

## Animal Welfare Incident Reporting

### Administrative Information

<b>Origin:</b>	The CBU Animal Care Committee	<b>Issuing Authority:</b>	CBU ACC
<b>Responsibility:</b>	The Animal Care Committee	<b>First Approved:</b>	Nov 13 <sup>th</sup> , 2024
<b>Subject:</b>	Animal Welfare Incident Reporting	<b>Last Reviewed:</b>	
<b>Policy Number</b>	33	<b>Effective Date:</b>	Nov 13 <sup>th</sup> , 2024
<b>Supersedes:</b>	N/A	<b>Next Review:</b>	Nov 2027

### Purpose

Outline the formal internal animal welfare incident reporting system for animal using researchers at CBU.

### Policy

Animal welfare incidents that affect  $\geq 20\%$  of the animal population, or is above the baseline mortality outlined, justified, and approved in the animal use protocol (AUP), must be reported to the ACC. The CBU Consulting Veterinarian must be notified within 24 hours of the incident. The Animal Welfare Incident Report Form must be submitted to the ACC within one (1) week of the incident.

### Responsibility

ACC, consulting veterinarian, CBU senior administration, Principal Investigator (PI) and their research staff.

### Process

In the event an incident occurs that results in mortality or compromises  $\geq 20\%$  of the animal population, or greater than the approved baseline mortality of the AUP, the animal using staff or research must formally report such incident to the CBU ACC and consulting veterinarian.

- Major incidents can include, but are not limited to failures of critical life support systems, disregard or improper following of approved practices and procedures, illnesses, or toxic exposure.

- The CBU Consulting veterinarian must be notified within 24 hours of the incident and the Animal Welfare Incident Report Form must be submitted to the ACC within one (1) week of the incident.
- The Animal Welfare Incident Reporting Form, attached to this SOP as appendix 1, will be available to all animal using staff through the CBU ACC [website](#).

#### Using the Animal Welfare Incident Reporting Form

- Staff or animal using researchers provide details on the number of animals affected, type of animals and how the animals were affected in the welfare incident.
- Staff must describe the events that lead up to the incident, the cause and corrective actions to be taken to prevent and migrate the conditions that caused the incident.
- Following the submission of an Animal Welfare Incident Reporting Form to the ACC, the ACC coordinator will inform the ACC of the incident and confirm that the consulting veterinarian has been properly contacted and is aware of the incident.
- The ACC coordinator will organize a meeting of the ACC to review and discuss the animal welfare incident. The ACC will decide upon if/any actions are needed, such as revisions of AUPs or SOPs and changes to procedures or equipment.
- The ACC coordinator will relay this information to the principal investigator (PI) of the lab where the incident took place.

#### Follow Up to Reported Animal Welfare Incident

- The ACC, along with the consulting veterinarian will conduct a Post Approval Monitoring (PAM) visit to the lab following the incident and delivery of recommended actions and improvements by the ACC. The ACC will use the PAM visit will ensure that their recommendations have been implemented in the lab. The PAM process is outline in SOP 43, Post Approval Monitoring Program.
- The ACC coordinator will also report the incident to the Canadian Council for Animal Care) CCAC. The ACC must submit the [CCAC Reportable Animal Welfare Incident Initial Notification Form](#) and the [CCAC Reportable Animal Welfare Incident Form](#) within 14 days of the incident. The ACC will also immediately inform CBU senior administration of the animal welfare incident.