

## UNIVERSITY COMMITTEE ON LABORATORY ANIMALS

October 2023

We hope that as researchers, staff, and students involved in animal related research you find the following newsletter helpful in navigating the changing landscape of animal welfare and ethics guidelines.

Topics covered in this issue:

- Upcoming Lunch and Learns with the UCLA
- Reminder: Requirements for Pedagogical Merit/Scientific Merit
- Protocol Description and Flow chart examples

### **EXCITING NEWS! LUNCH AND LEARN SESSIONS COMING YOUR WAY IN NOVEMBER**

We're thrilled to announce an exciting new initiative that will enhance our knowledge and understanding of the University Committee for Laboratory Animals and CCAC guidelines. Starting this November, we will be hosting regular "Lunch and Learn" sessions featuring the Chair of the UCLA and the University Director of Animal Care.

Here are the key details you need to know:

What: Lunch and Learn Sessions

When: November 8<sup>th</sup>, 2023 (12:00pm-1:00pm)

Why: To answer your questions and provide insights into the University Committee for Laboratory Animals and CCAC guidelines.

Where: via teams

**Join on your computer, mobile app or room device**

[Click here to join the meeting](#)

Meeting ID: 262 145 502 214

Passcode: 7vj4Z8

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Our Lunch and Learn sessions will be an opportunity for you to engage with experts in the field, gain valuable insights, and seek clarification on any questions you may have. Whether you're a researcher, faculty member, student or staff member involved in laboratory animal care, these sessions are designed to provide you with the knowledge and resources relating to animal ethics and research.

The sessions will cover a wide range of topics related to laboratory animal care, including:

- Overview of the University Committee for Laboratory Animals
- Understanding CCAC guidelines and their implications
- Best practices in animal care and welfare
- Ethical considerations in research involving animals.
- Compliance and regulatory updates

We encourage you to mark your calendars and stay tuned for further details regarding the specific dates, topics, and registration information. If you have specific questions or topics you'd like to see covered in these sessions, please feel free to reach out to [ucla@dal.ca](mailto:ucla@dal.ca).

Stay tuned for more updates, and we can't wait to see you there!

### **REMINDER: REQUIREMENTS FOR PEDAGOGICAL MERIT OR SCIENTIFIC MERIT**

All Teaching Protocols Require Pedagogical Merit Review, prior to ethics review by the UCLA. Please see the CCAC FAQ page for more details. For Instructors, please complete the following form [[https://cdn.dal.ca/content/dam/dalhousie/pdf/dept/animal-ethics/UCLA Pedagogical Merit Review Form for Instructors%20-%20for%20web.pdf](https://cdn.dal.ca/content/dam/dalhousie/pdf/dept/animal-ethics/UCLA_Pedagogical_Merit_Review_Form_for_Instructors%20-%20for%20web.pdf)] and include it with your protocol submission on Romeo. Your protocol and pedagogical merit review form are then sent for pedagogical merit review. This process typically delays ethics review by one month, so please plan accordingly.

All experimental animal use protocols require peer review before ethics/welfare review by the UCLA. Most labs have peer review completed by the granting agency, however if, for example, a researcher has received startup funds and wishes to begin animal work, there is a mechanism through the Office of Research Services to complete peer review.

If a researcher is funded by contract with a corporate partner, there is a separate mechanism to satisfy the peer review requirement for corporate partners. Please contact the UCLA office for the following documents: Master Checklist, Scientific Peer Review of Animal Research Proposals from Corporate Partners. This process either regular scientific merit review via ORS or Corporate scientific merit review typically delays ethics review by one month, so please plan accordingly. Please contact the UCLA office if you have any questions: [UCLA@dal.ca](mailto:UCLA@dal.ca).

### **PROTOCOL DESCRIPTION AND FLOWCHART EXAMPLES**

The project description must describe the project mechanics and timeline for the use of animals and include details of the entire sequence of events in which animals are subject to from recruitment into the project to removal (experimental and humane endpoint) from the project. For ease of review, project descriptions can include both text and graphic descriptions in tandem demonstrating multiples of time points, treatments, experimental units/groups, and procedures using flowcharts and possibly tables. If multiple experiments/projects are part of a single protocol submission, please number each project for easy reference and include separate project descriptions. Additional points for the project description:

- The overall aim of this section is that the Animal Care Committee understands the mechanics of the project, the timelines involved in the project, the context of the project - the 'what, how, how many, and how long'.
- Clear and concise descriptions of the physical procedures that will be undertaken will be included here. SOPs should be referred to where relevant- this may save time for the applicant.
- The animal ethics committee in Canada includes scientists, non-scientists, and community representatives. The use of lay language is required to describe projects.
- Avoid jargon and/or abbreviations and/or acronyms whenever possible and if needed, explain, and define these.
- Do not cut and paste sections from grant applications.
- Include details of any drugs/chemicals/compounds being used including dosage, administration routes, volumes, and frequency of use.

- If your summary includes contentious or extraordinary elements (see welfare assessments checklist), special ethical considerations are required as included in the welfare assessment section or submitted SOPs.
- All animal numbers included in the flow charts and written descriptions must reconcile with the Animal Use Tab numbers submission.
- If the experimental endpoint does not include euthanasia, include the fates of the animals' post-use or following withdrawal/completion from the intended research. This information is necessary to a) understand in detail what will happen to the animals and b) make a judgement about the cumulative welfare impact on individual animals.
- At the end of each individual project description answer the following questions:
- What is the morbidity (as a percentage) in this project?
- What is the mortality (as a percentage) in this project? Mortality must include animals expected to be found dead as well as those that are euthanized if they reach humane intervention points.
- Details of surgical descriptions can be included on the separate Attachment A.

A Flow Chart should include:

- Experiment number and title
- Total number of animals used in the experiment with a breakdown by species and strain.
- Age and sex of animals
- Group size
- Number of groups or treatments
- Timing of model induction (e.g., cancer induction, arthritis induction)
- Timing of treatments (e.g., drug administration will show dose, route, volume, and frequency)
- Timing of procedures and frequency (i.e., blood collection, urine collection, imaging, etc.)
- If surgery or anesthetics are included in the experiment, these should be recorded in the flow chart timeline.
- Endpoint(s) including animal numbers.
- Euthanasia

Example flow charts can be found on our website [<https://www.dal.ca/dept/animal-ethics/forms/examples-for-protocol-writing.html>]

### **SEEKING ASSISTANCE WITH ROMEO?**

Jennifer Wipp is here to provide you with the help you need. Starting October 4th, 2023, Jennifer will be hosting weekly drop-in sessions every Wednesday from 1:30 PM to 2:30 PM via Teams.

### **Join on your computer, mobile app or room device**

[Click here to join the meeting](#)

Meeting ID: 249 088 355 207

Passcode: JXSRSZ

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Dalhousie University sits on the ancestral and unceded territory of the Mi'kmaq. We are all Treaty people.

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Thank you for taking the time to review this latest installment of the UCLA newsletter!