interim approval would then need subsequent approval at the next full meeting of the ACC AUP's always require all content to be acceptable according to current veterinary standards.
- c. If the protocol is approved, then the chair signs the AUP and a protocol number is assigned by the coordinator of the records for the facility. The number must appear within the room or on every cage of animals that are involved with this protocol. The signed protocol is returned to the coordinator for filing, a second copy of the protocol is sent to the researcher and a third copy is retained by the Animal Care Director. Correspondence, clarifications and additional protocol information should be kept with the protocol file.
- d. If approval of the protocol is postponed, the Chair communicates concerns of the committee to the researcher. The researcher can submit an addendum to the original protocol in order to address specific issues as well as attend the following meeting.
- e. All protocols must be reviewed once per year by the committee. Researchers must request the renewal of ongoing protocols (maximum of 3 annual renewals). The request must be made in writing to the coordinator. Renewal information must contain a brief description of the protocol, numbers of animals for the next year, and the new termination date for the experiment. Protocol renewals must include information on the progress made in the project, the number of animals used to date annually, and any difficulties that may have been encountered including the steps that the investigator will take to address the problem. See renewal form.
- f. Any minor variations must be written on the *Modification Form*. Major

variations constitute a new protocol. After 3 annual renewals, protocols must be resubmitted as a new protocol through normal channels. See explanations on the appropriate forms as to what constitutes minor or major changes.

It is recommended that AUP's, renewals and modification forms be first sent to the university veterinarian so that the forms can be reviewed for content prior to the ACC meeting so that changes could be initiated thus facilitating expediency. At this time, a meeting can be held in order to focus on planning the project with respect to veterinary details and procedures involved in the experiment. After the AUP is passed it will be important to again meet with the veterinarian in order to plan for the experiment, location as well as the procedures, animal orders and location of room.

All meetings will have detailed minutes produced by the coordinator appointed by the VPR to allow thorough and accurate notes.

Mechanisms for re-evaluation of unaccepted protocols:

If the candidate is not successful, then a second tier of consideration for approval can be pursued which involves:

- a. A verbal presentation to the committee by the applicant, and if issues are not resolved then
- b. A review by a committee set up by the VPR. Members of this committee should have appropriate expertise and ensure an appropriately separate, fair and impartial process that is overseen by the VPR. Individual(s) with expertise from outside of the ACC may be assigned by the VPR to the deliberations.

3. MEMBERSHIP

Membership is sought out from individuals with experience and expertise in animal welfare and research from University departments and invited collaborating institutes.

Membership consists of the following as a minimum of adequate representation of lab and field research:

1. At least 3 faculty or representatives of the University who have experience in animal care and use. It will be beneficial to have each department represented and will require a representative of at least 3 of the following units: Human Kinetics, Biology, Biochemistry, Psychology, Midwifery and

NOSM.

2. A minimum of one member of the University faculty or staff not engaged in research, teaching or testing with animals.
3. A minimum of one person, (preferably two) representing community interests and concerns, and who is not affiliated with the university and is not involved in animals used for research, teaching, or testing.
4. The Animal Care Director who is a veterinarian with experience in the field of laboratory animal medicine.
5. One person responsible for the management of the animal research, (Post-Award Officer) – non voting and represents senior administration as well as liaison with the lab safety committee.
6. Minimum of one animal facility animal care technician (preferably two).
7. One graduate or undergraduate student engaged in animal research but not supervised by one of the members of the ACC.
8. Animal Care Committee Coordinator (non voting) to provide support to the ACC.
9. University Occupational Health and Safety representative.
10. The members are appointed by the VPR following consultation with the Deans and/or the ACC.

4. TERM OF APPOINTMENT

1. The Chair is appointed by the VPR for a period of four years, renewable once. The Chair shall not be involved in the management of the animal facilities or be the consultant veterinarian or be involved in a significant number of the protocols to be reviewed by the committee.
2. The term of appointment for members shall normally be four years at the maximum, renewable once, and terms should be staggered to ensure continuity of membership and prevent significant changes in membership over short periods of time. This term will apply to existing and future members. Generally, the maximum length of service will be eight years. This does not apply to ACC members who must be part of the ACC because of

their role within LU such as the ACC coordinator and the veterinarian. It is recommended that at least one facility technician be a continuing ACC member as well.

5. FREQUENCY OF MEETINGS

1. Once per month or as necessary and usually as set at the beginning of the year. The dates are to be advertised on the university web site.
2. Meetings to be called by the Chair and changes to the date should be sent out to the members by Monday of that week at the latest.
3. Quorum for meetings consists of a minimum of 51% of the members. Quorum also requires a community representative, veterinarian and chair. The chair of the ACC will have voting privileges and will be considered as part of quorum.

The ACF Director is a point of contact for people wishing to obtain further information about animal care at LU. See SOP for visitors and waiver form.

Random visits to the ACF by visitors are not permitted. If deemed necessary, visits to the ACF shall be approved by the ACF Director, ACC members, the Chair, the Post-Award Officer or VPR.

Revised May 2018