



Animal Care Committee Guideline

Number: 6

Effective date: October 2001

Date Revised: October 2008

Summary of Responsibilities of Facility Managers

Guideline

For Facility Managers to be certain of compliance with the University of Guelph Animal Care Policy, they must ensure that the actions pursuant to the responsibilities of the Principal Investigators and Instructors are carried out as follows:

1. that appropriate standards of care and well being are being provided for all animals in their facilities. This includes provision for daily animal care and observation 7 days per week to comply with the Ontario Animals for Research Act and the CCAC Guidelines;
2. that all personnel caring for live animals have appropriate training in the animal care and handling techniques and skills required for the procedures listed in the herd ("G") Animal Utilization Protocol (AUP), e.g. Core Modules and Species Specific Workshops;
3. that Standard Operating Procedures (SOPs) are followed and reviewed with facility staff at least semi-annually and updated no less than every 2 years;
4. that, where appropriate, a herd ("G") AUP is in place to cover all husbandry and technical procedures required to acquire and care for the animals;
5. that each animal in their facility(ies) is covered by a current, approved AUP, at all times;
6. that any animals to be transferred to another University of Guelph facility will be covered by an approved AUP at the other facility, prior to the transfer;
7. that health and husbandry records of animals are maintained and provided on request to the ACC, or external inspectors;
8. that they, or their designates, are present at site visits by the ACC, Assessment of the CCAC and/or inspections of the Ministry Inspector, Animals for Research Act;
9. that timely responses to ACC site visit reports, CCAC assessment reports and reports from a Ministry Inspector, Animals for Research Act, are submitted to the ACC;
10. that the ACC is called, when necessary, for support and assistance with any animal care and well being concerns; and,

11. that significant unanticipated animal care and use problems, concerns or complications are promptly reported to the ACC or, if applicable, regional campus Animal Care Subcommittee. An Animal Incident Report may be used for this purpose. www.uoguelph.ca/research/acs/acs/forms/index.shtml)
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Guideline approved by the University of Guelph Animal Care Committee on: October 2008