**Standard Operating Procedure: YukonU ACC SOP 02 January 2025**

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**Procedures on Post Approval Monitoring (PAM) & Non-Compliance of Approved Animal Use Protocols**

## Introduction

Fieldwork involving animals is often a key part of course and research at Yukon University (YukonU). YukonU’s Animal Care Committee (ACC) must approve animal-based research and teaching and ensure that this is done in compliance with the Canadian Council on Animal Care (CCAC) requirements. Post-approval monitoring (PAM) of approved animal use protocols is required for each protocol and must be done on an annual basis. Yukon University (YukonU) has established a post-approval monitoring (PAM) program, implemented through its Animal Care Committee (ACC). This plan has been designed to ensure that animal-based work at the University aligns with approved Animal Use Protocol (AUP) and conforms directly to all regulatory and institutional requirements.

## Purpose

The purpose of the ACC Post-Approval Monitoring (PAM) program is to describe the requirements and process by which ACC approved animal use protocols (AUP) are monitored for ethical and CCAC compliance. This is to ensure approved protocols are followed and best practices are developed. PAM is intended to foster collegial and collaborative relationships between all participants of the University Animal Care Program. The PAM program enables Principal Investigators (PIs), ACC members, Veterinarians, Researchers, and Instructors to assess animal care and use in practice and to minimize any gaps between those practices and approved animal use protocols. These relationships will help realize our mutual obligations to assure animal well-being and promote open communication and ongoing training. Post-approval monitoring allows the University to assess animal care and use in practice to ensure this is consistent with what the ACC has approved.

## Roles and Responsibilities

* 1. Animal Users –The Principal Investigator (PI), researchers, faculty, staff and students must adhere to YukonU animal care and use policies and procedures regarding animal use in research and teaching. Animal users will work collaboratively with animal care staff and veterinarians to assure animal well-being and adherence to current best practices for humane animal care and use. The PI or course instructor is responsible for providing all relevant documentation prior to a protocol audit, informing all animal care staff of upcoming audits (when announced), participating in the protocol audit, providing written follow-up reports to the ACC and complying with ACC decisions.
	2. Consulting Veterinarian – Oversees the health and welfare of all animals that will be used in research or teaching activities. The Consulting Veterinarian works closely with the Animal Care Coordinator and animal users to provide guidance and training on current best practices associated with humane animal care and use, identification of best practices of veterinary care and management of a facility/site and ensures an environment to allow an AUP to proceed. The Consulting Veterinarian will inspect field activities where possible and/or review documentation of animal-based field work and submit reports to the Animal Care Coordinator and Animal Care Committee Chair.
	3. Animal Care Committee (ACC) – Provides oversight to the PAM program, receives reports and updates and recommends changes to policy /procedure or suggests corrective actions on ongoing and unresolved matters of concern. The ACC has the authority to approve, monitor, intervene in, or suspend a protocol for non-compliance for any work with animals conducted under YukonU ACC approved animal protocols.
	4. Animal Care Committee Coordinator – Serves as the point of contact for animal users, ACC members and senior administration to ensure adherence to all requirements of animal use and care at YukonU, including the arrangement of PAM visits of field activities.
	5. Animal Care Committee Chair (ACCC) – The Chair is responsible for addressing any and all issues identified in relation to non-compliance with the appropriate animal user(s). If breaches of compliance cannot be corrected by the Chair and ACC or in a case of severe non-compliance affecting animal welfare which is not remedied immediately, the Vice-Provost, Academic and Research (VPAR) is responsible for reviewing the matter and issuing the appropriate sanctions.
	6. Research Services Office – Receives reports and updates on the PAM program and becomes involved in the resolution of non-compliance upon failure of the ACC to correct the non-compliance.
	7. Yukon University Senior Management – Ensures that the PAM program has sufficient resources to be effective. This includes human resources and financial resources if necessary. They provide support which may include education and training to research personnel. They can also ensure that the program is effective at ensuring compliance with regulations and guidelines according to ACC decisions and CCAC standards.
	8. PAM Team - Consists of at least the following individuals: Veterinarian, Animal Care Committee (ACC) Coordinator, ACC Chair and ACC animal-user member. The PAM team performs ongoing review of approved animal use protocols (AUP), procedures and facilities to ensure that all protocols involving animals conform to the ACC approved version of the protocol and, ACC and CCAC policies and guidelines and reports findings to the ACC and/or ACC Coordinator.

## Process

The YukonU PAM Program consists of multiple levels of oversight involving the PAM Team, PIs/ Faculty, ACC, Consulting Veterinarian, University Senior Management and other divisions as required such as Occupational Health and Safety. The PAM program encompasses many aspects including:

* + Animal use protocol-specific monitoring by ACC members
	+ Annual renewal of AUP
	+ ACC Field Site Visits
	+ Self-Assessment – PI and teaching faculty complete and submit post-approval monitoring (PAM) form and supporting documents to YukonU ACC.
	+ Veterinarian Assessments
	+ PAM site visits for YukonU activities involving use of animals at field sites.
	+ Animal Incident Reports
	+ Oversight by the YukonU Research Services Office, including the ethics program.
	+ Occupational Health and Safety

## Framework

As YukonU animal activities for research and teaching are primarily done in the field this is the current focus of the ACC PAM procedures.

Monitoring and evaluations of AUPs involving field research and teaching activities must be undertaken at a minimum every four years but it is recommended that this be done during each field season. Any AUP with a Category of Invasiveness of D must be monitored annually, while Category E will be monitored biannually.

In the event that on-site observations by members of the PAM Team are not feasible, a meeting will be arranged between the PI Field Researcher/Instructor and PAM Team members in order to determine which AUP elements (procedures and/or equipment) require evaluation in order to:

* to assure the ACC that all activities are done as described in the approved AUP
* ensure all animal users carry out procedures properly and have the appropriate environment and/or equipment required.
* ensure that endpoints and interventions approved are applied and unnecessary distress or stress to the animals is avoided.

A PI Field Researcher/Instructor must provide the ACC with video, photographic and/or other records of the following AUP elements:

* Capture techniques,
* Housing conditions,
* Sedation/euthanasia,
* Transportation,
* Handling/restraint, and
* Invasive procedures

## Off Site Facilities

#### Other Institutions

#### All PAM is performed by the host institution.

#### The ACCs of collaborating institutions will agree in advance in writing to PAM procedures.

### Field Studies

This refers to the study of free-living wild animals in which subjects are studied in their natural or semi-natural habitat. PAM Team reviews for field studies will include:

* + 1. Advance scheduling, in connection with field research timeframes
		2. Observation by a member of the PAM Team, or an appointed arms-length representative of selected animal procedures, if possible, in the field setting or alternatively through a video or photographs provided by the research team
		3. A follow-up discussion with the research team directly involved in and/or responsible for the animal care and use while in the field, and
		4. A follow-up discussion with the Veterinarian. The Veterinarian will serve as the liaison between researchers and the PAM Team to provide unbiased, positive, and constructive commentary in all cases.
		5. The PAM Team may request expert advice from animal-based researchers associated with field research and as required, have ACC experience.
		6. In the event of non-compliance or “protocol drift” (i.e., procedures that are not covered by, or deviates from, an approved AUP;) every effort will be made to ensure the collegial development of a compliance assurance strategy.
	1. Yukon University Researcher as PI
		1. The PI should demonstrate/describe proposed methods to the Veterinarian prior to use in the field.
		2. If possible, PAM protocol reviews should be done by the PAM team or Veterinarian
		3. For field studies in areas where site visits by PAM committee are not possible, PIs are required to submit progress reports with supporting photos and videos to the ACC Coordinator and Chair describing project status every 3-12 months, depending on the nature of the project. Reports should include a visual presentation of each field protocol being monitored (photos / videos) along with details concerning all animal welfare issues or other problems encountered that could lead to non-compliance with approved AUP.

#### Researchers from Other Institutions as PI

The ACCs of collaborating institutions will agree in advance in writing to PAM procedures.

## PAM Procedures (evaluation of field activities)

* 1. The ACC Coordinator will organize with the animal user(s) a PAM visit to field locations where reasonably feasible. Those that will be present during the PAM process will be given the PAM checklist, approved AUPs and any SOPs in advance to assure awareness of the topics that will be discussed.
	2. The PAM checklists (Form 1) will be completed by a PAM team member when they are able to be at the site. If a site visit is not possible the Principal Investigator/Faculty member responsible for the animal-based activity in the field will complete Form 1 with supporting documents (video/photograph) and submit these to the YukonU ACC upon return from the field. This is recognized as a self-assessment process and should be used when the field site is not accessible or PAM team members are not available to visit the site.
	3. The PAM team visit generally include the ACC Chair or designate, animal user(s), and Veterinarian. An interview and meeting between the PAM Team and the animal user(s) will be conducted at the time of the PAM visit. If there are any discrepancies in the procedures being carried out, the discrepancies will be discussed during the visit and the animal user(s) will be directed to make requested changes to practices or if appropriate, be directed to apply for an amendment to comply with CCAC and YukonU regulations.
	4. If it is determined that there is a persistent breach of compliance or threat to the health and safety of personnel / animal users, and/or to the welfare of the animals, action will immediately be taken to resolve any issues or concerns. This could involve an additional meeting with the animal user, submission of a new AUP, and communication with the ACC or VPAR or delegate if necessary.
	5. If it is determined that animals need immediate care, the Veterinarian will be called immediately to attend to the animals and the use of animals will be suspended until recovery, only after the cause of the health deterioration has been determined.
	6. If the PAM Team and Veterinarian are satisfied that the approved AUP for the care and treatment of animals is being followed, use of the animals may continue. The Veterinarian will communicate his/her findings to the ACC Chair, ACC Coordinator, and the VPAR.
	7. PAM Checklist sheets will be shared with members of the ACC and kept on file with the associated AUP Application to demonstrate PAM has been conducted.
	8. Site visits may be scheduled at any time and may be requested by anyone in the ACC. Every effort will be made to have the principal animal user(s) present during the site visits.
	9. Site visit forms will be kept electronically in the ACC Coordinator’s office. A summary of the site visit will be completed by the ACC Coordinator. The report will be distributed to members of the ACC in advance of the next meeting.
	10. Field studies involving animal use that are not conducted at the University will be required to undergo a PAM review and the process determined on a case-by-case basis (checklist Form 1). A summary of the field study will be provided to the ACC. Basic steps that may be involved in PAM for field studies are listed in the following section (“Off-Site Facilities).
	11. The ACC Coordinator will regularly communicate with all concerned parties (ACC, animal users, researchers, faculty, students, and technical staff) to provide updates, and training opportunities and to make sure that there are no concerns or issues.

## Non-Compliance

Non-compliance is any action or activity associated with the conduct or oversight of research and teaching involving the care and use of animals that fails to comply with the approved AUPs, and/or federal, and territorial regulatory requirements, and/or Yukon University policies and procedures. Non-compliance may be unintentional or willful.

* 1. Minor Non-Compliance: any action or omission in the conduct or oversight in the care and use of animals that does not have the potential to place the animal(s) in greater distress than previously anticipated, however the action/omission fails to conform to all regulatory and institutional requirements. Examples of minor non-compliance include, but are not limited to:
		1. Minor protocol drift – procedure is not covered by or deviates from an approved protocol; however, procedures performed have no negative animal impact (no distress or minor distress).
		2. Animal use exceeds authorized numbers.
		3. Expired protocol involving continued animal use for the annual renewal of AUPs. AUPs are valid for one year and must be renewed. Annual renewals must be completed prior to the expiry of the ACC approval of the AUP.
		4. Incomplete/Inadequate animal records, e.g., room-level animal procedure logs.
		5. Incomplete animal training for any person listed on the protocol or subsequent amendments.
	2. Serious Non-Compliance – any action or omission in the conduct or oversight in the care and use of animals that places the animals in greater distress than approved and/or fails to conform to all regulatory and University requirements. Examples of serious non-compliance include, but are not limited to:
		1. Conducting research or teaching activities with animals without first obtaining ACC approval.
		2. Inadequate supervision/training in research or teaching involving procedures.
		3. Failure to report incidents and complete required forms.
		4. Major protocol drift that is not pre-approved and that causes pain or distress to the animal(s); or
		5. Serious threats to the health and safety of personnel or animals requiring immediate veterinarian intervention.
		6. Unresolved repeated issues of minor non-compliance.

## Non-Compliance Process

This process deals with non-compliance of approved AUPs and procedures as well as animal care concerns that might occur at Yukon University and/or are affiliated with Yukon University. This process applies to all animal users, faculty, staff and students. If researchers, faculty, staff or students have concerns about the care and use of animals or are concerned about procedures or ethical breaches, they should refer to the following information regarding processes for minor or serious concerns.

For minor concerns, or first-time occurrences, the observer is encouraged to talk to the individual(s) involved and provide details about their concerns. If the observer is not comfortable approaching the individual(s) their concern should be brought to the attention of the ACC Chair, Veterinarian or the ACC Coordinator. The PI/animal user may receive a written notification identifying the non-compliance from the PAM Team. If written notification the PI/animal user will be asked to acknowledge the receipt of the notification and provide a written plan, including approximate timelines, for addressing the issue(s) of minor non-compliance.

All minor non-compliance issues are to be resolved by the PI/animal user as quickly as possible. If this cannot be achieved, the ACC Chair will decide the appropriate recourse. Any cases of minor non-compliance will be re-assessed at subsequent PAM Team visits.

For serious concerns, a verbal report should be made to the ACC Chair and/or Veterinarian with the details provided in writing of the non-compliance issue. The PI/animal user will receive a written notification identifying the serious non-compliance. The PI/animal user will be asked to acknowledge receipt of the notification and provide a written plan, including timelines for correcting the issue(s) of serious non-compliance within 24 hours of receipt of the written notification. The PI/animal user will receive written notification and will be contacted by the ACC Chair or designate regarding the issue of serious non-compliance. If required, a face-to-face meeting will be held between the ACC Chair, Veterinarian and PI/animal user to work to resolve the situation using one or more of the following responses:

* PI/animal user will be requested to immediately stop objectionable procedure(s) and provide remediation, as appropriate.
* If serious threat to the health and safety of personnel is suspected, the University Occupational Health and Safety Officer will be contacted.
* If immediate euthanasia is the only appropriate intervention, the PI may be required to provide humane euthanasia in a field situation in accordance with approved SOPs. The advice of the Veterinarian may be sought if this is possible without undue delay.
* The ACC and Veterinarian will meet to determine appropriate recourse.
* The ACC has the explicit authority to place the Animal Use Protocol(s) under suspension until the serious issue has been resolved. Suspension of an AUP means that no activities involving animals or including animal ordering or animal use related to the suspended AUP(s) will be undertaken by the PI/animal users. Suspension of activity will be promptly reported to the Research Services Office to ensure funding and regulatory agencies are notified, as appropriate.

All concerns identified for non-compliance issues will be followed up in writing by the ACC Coordinator with the PI who will then discuss with other animal users such as student(s) or researchers, and a report will be generated and provided to the YukonU ACC for discussion. If the ACC feels details re appropriate the concerns will be forwarded to the corresponding Department Chair or Dean and/or the VPAR. Once follow-up has been completed, the individual or PAM Team member who submitted the form and identified the issue will be notified of the resolution.

PAM reviews will include identifying and addressing any issues of non-compliance.

## PAM Form for field-based animal research and teaching activities

Animal Care Committee
Post-Approval Monitoring (PAM) Form

Field-Based Activities (Wildlife)

This form is meant to be a reference for the Principal Investigator / Instructor and members of the YukonU ACC for performing a site evaluation of animal-based activities for field studies

*PAM Benefits*

* *ensures animal well-being*
* *strengthens scientific integrity by minimizing husbandry and research variance*
* *fosters team building with ACC, consulting veterinarian, researchers, faculty and students*
* *increases humane care and confirms application of approved endpoints*
* *increases credibility with the public and helps provide resources to the research community*
* *ensures regulatory compliance and provides assurance to funding agencies*
* *protects institutions*

**General Information**

|  |  |  |  |
| --- | --- | --- | --- |
| Protocol #:  |  | Protocol Approval Date: |  |
| Principal Investigator (PI) /Faculty Member: |  |
| Protocol/Course Title:  |  |
| Category of Invasiveness[[1]](#footnote-2): | [ ]  A | [ ]  B | [ ]  C | [ ]  D | [ ]  E |
| Species Used: |  |
| Field Site:  |  |
| Field Research Personnel Attendees: |  |
| PAM Team Attendees: |  |
| Completed by: |  |
| Date of monitoring/site visit:  |  | Date of Previous site visit (if applicable): |  |
|  |  |  |  |
| **Field Work Protocol** | **Yes** | **No** | **NA** |
| Did the PI and research/teaching personnel have the most recent version of the complete AUP including amendments while in the field?  |  |  |  |
| Does the most recent version of the AUP include all the amendments from the current year? |  |  |  |
| Has the most recent annual renewal of this AUP been completed? |  |  |  |
| Were SOPs used?  |  |  |  |
| Do the PI and other members listed on the AUP involved in the use of animal have access to the most recent version of the SOPs while in the field?  |  |  |  |
| Do the PI and other individuals named on the AUP have accurate knowledge of the protocol and/or SOPs? |  |  |  |
| Were alternatives to painful or distressful procedures considered that were described in the AUP? Explain the details here:**Click or tap here to enter text.** |  |  |  |
| Were the procedures used the same as those described in the AUP? If not, describe any differences here: **Click or tap here to enter text.** |  |  |  |
| Are the species and numbers of animals consistent with those in the approved AUP? If there are differences between the number of animals used in the approved AUP and the actual project, describe any differences.  |  |  |  |
| Did the PI and other members listed on the AUP involved in use of animals keep records or a field journal or use some kind of data sheets or logs to keep track of the number of animals used and animal welfare considerations.  |  |  |  |
| Does the PI have any photos or other visual representation of what goes on in the field?  |  |  |  |
| Does the PI and other members listed on the AUP involved in the use of animals use keep a record of any adverse events that occur (unexpected animal deaths or injuries)?  |  |  |  |
| If so, do they report these adverse events to the ACC Coordinator?  |  |  |  |
| Did this study involve any invasive procedures or did it materially alter behaviour? Explain: Click or tap here to enter text. |  |  |  |
| Was the study location changed or were any new locations added? Provide details here: **Click or tap here to enter text.** |  |  |  |
| Were applicable licenses, permits and permissions in place for all procedures, locations, and species? Provide details here: **Click or tap here to enter text.** |  |  |  |
| Comments:  |
| **Personnel** | **Yes** | **No**  | **NA** |
| Has everyone performing animal procedures read the AUP?  |  |  |  |
| Were all individuals who were handling animals, including students, listed in the AUP? |  |  |  |
| Were all these individuals trained on the methods listed in the AUP? Explain: **Click or tap here to enter text.**  |  |  |  |
| Did personnel wear appropriate gear for field work?  |  |  |  |
| Was there an emergency plan in case of personnel accident or fatality? |  |  |  |
| Comments: **Click or tap here to enter text.** |
| **Animal Handling** | **Yes** | **No** | **NA** |
| For this field work, were animals captured in some way? Explain the details here: **Click or tap here to enter text.** |  |  |  |
| If animals were kill trapped, please indicate the technique(s) used (e.g. snap trap, snare, leg hold, shooting, gill net, etc.)Details of technique used: **Click or tap here to enter text.** |
| If animals were live trapped, please indicate the technique(s) used [ ]  Netting (mist, seine, purse seine, harp, cone, tube, etc.) [ ]  Trapping (Sherman, Hav-a-hart, Tomahawk, pitfall, etc.)[ ]  Electro (shock) fishing[ ]  Other: provide details here: **Click or tap here to enter text.** |
| What did you do with non-target species? Explain the details here: **Click or tap here to enter text.** |
| How were animals held once captured and how long were they held? Explain here: **Click or tap here to enter text.** |
| How did you ensure that animals were processed as efficiently and stress-free as possible? Explain here: **Click or tap here to enter text.** |
| How were animals released? Explain here: **Click or tap here to enter text.** |
| What did you do if an animal was not ready to be released? Explain here: **Click or tap here to enter text.** |
| How did you ensure that animals were safe while being processed? Explain here: **Click or tap here to enter text.** |
| What did you do if animal was injured? Explain here: **Click or tap here to enter text.** |
| Were any markers / tags used on animals? (e.g. Ear tag, Pit tag, Dye, Tatoo, Ear notch, Collar, etc.)Describe technique used: **Click or tap here to enter text.** |  |  |  |
| **Seines and Nets** |
| What is the mesh size of seine or net and why was this size chosen? (appropriate application of mesh size to field capture goals.) Explain here: **Click or tap here to enter text.** |
| Who operated seines and nets? Explain here: **Click or tap here to enter text.** |
| What was the net depth and how long were nets set up?Explain here: **Click or tap here to enter text.** |
| How often were seines and nets checked and cleared of non-target species? Explain here: **Click or tap here to enter text.** |
| Describe procedures followed to clean seines and nets: **Click or tap here to enter text.** |
| **Trapping**  | **Yes**  | **No** | **NA** |
| How many traps of what type were set? Explain: **Click or tap here to enter text.** |
| When were they opened /closed? Explain: **Click or tap here to enter text.** |
| How were they baited and with what? Explain: **Click or tap here to enter text.** |  |  |  |
| Did you provide comfort and/or nesting material, and if so what kind? Explain: **Click or tap here to enter text.** |  |  |  |
| How were traps protected from the element (sun, water, etc.)? Explain: **Click or tap here to enter text.** |  |  |  |
| When were traps checked and how often? Explain: **Click or tap here to enter text.** |  |  |  |
| How did you ensure that you picked up all the traps you set? Explain: **Click or tap here to enter text.** |  |  |  |
| **Specific Post-Approval Monitoring Methods Used** |
| Select the technique(s) used for Post-approval monitoring of this AUP |
| [ ]  Video and/or photograph documentation of critical steps in the AUP, done by the PI or designate, including equipment and methods such as capture techniques, housing conditions, manual handling and restraint of animals, release of animals. If submitting video, provide narration. Explain: **Click or tap here to enter text.** |
| [ ]  On-site visit by ACC or PAM team member(S) with them providing specific feedback, including specific observations/recommendations and comments. Explain: **Click or tap here to enter text.**  |
| [ ]  Other methods: explain **Click or tap here to enter text.**  |
| Additional comments: **Click or tap here to enter text.** |
|  |
| **PAM Team Review**  | **Yes** | **No** | **NA** |
| Was there an opportunity for an ACC / PAM Team member to visit the field site to observe animal use activities for the project? If yes, please provide pertinent documentation of the site visit with details for the activities involving the care of use of animals. **Click or tap here to enter text.** |  |  |  |
| Comments:**Click or tap here to enter text.** |
|  | **Yes** | **No** | **NA** |
| Are there written reports regarding the animal use activities from animal users during or after their field season |  |  |  |
| Comments: Click or tap here to enter text. |
|  | **Yes** | **No**  | **NA** |
| Are there photos/videos showing animal care and use in the field? |  |  |  |
| Comments: Click or tap here to enter text. |
|  | **Yes** | **No** | **NA** |
| Were meetings held with the PI and other animal users named in the AUP to discuss their field activities, using elements such as reports, photos/videos and details of the methods or equipment used in order to review/assess the field work and discuss any possible improvements? |  |  |  |
| Comments: **Click or tap here to enter text.** |

|  |  |  |  |
| --- | --- | --- | --- |
| **Non-Compliance Issues** | **Yes** | **No** | **NA** |
| Were there any issues of Minor or Serious Non-Compliance noted?  |  |  |  |
| If yes, describe the non-compliance issue(s): Click or tap here to enter text. |
| Recommendations and Actions |
| **Click or tap here to enter text.** |

|  |
| --- |
| **Final Commendations and Recommendations of PAM Review:**  |
| Type of recommendation[ ]  No changes required – excellent procedure.[ ]  Minor recommendations – propose changes that could improve an already acceptable procedure.[ ]  Regular recommendation – propose changes to correct a minor problem.[ ]  Serious recommendation – requires adjustment of a procedure to meet the standards of the CCAC.[ ]  Major recommendation – requires immediate change to a procedure considered to be unacceptable to the well being of the animal.  |
| Additional Details: **Click or tap here to enter text.**  |
| **Signatures** |
| X |
| Signature of Principal Investigator / Faculty member | Date |
|  |
| X |
| Signature of ACC Chair or Designate | Date |
|  |

1. Categories of Invasiveness (CCAC guidelines on: the care and use of wildlife 2003):
**A.** Methods used on most invertebrates or on live isolates;
**B.** Methods used which cause little or no discomfort or stress;
**C.** Methods which cause minor stress or pain of short duration;
**D**. Methods which cause moderate to severe distress;
**E.** Procedures which cause severe pain near, at or above the pain tolerance threshold of unanesthetized conscious animals. [↑](#footnote-ref-2)