


Policies, Procedures, Standard Operating Practices

No. CR-06

Title: Access to Animal Research Facilities	<input type="checkbox"/> Policy	<input type="checkbox"/> Procedure	<input type="checkbox"/> SOP
Category: General Dept/Prog/Service: Clinical Research Services	Distribution: Organization Wide		
Approved: Vice President, Research Signature: 	Approval Date:	Jun. 7, 2016	
	Reviewed/Revised Date:		
	Next Review Date:	Jun. 7, 2019	

Cross References: (DI-RE-01) Animal Studies in Mixed Use Imaging Facilities

1. PURPOSE

To ensure that research with animals at Thunder Bay Regional Health Sciences Centre (The Hospital) and Thunder Bay Regional Research Institute (The Research Institute) is conducted in an ethical manner, complies with standards of relevant regulatory bodies and is conforming to the provisions of the research contracts and agreements.

2. POLICY STATEMENT

Research on animal subjects conducted at The Hospital and The Research Institute must comply with the provisions of the Animals for Research Act, regardless of who conducts it.

3. SCOPE

This policy applies to Researchers and research projects conducted at The Hospital and The Research Institute.

4. DEFINITIONS

"Researcher" means anyone who participates in work, study, research or development activities for research using in any way facilities owned, operated, rented, or administered by The Hospital or The Research Institute, and/or funds of, or administered by The Hospital or The Research Institute, regardless of employment status or affiliation.

"Supervisor" refers to the person or people most accountable for the research on site as identified in Policy Admin-13 "Research Oversight".

5. PROCEDURE

Lakehead University (The University) has agreed through an Operational Agreement to work with The Hospital to provide an animal care/research lab located at ICR Discoveries (290 Munro Street). The University operates the pre-clinical facility and provides equal privileges to researchers from The University, The Hospital and The Research Institute. The parties operate under The University animal care policy.

The Hospital and The Research Institute have accredited two main areas of experimentation: one is located at ICR Discoveries and the other at The Hospital (980 Oliver Road). The areas are under The University Animal Care Facility (UACF) license and they fall under the supervision of the UACF Manager and Veterinarian. All Standard Operating Procedures (SOPs), equipment, and some other resources in the rooms, are overseen by the Animal Care Committee (ACC), the Canadian Council on Animal Care (CCAC) and the Ontario Ministry of Agriculture, Food and Rural Affairs (OMAFRA).

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ICR Discoveries Facility:

This animal facility includes an experimentation holding area and a Micro-PET area.

Hospital Facility:

The animal facility includes a preparation and short-term holding room as well as one ante-room between the preparation and the MRI scanner.

Training:

Researchers who use animals must be accredited by the ACC and follow the CCAC training and recommendations.

Supervisors must ensure their staff and trainees understand, are trained and comply with all relevant ACC-approved research protocols and University (SOPs) for Animal Care and Use.

Access:

Upon notification of necessary training by The University veterinarian, and approved by the Scientific Director, The Research Institute Human Resources will grant access to specified staff or trainees to specific areas in which animals are housed, or in which research using animals is conducted.

The Research Institute and The Hospital guarantee right-of-access to their animal holding and experimental facilities to The University Veterinarian, The University ACC and the UACF Manager, or such representative approved by The University Veterinarian.

Protocols:

The Research Institute and The Hospital reserve right to grant access to The Hospital and The Research Institute staff for purposes of facility maintenance and repair, as well as for health and safety inspection. Such staff is trained by The University, or supervised by University-trained staff, when working in areas in which animals are housed.

Animal experimentation being conducted on The Research Institute and The Hospital premise is required to have a valid, approved animal use protocol from an approved institutional ACC, a copy of which is to be provided by the Principal Investigator (PI), to the Scientific Director to facilitate operations, and address any logistical and/or health and safety concerns. Any changes to the status of protocols must be communicated to the Scientific Director immediately.

Incident Reporting:

Workplace related incidents (near misses, accidents) must be reported to The Research Institute Human Resources according to The Hospital and The Research Institute policies, as well as to the employer or primary affiliation for the individual involved.

Facility issues must be reported to The Research Institute Operations, which may include maintenance issues, spills, biohazards, radiation hazard, etc. for follow-up.

Non-Compliance:

Non-compliance with access privileges, protocols, or SOP's by a Researcher (staff or trainee) may result in immediate warning, suspension or prohibition by The Hospital or The Research Institute to enter animal facilities.

Day-to-day oversight of the animal facilities at The Hospital and The Research Institute may be delegated by the Scientific Director to an appropriately CCAC-trained individual who, in coordination with the Scientific Director, has the authority to deny access privileges to individuals who have been non-compliant with respect to privileges right of access, protocols, and SOPs. The Hospital or The Research Institute immediately advises (within 48 hours at the latest) The University veterinarian of such events.

6. RELATED PRACTICES AND/OR LEGISLATION

Operational Agreement - Animal Care/Research Lab - 290 Munro Street - Oct 1, 2007
(Expired March 31, 2012)

Facility Access Agreement - Lakehead University and The Research Institute - 8 March, 2010
(not signed)

Mixed Use Facilities Policy # DI-RE-01 Animal Studies in Mixed Use Imaging Facilities - April 6, 2010

3T MRI - Shared Use Agreement between The Research Institute and The Hospital,
Diagnostic Imaging - July 17, 2013

7. REFERENCES

<https://www.lakeheadu.ca/research-and-innovation/ethics/animal-care-and-use-program-policies-and-procedures>

Appendix A - Terms of Reference

APPENDIX A TERMS OF REFERENCE

Animal Facility Monitor for The Hospital and The Research Institute Facilities

The Hospital or The Research Institute-delegated CCAC-trained individual:

- Ensures scheduling or re-scheduling of use of Animal Facilities;
- Is present at facility inspections by external parties (OMAFRA, CCAC, LU...);
- Interfaces with Hospital and Institute Operations staff to coordinate maintenance, repairs, and facility modifications where appropriate.

The Hospital or The Research Institute-delegated CCAC-trained individual may:

- Monitor that all facility users have appropriate ACC-training;
- Ensure that procedures are performed according to an approved ACC protocol;
- Inspect facilities for cleanliness and compliance with SOPs;
- Halt procedures in the advent of infractions of policies that compromise research animal welfare or health and safety of workers in the animal facility area. In such a case, the monitor will immediately report the incident to the Scientific Director and The University veterinarian. The latter decides on subsequent action;
- Deny access to individuals who are non-compliant with respect to right-of-access, protocols, and/or SOPs. The monitor will immediately advise the Scientific Director and The University veterinarian of the event. The latter decides on subsequent action.