

# UNIVERSITY COMMITTEE ON LABORATORY ANIMALS

March 2022

## PEER REVIEW, PEDAGOGICAL MERIT REQUIREMENTS

All animal use protocols require peer and/or pedagogical review before ethics/welfare review can be done by the UCLA.

**Research Protocols:** Most projects are peer reviewed completed by the granting agency supporting the project. However, if a project has not been peer reviewed, such as when a researcher receives startup funds, any proposed work that involves animals needs to be peer reviewed by the Office of Research Services prior to being reviewed by the UCLA. Please contact the UCLA office if you have questions prior to protocol submission.

If a researcher is funded by a contract with a corporate partner, there is a different peer review process required for corporate partners. Please contact the UCLA office for the following documents:

- Master Checklist
- Scientific Peer Review of Animal Research Proposals from Corporate Partners

**Teaching protocols:** Pedagogical merit review is required for all teaching protocols. Please see the [CCAC Policy Document](#) for more details. For Instructors, please ensure a copy of your [Pedagogical Merit Review](#) form is attached to your protocol when you submit via Romeo.

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*Peer Review for Research protocols and pedagogical merit review for Teaching protocols is required before UCLA ethics review.*

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## COMPLETING THE ANIMAL USE TAB ON ROMEO

Since we have moved to a 3-year approval cycle for protocol review, please ensure that the animal use tab is completed for all 3 years of the project. It would be helpful to break down the animal use per year in your flow charts or timeline.

The animal use tab is completed as follows, the Purpose of Use, and Category of Invasiveness explanations can be found on the CCAC website, then choose chronic or acute under classification – see screen shot below:

Save Close Print Export to Word Export to PDF Submit Withdraw

\* Project Info Project Team Info \* Form A: Animal Care Research Protocol Form \* Animal Use Attachments Approvals Lc

### Animal Use Info

Purpose of Animal Use:(PAU) \* 1 - (fundamental studies) ▾

Category of Invasiveness:(CI) \* C - (experiments which cause minor stress or pain of short duration) ▾

Classification Chronic ▾

Protocol Description:  
\*please leave blank, the protocol description is captured in the Form A

Animal Use Summary:

Add New

Species	Strain	# Animals Requested
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Once this is complete, click 'Add New' under the Animal Use Summary. Then choose species, and keywords related to the project, strain of animal, weight, gender, source, rooms, do not change PAU or CI as those should pre-load from the choices on the previous screen, and break down animal use per year in comments:

Save Close

Species : mice ▾

Species Keywords : transgenic animal ▾

breeding, injection, chemical exposure, research, euthansia, tissue/organ collection, transgenic animal Add Clear all

Strain : SCID

Weight : 20g

Gender : Male and Female

Source : Charles River

Source Contact :

Transportation :

Housing Building Room : Facility Name, Room Number

Experimental/Procedure Building Room : Room Number

PAU : 1 - (fundamental studies) ▾  
(\*By default it will be the same as General PAU, change this if it is different for this species)

CI : C - (experiments which cause minor stress or pain of short duration) ▾  
(\*By default it will be the same as General CI, change this if it is different for this species)

Comments :  
Year 1: 30 SCID mice  
Year 2: 30 SCID mice  
Year 3: 30 SCID mice

# Animals Requested : 90

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*“Ensure that the animal use tab is completed for all 3 years of the project”*

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## RENEWALS

With the new 3 year cycle, you may have used up all your animals in year 1 and 2, make sure to check before you renew again to determine if additional animals are needed. If additional animals are required for year 3, please complete an amendment along with your renewal indicating/justifying the need for additional animals for the 3<sup>rd</sup> year of the project.

## MORE ON REPORTABLE ANIMAL WELFARE INCIDENTS FROM CCAC

What constitutes a CCAC reportable animal welfare incident?

A CCAC reportable animal welfare incident refers to one of the following:

- a) an event that leads to significant<sup>1</sup> mortality<sup>2</sup> levels of research, teaching, or testing animals, such as:
  - catastrophic failure of critical life support systems or its components (e.g., malfunction of power supply, HVAC, pumps, filters, watering system, alarms, sensors, call-out systems, etc.);
  - disregard of, or unintended failure (human error) to follow practices or procedures (e.g., not following approved standard operating procedures or other established processes, miscommunication, etc.); or
  - any other cause of significant mortality levels such as adverse outcomes or unforeseen circumstances;OR
- b) serious or continuous noncompliance with CCAC standards that leads to the suspension by the animal care committee or the institution of an animal-based activity threatening animal health or welfare.

### Reporting Requirement

If potential mortality levels associated with described procedures are outlined and quantified in an approved protocol and the actual observed levels are an additional 20% or more above this baseline, they would be considered reportable. The potential mortality levels should be justified in the protocol based on commonly recognized ranges of mortality, scientific literature, shared experience, or industry standards. Potential mortality levels outlined and quantified in the “intervention points” or “humane endpoints” section of the protocol would also be included in the baseline, as would the risk of mortality associated with pilot studies. If potential mortality levels associated with described procedures are not outlined in an approved protocol, the baseline is zero and actual observed levels would be considered reportable when 20% or more of animals are affected. If the number of animals is below 10, then 2 or more animals affected is considered significant and reportable.

Please see the [CCAC FAQ page](#) for more details

## OTHER RECENT GUIDELINES APPROVED BY CCAC

- **Identification of scientific endpoints, humane intervention points, and cumulative endpoints:** [https://ccac.ca/Documents/Standards/Guidelines/CCAC\\_guidelines\\_scientific\\_endpoints.pdf](https://ccac.ca/Documents/Standards/Guidelines/CCAC_guidelines_scientific_endpoints.pdf)
  - **Endpoints FAQ:** [https://ccac.ca/Documents/Standards/Guidelines/CCAC\\_FAQs\\_on\\_scientific\\_endpoints.pdf](https://ccac.ca/Documents/Standards/Guidelines/CCAC_FAQs_on_scientific_endpoints.pdf)
- **Animal welfare assessment:** [https://ccac.ca/Documents/Standards/Guidelines/CCAC\\_guidelines-Animal\\_welfare\\_assessment.pdf](https://ccac.ca/Documents/Standards/Guidelines/CCAC_guidelines-Animal_welfare_assessment.pdf)

- **Animal welfare assessment Implementation:**  
[https://ccac.ca/Documents/Standards/Guidelines/Implementation\\_of\\_the\\_CCAC\\_guidelines\\_on\\_animal\\_welfare\\_assessment.pdf](https://ccac.ca/Documents/Standards/Guidelines/Implementation_of_the_CCAC_guidelines_on_animal_welfare_assessment.pdf)

## **QUESTIONS?**

Please feel free to contact the office at any time for further information ([UCLA@dal.ca](mailto:UCLA@dal.ca))