University of Victoria Animal Care Notable Event Process

Flowchart A: Assessment of Administrative, Minor or Major Impact

Coordinator/Staff Member Advises Vet of Notable Event
Vet and Coordinator assess impact to animals

Vet advises ACC Chair and Post Approval Support Consultant (PASC) (logistics) of Notable Event
Recommendation by Veterinary Director to Chair - Administrative, Minor or Major Event
Vet or ACC Chair advises the affected PI(s)

Administrative Recommendation
Chair advises ACC
(via email or at regular ACC meeting)

Chair authorized by ACC to determine **Minor or Major Assessment**
Chair advises ACC
(via email – requests feedback from ACC)

Notable Event – Administrative

An administrative notable event refers to administrative concerns which can be resolved with the assistance of the PASC.

Administrative events may include:

- Calendaring errors that lead to incorrect reporting of animal numbers.
- Observation field studies exceeding animal numbers in their AUP).
- Licenses/permits required; e.g. controlled substances, field collections.
- Updating existing SOPs.
- New SOPs required for low-risk /low impact procedures and activities.
- Personnel changes to AUP not documented.
- Updating source of animals.
- Updating/supplementing training on specific procedures with low risk/impact on animal welfare.

Notable Event – Minor Impact

A minor animal welfare incident refers to an event which **does not** lead to unanticipated death of research, teaching or testing animals, or pose an immediate and significant threat to animal health or welfare.

Minor Impact includes (but is not limited to):

- Unexpected minor side effects from procedures, not resulting in death of animals; treated appropriately.
- Performing minor, non-invasive procedure not authorized per protocol.
- Protocol/SOP "drift" not resulting in welfare concerns for animals.
- Security non-compliance (not impacting animal welfare).

Notable Event – Major Impact

A major animal welfare incident refers to an event that leads to the unanticipated death of research, teaching or testing animals, or poses an immediate and significant threat to animal health or welfare.

Major Impact includes (but is not limited to):

- Technical or procedural errors resulting in unexpected mortality/animal welfare concerns.
- Performing unapproved major or invasive procedures.
- Failure to provide authorized and adequate pain control/euthanasia resulting in animal welfare concerns.
- Failure to follow procedures such that human or animal safety is jeopardized.
- Unexpected major side effects from approved procedures.
- Higher than expected morbidity or mortality rates associated with an approved procedure.
- Procedural or systems error(s) resulting in death of animals.
- A catastrophic failure of critical life-support system(s).
- Disregard of, or unintended failure to follow, approved practices or procedures.
- Significant and unanticipated morbidity or mortality unrelated to the above.
- Serious or repeated noncompliance with CCAC standards that leads to the suspension by the animal care committee or the institution of an animal-based activity that threatens animal health or welfare.

Determination:
Notable Event – Administrative
Refer to Flowchart B

Determination:
Notable Event – Minor Impact
Refer to Flowchart C

Determination:
Notable Event – Major Impact
Refer to Flowchart D