
Standard Operating Procedure: YukonU ACC SOP 01

January 2025

Collaborations among institutions can bring greater expertise and resources to support animal research and teaching objectives. However, such collaborations can result in uncertainty about which individuals and institutions are responsible for oversight of activities pertaining to the humane care and use of animals. Processes for inter-institutional projects are necessary to ensure that collaborations receive appropriate Animal Care Committee (ACC) review, have clearly defined roles for providing humane animal care and use and a clear communication process in place for compliance and reporting requirements.

1. Purpose

- 1.1. Yukon University (YukonU) Animal Care Committee (ACC) is responsible for overseeing the work carried out by all members of the institution including faculty, researchers, instructors, staff and students, whose activities involve the use of animals for research and teaching. This includes activities that are conducted at YukonU, conducted by YukonU personnel (includes other locations) or funded by YukonU. These require prior approval of the YukonU Animal Care Committee (YukonU ACC) before any activity begins.
- 1.2. This procedure describes the ACC oversight required when animal-based projects involve individuals from two or more institutions.

2. Scope

- 2.1. All YukonU faculty, staff and students carrying out animal-based research or teaching at other institutions.
- 2.2. YukonU faculty, staff and students undertaking animal-based research or teaching hosted at YukonU with collaborators from other institutions.

3. Definitions and Abbreviations

- ACC - Animal Care Committee
- CCAC – Canadian Council on Animal Care
- Home institution – the institution with which an individual is employed or affiliated.
- Host institution - an institution that an individual is temporarily affiliated for the purpose of a collaboration.
- PI – Principal Investigator
- YukonU – Yukon University
- AUP – Animal Use Protocol

The following procedures are intended to provide guidance for collaborative animal-based projects. This includes fieldwork involving animals.

4. Responsibility

- 4.1. The ACC ensures that CCAC and institutional policies, procedures and guidelines are followed by reviewing the AUP and obtaining additional information if needed before the ACC grants approval of a proposed animal use.

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- 4.2. The Principal Investigator/Instructor (PI) is responsible for developing a project appropriate AUP at YukonU or at collaborating institutions as described in these procedures. All faculty, researchers, instructors, staff and students are required to ensure that any animal-based research and teaching they undertake at another institution, receive the other institution's ACC approval.
 - 4.3. The veterinarians and animal facility staff are responsible for ensuring the health and welfare of the animals that are kept and studied inside their home facilities.
 - 4.4. The ACC Post-Approval review of AUPs will be done by the required individuals at the host institution where the animals are located for the research / teaching purposes.

5. ACC Review Process

Yukon University is responsible for the work done by all its employees and students who involve animals in research or teaching. There are various types of situations where YukonU personnel might be involved in collaborative animal-based activities and some of these possible inter-institutional relationships are described with processes to be followed.

5.1. Principal Investigator (PI) is based at another institution and carrying out animal-based work at/with YukonU or funded through YukonU.

- 5.1.1. The PI requires approval from their own institution first (home institution).
- 5.1.2. The PI then submits a copy of the completed approved animal use protocol application and a cover letter to the YukonU Animal Care Committee (ACC) Coordinator.
- 5.1.3. This is then reviewed by the YukonU ACC to determine if any additional information is required for specific/additional requirements of the YukonU ACC. A request to the PI would be made for additional information that might be required.
- 5.1.4. If they consider that this protocol meets all the requirements for animal care and use then YukonU ACC has the authority to provide approval of the protocol as the secondary institution.

5.2. YukonU researcher is the PI for the research but will be using animals for research or teaching at another CCAC accredited institution.

- 5.2.1. First submit a complete protocol to YukonU ACC. YukonU ACC must ensure that the project adheres to University policies and procedures on animal care. YukonU ACC must approve the protocol in principle, conditional to the approval of the protocol by the other institution(s) where the research will be conducted.
- 5.2.2. Merit review for pedagogical (teaching activities) or scientific merit (research) must also be done by the YukonU committees for these requirements.
- 5.2.3. Submit to the other institution(s) - their AUP application form and provide a copy of the YukonU application and conditional approval.
- 5.2.4. The other institution(s) or PI must inform YukonU ACC of the decision and any relevant conditions or details accompanying the decision.
- 5.2.5. Once approval from the other institution is provided, the YukonU ACC can provide full approval.
- 5.2.6. The YukonU ACC forms and Certificate of Approval will be provided to the other institution.

5.3. YukonU Personnel Conducting Research at another CCAC-Certified Institution as a team member (PI for the Project based at another Institution). This could be a situation where a protocol for the use of animals in research or teaching has already received approval by another CCAC accredited institution and where the animals are being housed and the experiments conducted at another institution or field site. For these types of situations, the following is the process for ACC review.

5.3.1. Collaborations may require YukonU (Home Institution) personnel to travel to other institutions (Host Institution) to conduct research with grant/contract funds held at YukonU. YukonU personnel must ensure there is an ACC approved AUP prior to conducting animal-based work at another institution. It is preferable to have only one AUP and should be for the PI of the research. Merit review should also be completed.

5.3.2. If all prospective live animal use will occur at another institution that holds a CCAC Good Animal Practice (GAP) Certificate, then the YukonU ACC does not require submission of an AUP on a YukonU AUP form. The YukonU researcher should submit an AUP to the host institution for ACC review. (Merit review should also be done). When approved by the host ACC, a copy of the AUP and Certificate of Approval must then be submitted to the YukonU ACC for review by the YukonU ACC subcommittee consisting of the Chair, Animal User member, Community member and the Consulting Veterinarian.

5.3.3. The YukonU Research Ethics Coordinator creates an AUP file based on the information from the host institution. The ACC subcommittee will review the AUP to ensure that it meets YukonU standards and does not contravene any institutional procedures or SOPs. If YukonU ACC approves the AUP in principle, a “Letter of Approval” will be issued to the PI and the other Institutions ACC. The ACC Chair or their designee will report and discuss the review and materials at the next full ACC meeting.

5.3.4. When all the collaborating institutions are CCAC GAP-certified, the host institution (i.e. where the animals reside) should submit animal numbers to the CCAC for the yearly Animal Use Data Form (AUDF) report. If this is not possible, another collaborating institution will report the numbers. Animal reporting must be determined upfront prior to animal use occurring to ensure the animals are only reported to the CCAC once.

5.3.5. The YukonU researcher must ensure that any protocol changes/amendments or incidents are provided to the host institution ACC as well as to the YukonU ACC.

5.4. YukonU researcher doing research project with a Non CCAC Certified Institution (ie foreign institutions or agencies).

5.4.1. If live animal use will occur at a non CCAC certified institution, but is overseen by an Institutional Animal Care Committee (IACUC) and is accredited by the Association for Assessment and Accreditation of Laboratory Animal Care International (AAALAC) and/or is covered by an Approved Animal Welfare Assurance from the Office of Laboratory Animal Welfare (OLAW), then use of the host’s institution’s AUP form is acceptable, and the YukonU ACC Subcommittee will review that AUP to ensure it meets the ACC standards and does not contravene any institutional procedures or SOP’s. Additional submission on a YukonU AUP is not required. The PI will receive a letter of approval regarding the animal use and relay this to the other institution’s ACC.

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- 5.4.2. If live animal use will occur at a non CCAC-certified institution, but then ACC or IACUC is neither AAALAC accredited nor does it hold an OLAW Assurance, use of the host institution's AUP form is acceptable; however, submission of a YukonU AUP is also required. In addition to review and approval by the host institution's ACC, full YukonU ACC review and approval (of the host institution's AUP and YukonU AUP) is required before the proposed animal use may proceed. Review by the ACC ensures that the AUP meets the ethical expectations of the YukonU ACC and that the project has received scientific or pedagogical merit approval. The ACC is responsible to confirm that animal use is undertaken ethically in appropriate facilities or in the field and to ensure the competency of those involved in animal-based activities.
- 5.4.3. If the collaborating institution has no ACC or equivalent body, then YukonU personnel must submit a YukonU AUP to the ACC. The YukonU ACC has sole responsibility to review the AUP and should conduct post-approval monitoring at the collaborating institution as best they can.
- 5.4.4. Wherever possible, YukonU personnel should avoid involvement in situations or collaborations where the animal use will occur in a facility where there is no ACC oversight.

5.5. Field Studies Involving More Than One Institution/Agency.

- 5.5.1. The ACC of the PI will serve as the lead (Home Institution) in providing ethical review of the protocol.
- 5.5.2. Co-operating investigators on the project shall contact their institutional ACC to determine the process for their institution. The Home Institution will provide copies of their approval and the AUP that has been reviewed and any other supporting materials.
- 5.5.3. Any questions or concerns on the review should be directed to the Home Institution ACC. Home Institutions and other institutions involved should be aware of all projects being conducted by their investigators and should ensure that the procedures to be used are ethically acceptable and comply with all legislative and other acceptable standards.
- 5.5.4. A well-defined arrangement between the ACC's of the institutions involved, will be put in place for monitoring the proposed project and the welfare of the animals. This should be agreed upon before the project begins. The ACCs must be aware of the protocols and progress of projects which are being carried out locally.
- 5.5.5. The Institution in or nearest the location of the research would be considered the local contact and should serve as the point of contact for the public and should be able to answer questions concerning wildlife studies in their area.

In all situations there will be clear and direct communication between the ACC's through the Animal Care Coordinators to facilitate the process and ensure that CCAC guidelines and policies are adhered to and that animal care is appropriately overseen appropriately throughout all phases of a collaborative project.

YukonU personnel must disclose to the ACC any animal-based research or teaching that is conducted outside of Yukon University.

The YukonU ACC shall be responsible for oversight of all animal-based projects undertaken by YukonU members or connected with YukonU, to ensure that all procedures are ethically acceptable and comply with all CCAC and legislative standards. Arrangements for monitoring the welfare of animals will be established between the Animal Care Committees of all institutions involved in the project before the project begins. A well-defined arrangement between the ACC's will be established for monitoring the project and for sharing all post-approval monitoring reports.

The YukonU researcher must have the necessary training and be able to provide documentation of such training to the host and home institution. If some aspect of training is missing, this can be provided by the host institution.

6. References

CCAC Policy on Animal Based Projects Involving Two or More Institutions (2003)
Canadian Council on Animal Care.

https://ccac.ca/Documents/Standards/Policies/Projects_involving_two_or_more_institutions.pdf

CCAC Frequently Asked Questions on Animal Based Projects Involving Two or More Institutions (May 2020). Canadian Council on Animal Care. <https://ccac.ca/Documents/Standards/Policies/CCAC-FAQs-on-Animal-Based-Projects-Involving-Two-or-More-Institutions.pdf>

CCAC Guidelines on the Care and Use of Wildlife (2023). Canadian Council on Animal Care.
<https://ccac.ca/Documents/Standards/Guidelines/Wildlife.pdf>